

GRADUATE ASSISTANTS

POLICIES & GUIDELINES HANDBOOK

2008 - 2011



GRADUATE SCHOOL

USF Graduate Community,

I am pleased to present this updated comprehensive USF ***Graduate Assistant Policies and Guidelines*** handbook. Within these pages you will find clarification of many policies, processes, and procedures that are currently in existence at USF. Some policies have been revised since the last publication of this handbook and represent the continuing emphasis on supporting the highest quality graduate education at USF. This handbook is intended as a resource to Graduate Program Directors, Graduate Coordinators, graduate professional staff, Human Resources, budget officers, and many others.

The Graduate Assistant Policies and Guidelines handbook is comprised of five main sections:

- 1) Graduate Assistantship Overview
- 2) Graduate Assistant Appointments
- 3) Graduate Assistant Reappointments and Changes
- 4) Graduate Assistant Benefits
- 5) Graduate Assistant Appointment and Tuition Payment Audits

The policies and guidelines stated within are to be followed by USF Tampa and the regional campuses, including USF Health, unless otherwise stated. The regional campuses and USF Health have separate budgets for tuition and stipends; however, they must follow the overall graduate assistant policies and guidelines set forth by the Graduate School.

This handbook will evolve over time as USF's graduate education changes. The handbook is designed to be in place for the academic years of 2008-2011; however, modifications may be made in the interim. If such changes are made all parties will be appropriately notified. I believe this handbook provides the information you will need as you appoint graduate assistants or handle graduate assistant employment issues.

Best wishes,

A handwritten signature in black ink, appearing to read "Karen Liller", written in a cursive style.

Karen D. Liller
Interim Dean of the Graduate School and
Associate Vice President for Research & Innovation

Graduate Assistant Policies and Guidelines

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GRADUATE ASSISTANTSHIP OVERVIEW

Graduate Assistantships at the University of South Florida

Graduate Assistantships are intended to recruit quality students to graduate study at USF and to enhance the graduate learning experience. Graduate assistantships exist within academic departments or other university offices on campus. Graduate assistants may teach, conduct research, or perform other tasks that contribute to the student's professional development. Graduate students may be classified as Graduate Assistants (GAs), Graduate Teaching Assistants/Associates (GTAs), Graduate Instructional Assistants (GIAs), and/or Graduate Research Assistants/Associates (GRAs).

All graduate assistants at USF work under a contract negotiated by the Graduate Assistants United (GAU) and the USF Board of Trustees. The GAU is the labor union certified as the exclusive bargaining agent for graduate assistants at USF.

This book should be used as a tool to ensure proper administration of graduate assistantships.

Graduate Assistantship Eligibility

Graduate School and University financial resources are used to support full-time, degree-seeking graduate students. Eligibility requirements are applicable to all graduate assistant classification codes regardless of classification code and/or funding source. To receive an assistantship, the graduate student must meet the following eligibility requirements:

- Accepted in a graduate degree program;
- Maintain an overall minimum grade point average (GPA) **and** degree program GPA of 3.00;
- Enrolled full-time during the semester(s) appointed as a graduate assistant. Full-time enrollment is considered 9 graduate credit hours in the fall semester, 9 graduate credit hours in the spring semester, and 6 graduate credit hours in the summer semester. If a graduate assistant is enrolled in the last semester of his/her program of study, the number of registered semester hours may be less than the full-time requirement. Graduate assistants must comply with all Graduate School enrollment requirements to retain their assistantship as stated in the Graduate School Catalog at <http://catalog.grad.usf.edu/>.

Graduate Assistant Opportunities

Graduate assistantships are highly competitive. Specific eligibility requirements and application guidelines for graduate assistants are established by the colleges and departments. To apply for an assistantship, students should contact their Graduate Program Director in the department of study. (Refer to the "Contact Information" for the Graduate Program email address and telephone number available under Graduate Programs at http://www.grad.usf.edu/newsite/grad_programs.asp.)

Programs that wish to advertise graduate assistant opportunities to the USF student community are encouraged to use the USF Career Center. More information about posting job opportunities can be found at the Career Center Website: <http://www.career.usf.edu/newsite/index.htm>

Full Time Equivalent (FTE) Appointment

The Graduate School encourages and strongly recommends that departments hire graduate students to full-time appointments (.50 FTE). Full-time assistantships (.50 FTE) require students to perform assistantship assignments for 20 hours per week during the period of the assignment. Half-time assistantships (.25 FTE) require students to work 10 hours per week during the period of the assignment. A graduate assistant appointment may be less than .25 FTE (10 hours per week); however, students on such appointments will **not** be eligible for tuition payment unless they have multiple appointments equal to or greater than .25 FTE.

Outside Employment

The Graduate School philosophy is that full-time graduate assistants with a full-time course load should not pursue **outside employment**. This includes positions on and off campus.

Full-time USF employees, regardless of classification (Temporary, Staff, Administration, or other) are prohibited from simultaneously receiving a graduate assistantship while working full-time.

Academic Good Standing

All graduate assistants must maintain good academic standing with an overall graduate **and** degree program GPA of 3.00 or higher each term. Inability to maintain good academic standing with the university may result in academic dismissal. Please refer to the Graduate Catalog at: <http://www.grad.usf.edu/newsite/catalog/main.asp> and the Academic Probation Policy and Procedures section at <http://www.grad.usf.edu/newsite/policies.asp> for more information.

If a graduate assistant's overall GPA falls below 3.00, they will automatically be placed on academic probation (P1). Students on academic probation (P1) are eligible to maintain their graduate assistantship for one additional semester. Graduate assistants who advance to the next level of academic probation (P2) will be ineligible to maintain or renew a graduate assistantship. Exceptions to this policy will be made only in very rare circumstances on a case-by-case basis, with final approval made by the Graduate School Dean or designee.

Academic standing status can be found on the General Student Screen in Banner, SGASTDN. In addition, the Graduate School will provide an Academic Probation Status Report to the colleges at the end of each semester following the Registrar's processing and posting of grades. This report will list all active students that are on academic probation and the level of probation (P1, P2, or P3). It will also indicate if the student is currently appointed as a graduate assistant.

All graduate assistants must make satisfactory progress toward their degree. Satisfactory progress is determined on a case-by-case basis by the graduate assistant's Graduate Program Director and/or College Graduate Program Coordinator. If it is determined that satisfactory progress is not being made, even if the student is meeting other requirements (i.e., GPA, fulltime status), the graduate assistant may lose their assistantship.

Missing and Incomplete Grades

Incomplete (I) and Missing (M) grades have the potential to impact the GPA, resulting in Academic Probation. If a graduate assistant is placed on academic probation (P2 or P3), the graduate assistant will **not be eligible** for a graduate assistantship. It is imperative that faculty and graduate assistants be cognizant of the policies regarding the consequences of not resolving "I" and "M" grades, and take measures to resolve "I" and "M" grades before they adversely affect the graduate assistant's GPA and result in ineligibility for the assistantship. Please refer to the "I" and "M" grade policies in the Graduate Catalog for more information: <http://www.grad.usf.edu/newsite/catalog/main.asp>.

Example: Incomplete Grade Converts to IC, Causing a Probationary (P3) Status:

A new graduate student registers for 9 graduate credit hours in spring 2008 and receives a grade of B in two courses and one incomplete "IC" (Incomplete/Current Grade of C) grade in a 3 graduate credit course. The "IC" grade is not computed into his GPA. In summer, he registers for 6 graduate credit hours and receives all B's. At the end of summer, his GPA is still 3.00. He has not completed the "IC" grade from spring 2008. He registers for 9 graduate credit hours in fall 2008 and receives all B's. The last day of fall 2008 classes, his "IC" grade automatically converts to C. His spring 2008 GPA is retroactively updated to 2.66, his summer 2008 GPA is retroactively updated to 2.80, and his fall 2008 GPA is updated to 2.88. Because the "IC" grade is computed retroactively to spring 2008, this student advanced to Academic Probation P3 immediately after the "IC" grade converted to "C".

Example: Missing Grade Converts to MF, Causing a Probationary (P2) Status:

A new graduate student registers for 9 graduate credit hours in the spring 2005. He receives a grade of B in two courses and one missing "M" grade in a 3 graduate credit course. The "M" grade is not computed into his GPA. In summer, he registers for 6 graduate credit hours and receives all B's. The last day of classes in summer 2005 classes, his "M" grade automatically converts to "MF". The "MF" grade is retroactively computed into his spring 2005 GPA, which is updated to 2.00. His summer 2005 GPA is retroactively updated to 2.40. Because the "MF" grade is computed retroactively to spring 2005, this student has advanced to Academic Probation P2 immediately after the "M" grade converted to "MF"

Graduate Assistantship Stipends

Graduate assistants appointed in job classification codes 9181, 9182, 9183, 9184, & 9550 are employed as salaried employees and are not eligible for overtime compensation. Graduate assistants appointed in job classification code 9185 are employed as non-exempt hourly employees and will be required to complete time sheets. Non-exempt hourly employees are eligible for overtime compensation for time worked beyond 40 hours in a single work week.

Time clocks shall not be used to record graduate assistant work hours. (Class codes are described on pages 8-17.)

The Graduate Assistant United (GAU) contract <http://usfweb2.usf.edu/HR/collectivebargaining/GAU%20CB%20Contract.pdf> and University policy require minimum stipend allowances as follows:

- **Students at the masters level:** Each nine-month employee (19.5 pay periods) on a .50 FTE appointment shall be guaranteed a minimum stipend of **\$8,100**. Appointments greater or less than .50 FTE shall be paid at a stipend rate representing a proportion of this minimum as determined by the fractional FTE appointment and the budgeted weeks of activity.
- **Students at the doctoral level:** Each nine-month employee (19.5 pay periods) on a .50 FTE appointment shall be guaranteed a minimum of **\$9,580**. Appointments greater or less than .50 FTE but no less than .25 FTE shall be paid at a stipend rate representing a proportion of this minimum as determined by the fractional FTE appointment and the budgeted weeks of activity.

Stipend rates vary across disciplines, but cannot be less than the minimum as stated in the GAU contract. Departments are **strongly encouraged** to provide stipends that are considered competitive within their discipline.

Graduate assistantship stipends are paid through the university payroll system. Graduate students who have assistantships will receive biweekly payments following the schedule set by Human Resources Payroll (Refer to <http://usfweb2.usf.edu/HR/pa.htm>). If a student retains multiple assistantship appointments from more than one University office, the student will receive a single payment combining the amounts paid by each office.

Graduate assistants should be aware of the Internal Revenue Service guidelines for exemption from FICA. Please contact Human Resources at (813)974-2970 for more information.

Graduate Assistantship Evaluations

A comprehensive annual performance appraisal for each graduate assistant, whose term of appointment is one (1) semester or longer, shall be evaluated in writing once during each such appointment. The University-wide comprehensive annual performance appraisal format will be used for all appraisals. The employment evaluation shall include evaluation of assigned duties and such other responsibilities as are appropriate to the assignment. Additional consideration will be given to the satisfactory progress towards completion of the degree program according to University policy. Personnel decisions shall take such employment evaluations into account, provided that personnel decisions need not be based solely on

written employment performance evaluations. The Graduate Program Director will certify completion of the annual performance appraisal for each employee to the Graduate School and send the original document to Human Resources for inclusion in the graduate assistant's personnel file.

Example: A graduate student is appointed as a GIA (9550) in the fall semester for a 9 month appointment. The student should receive one evaluation following that 9 month appointment. A graduate student is appointed as a GRA (9182) for the fall semester; the student should receive an evaluation following the fall appointment. The same student is reappointed in spring as a GRA (9182) for the following spring semester. The student should receive a second evaluation for the spring reappointment.

Florida State Residency Status for Tuition Purposes

Graduate Program Directors are highly encouraged to recommend that new domestic out-of-state graduate students and graduate assistants review and appropriately file a request for residency status reclassification as soon as possible if they intend on becoming permanent Florida residents. For procedures, please refer to <http://www.registrar.usf.edu/Residency/>.

Residency for tuition purposes is defined by state law. The University must adhere to the criteria set forth in Florida School Code (SB-20E) Section 1009.21 Florida Statutes (<http://www.leg.state.fl.us>). This statute applies to all institutions of higher learning in Florida.

Staff at the University of South Florida cannot make exceptions to the rules set forth by the state nor can staff make exceptions based on financial hardship or extenuating circumstances.

The Office of the Registrar must receive Requests for Reclassification no later than the published deadline for the term in which reclassification is requested. Requests submitted after the deadline will not be reviewed. Out-of-state tuition and fees will be assessed for that term.

There are no exceptions to the mandated submission deadline.

Requests to re-evaluate a student's classification in a previous term will not be considered. Questions or concerns regarding particular circumstances should be deferred to the Office of the Registrar (SVC 1034) at 974-2000.

Graduate Student Tuition and Fees

Graduate assistants receive a stipend and are eligible for tuition payment and an employer contribution toward health insurance. Tuition payment refers to the matriculation fees only. The University does not provide payment for the cost of other student fees (i.e., flat fee athletic, flat fee A&S, student union enhancement fee, lab fees, comprehensive new graduate fee). For greater detail, refer to the Financial Aid website: <http://www.usf.edu/finaid>.

Graduate assistants are responsible for paying the student fees assessed to their account. Fees may include, but are not limited to, flat fee athletic, flat fee A&S, student union enhancement fee, lab fees, and/or comprehensive new graduate fee. Students are responsible for paying the balance on their account by the payment deadline published in the academic calendar. Failure to pay on time will result in a late payment charge. To determine fees and balances owed, refer to OASIS at <http://usfonline.admin.usf.edu>.

Example: A graduate assistant is registered for 9 graduate credit hours for spring 2008. In-state tuition including matriculation and student fees totals \$2475.99. Of that amount, \$2055.06 is tuition (matriculation fee) and the remaining \$420.93 is student fees. The graduate assistant is responsible for the student fees total of \$420.93. The University will provide the \$2055.06 tuition fee portion. The University's portion (tuition matriculation fee) is approximately 80% of the total cost of attendance.

GRADUATE ASSISTANT APPOINTMENTS

Job Classifications

The University has six classification codes for graduate assistants. They are:

- Graduate Research Assistant (class code 9182)
- Graduate Research Associate (class code 9181)
- Graduate Teaching Assistant (class code 9184)
- Graduate Teaching Associate (class code 9183)
- Graduate Assistant (class code 9185)
- Graduate Instructional Assistant (class code 9550)

Using the class code descriptions and requirements below, the department, college and/or university unit shall select an appropriate graduate assistant job classification code that is both descriptive of the work to be performed by the graduate assistant and for which the graduate student qualifies.

The hiring department will provide the graduate assistant with an offer letter for all appointments and reappointments. A valid letter of offer must accompany the Appointment Status Form (ASF) when it is sent to Human Resources.

It is the responsibility of the hiring unit to ensure that graduate assistants in their department meet the minimum eligibility requirements of the Graduate School during each semester that they are employed (refer to the Graduate Assistantship Eligibility section). The hiring unit and the graduate student's academic department are responsible for making sure that the student is enrolled full time and is not on academic probation at the beginning of each semester.

The following graduate assistant job classification codes and qualifications are adapted from the State University System Faculty Classification Specifications and supplemented by the Graduate School and Human Resources. Eligibility requirements noted are the Graduate School minimums, allowing departments and/or colleges to set additional eligibility requirements as required.

Graduate Assistantship Position Description

For a position to be classified as a graduate assistantship and for the employee to be eligible for benefits afforded to qualifying graduate assistants, the duties performed **must** directly contribute to the graduate student's program of study. The graduate assistant must perform duties under the supervision of at least one faculty member and/or university employee experienced in the discipline. As a graduate assistant the employee must receive planned, periodic written evaluations (refer to Graduate Assistantship Evaluations). A student must meet **ALL** Graduate School eligibility requirements to be hired as a graduate assistant (refer to Graduate Assistantship Eligibility section).

Appointment Length

Appointments may be for any period of time up to one (1) calendar year. The University shall appoint the majority of the .5 FTE employees in Graduate Assistant positions (9183, 9184, 9185, 9550) to an appointment of at least one (1) academic year, consistent with the faculty calendar (19.5 pay periods). Graduate assistants (9181, 9182) who are supported on grants and contracts will only be appointed for one (1) academic year dependent upon the availability and duration of the grant or contract funding. Please contact Human Resources at (813)974-2970 for more information on appointment dates.

Out of College Graduate Assistant Appointments

To be appointed as a graduate assistant outside the student's academic department, the position duties **must** be directly related to the student's academic program either through teaching or research experiences or duties related to the student's academic discipline. The graduate assistant must perform

duties under the supervision of at least one faculty member and/or university employee experienced in the discipline of the student's major.

The graduate student's academic department will review the duties of a given appointment to determine if they meet the criteria for appointment as a graduate assistant as part of the normal employment process, and thus eligibility for a tuition payment and/or health insurance. Therefore:

- Graduate assistant appointments made by a non-college unit (i.e., CUTR, Academic Affairs, Center for Teaching Enhancement, Academic Computing, Financial Aid) or a college other than the home college of the student must be pre-approved by the student's academic department as being appropriate for a graduate assistant appointment.
- Graduate assistant appointments by a non-college employing unit are required to follow the guidelines set for appointing a graduate assistant.
- Graduate assistant appointments by a college other than the home college of the student are required to follow the guidelines set for appointing a graduate assistant.

All Out of College Graduate Assistant Appointments **must** be approved by the Graduate student's academic department, academic department's college dean (or designee), employing department/unit supervisor, and the Graduate School Dean (or designee), in order for the student to be classified as a graduate assistant, and be eligible for tuition payment, and/or health insurance. Refer to the Out of College Graduate Assistant Appointment Approval Form at <http://www.grad.usf.edu/newsite/ga/main.asp>.

To be eligible for a graduate assistantship, tuition payment, and/or health insurance, these forms must be submitted to the Graduate School no later than the Monday prior to the start of the fall, spring and/or summer C semesters.

The hiring unit will work with the graduate assistant's academic department and college to ensure that the graduate assistant is complying with graduate assistant eligibility criteria (i.e., enrollment status, academic good standing). It is the hiring unit's responsibility to ensure that the graduate assistant is assigned to the appropriate classification code.

Detailed Graduate Assistantship Job Descriptions and Requirements

Graduate Research Assistants/Associates (9182 & 9181)

Graduate Research Assistants/Associates (GRAs) are **expected** to be supported by contracts and grants (C&G). Occasionally, GRAs are supported by department or college non-C&G start-up funds to assist junior faculty.

Graduate Research Assistants/Associates may assist professors with research activities, participate in research efforts in university institutes and centers or in off-campus research projects affiliated with the university, or perform other research-related duties (including literature searches and reviews involving library/electronic resource research).

Graduate Research Assistants/Associates may also be assigned to nonacademic university offices (i.e. Academic Affairs, Office of Decision Support) while performing research duties. In this instance, the Graduate Research Assistants/Associates is typically paid by non-C&G funds.

When appropriate to the discipline, it is **required** that all GRAs complete an Institutional Review Board (IRB) course prior to beginning their research duties. Individual graduate programs will determine if it is necessary for the graduate assistant to complete an IRB course and which IRB course should be taken. Individual graduate programs will monitor their graduate assistant's completion of IRB courses. The Office of Research suggests the following:

Belmont Report: A nine minute video on the Belmont Report produced by the Office for Human Research Protections (OHRP). The Belmont report is the foundational document that defines the ethical principles of protection for all human research subject participants. The video requires RealPlayer to operate and this can be downloaded at the same site where the video is located. The site is: <http://www.hhs.gov/ohrp/belmontArchive.html>

Online IRB Course: The National Institutes of Health (NIH) has an IRB module that can be accessed from the USF Office of Research website: <http://www.research.usf.edu/cs/irbcourses.htm#foundation>. The course takes approximately 2 hours to complete and includes quizzes at the end of each module. A certificate is awarded upon completion. This course provides a general foundation for the protections accorded to human subjects from a biomedical perspective.

Animal Research IRB: The Office of Lab Animal Welfare (OLAW) has drafted a tutorial that provides a general overview regarding the principles, regulations, structure, and operation of an animal use program. This tutorial can be located at: <http://grants.nih.gov/grants/olaw/tutorial/index.htm>

Graduate Research Associate (9181)

In general, Graduate Research Associates (9181) are doctoral students or advanced masters-level students with two or more years of research experience. It is **expected** that all GRAs (9181) are supported (i.e., stipend and tuition) through contracts and grants. The University contribution portion of the graduate assistant's health insurance is a new benefit; in the future it will be **expected** that principal investigators include the University contribution of the health insurance costs in grants and contracts for Graduate Research Associates. Graduate Research Associates classified as 9181 are appointed as salaried employees and are not eligible for overtime compensation.

The following requirements and duties/roles should be used to determine the 9181 job classification.

Requirements

Graduate Research Associates:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- Must have completed a minimum of 30 graduate credit hours.
- Must meet any special qualifications added to the eligibility qualification requirements (i.e., admission to doctoral candidacy). These qualifications are determined and communicated at the department and/or college level.

Duties/Roles

Graduate Research Associates:

- Performs research duties under the supervision of an appropriate faculty member or USF administrator. Such research duties may include, but are not limited to, overseeing lab research, community-based research activities, developing research and evaluation surveys, research design, sampling strategies, collecting data, analyzing data using software analyses programs, writing draft research reports, assisting with grant writing, and/or supervising a research team.
- Are responsible for assisting faculty members with research related to the student's academic program.

Graduate Research Assistant (9182)

In general, Graduate Research Assistants (9182) are masters-level or doctoral-level students in their first two years of study assigned to research duties. It is **expected** that all GRAs (9182) are supported (i.e.,

stipend and tuition) through contracts and grants. The University contribution portion of the graduate assistant's health insurance is a new benefit; in the future it will be **expected** that principal investigators include the University contribution of the health insurance costs in grants and contracts for Graduate Research Assistants. Graduate Research Assistants classified as 9182 are appointed as salaried employees and are not eligible for overtime compensation.

The following requirements and duties/roles should be used to determine the 9182 job classification.

Requirements

Graduate Research Assistants:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- Must meet any special qualifications added to the eligibility requirements as determined and communicated at the department and/or college level.

Duties/Roles

Graduate Research Assistants:

- Performs research duties under the supervision of an appropriate faculty member or USF administrator. Such research duties may include, but are not limited to, assisting in lab research, community-based research activities, developing research and evaluation surveys, collecting data, analyzing data using software analyses programs, data presentation, and/or writing draft research reports.
- Are responsible for assisting faculty members with research related to the student's academic program.

Exemption of Full-time Enrollment Status for Graduate Research Assistants/Associates (9182 & 9181)

Grants and contracts play a vital role at USF by providing graduate students with valuable research experience. To encourage these opportunities, the Graduate School will provide a process for exemption to the full-time enrollment status for Graduate Research Assistants/Associates who have had continued funding by contracts or grants (i.e., both stipend and tuition) and only have thesis or dissertation hours remaining. To qualify, the student must have:

- Successfully completed all of their required degree course work;
- Successfully passed their qualifying exam and/or comprehensive exam (if required in degree program);
- Only their thesis and/or dissertation to complete;
- A minimum 3.00 overall **and** program GPA;
- Never been on academic probation in their current graduate degree program;
- Been employed the previous two consecutive semesters by a grant and/or contract in which the C&G provided both the stipend and tuition payment; **and**
- Continued funding from a contract or grant (i.e., both stipend and tuition).

If the above requirements are met, the GRA needs only register for two thesis or dissertation credit hours. Exemption to the full-time enrollment policy can only be granted with approval from the Graduate Program Director, College Dean (or designee) and Graduate School Dean (or designee) (Refer to the GRA Full-Time Status Exemption Form at <http://www.grad.usf.edu/newsite/ga/main.asp>). Exemption is limited to a maximum of three semesters per GRA per graduate degree being sought. This form must be provided to the Graduate School the Monday before classes begin each semester (fall, spring, and summer C).

If approved for full-time enrollment (FTE) status exemption, the graduate assistant's health insurance eligibility will not be adversely affected as long as the graduate assistant maintains at least a .50 FTE appointment and continues to meet Graduate School eligibility requirements, excluding full-time enrollment status.

Graduate Teaching Assistants/Associates (9184 & 9183)

Graduate Teaching Assistants/Associates may be assigned as classroom teachers, co-teachers, classroom assistants, lab assistants, or other roles directly related to classroom instruction. Most Graduate Teaching Assistants/Associates are paid by academic departments. They may also be employed by the Center for Teaching Enhancement and perform similar teaching assistant/associate duties.

Graduate assistants teaching or assisting in courses should be supervised by at least one faculty member experienced in the discipline.

Graduate Teaching Assistants/Associates may **not** be assigned to teach a graduate course. They may provide support to a qualified faculty/instructor teaching a graduate course, but **may not** be the instructor of record.

A Graduate Teaching Assistant/Associate may **not** assist with teaching a graduate level course that they may subsequently take at some time in their degree program.

It is extremely critical for accreditation purposes that graduate students are appointed appropriately to Graduate Teaching Assistant/Associate job classifications.

Departments should require that all GTAs receive pedagogy training and/or attend the Teaching Assistant Workshop conducted by the Center for Teaching Enhancement (CTE). Please visit <http://www.c21te.usf.edu> for more information.

Graduate Teaching Associate (9183)

In general, Graduate Teaching Associates (9183) are advanced masters-level students or doctoral students who have completed 30 or more graduate credit hours. These students are primarily paid from E&G funds. Graduate Teaching Associates may be designated as a "primary instructor" for an undergraduate course. Graduate Teaching Associates classified as 9183 are appointed as salaried employees and are not eligible for overtime compensation.

The following requirements and duties/roles should be used to determine appointment to the 9183 job classification.

Requirements

Graduate Teaching Associates:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- Must achieve a score of at least 50 on the Test of Spoken English or SPEAK test if their native language is not English.
- Must have completed at least 30 graduate credit hours.
- Must meet any special qualifications added to the eligibility qualification requirements (i.e., admission to doctoral candidacy). These qualifications are determined and communicated at the department and/or college level.

Duties/Roles

Graduate Teaching Associates:

- Are responsible for assisting faculty members with teaching, course preparation, and activities related to the student's academic program, such as, but not limited to, teaching an undergraduate level course, co-teaching, being a classroom assistant, teaching lab assistant, or other roles directly related to classroom instruction.
- Perform teaching duties under the supervision of an appropriate faculty member or USF administrator.
- May be assigned to teach an undergraduate course and be designated as the "primary instructor" or "instructor of record."

Graduate Teaching Assistant (9184)

In general, Graduate Teaching Assistants (9184) are masters-level or beginning doctoral level students who have completed 18 graduate credit hours and are assigned teaching duties. These students are primarily paid from E&G funds. Graduate Teaching Assistants may be designated as a "primary instructor" for an undergraduate course. Graduate Teaching Assistants classified as 9184 are appointed as salaried employees and are not eligible for overtime compensation.

The following requirements and duties/roles should be used to determine appointment to the 9184 job classification.

Requirements

Graduate Teaching Assistants:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section). Must achieve a score of at least 50 on the Test of Spoken English or SPEAK test if their native language is not English.
- Must have completed a minimum of 18 graduate credit hours.
- Must meet any special qualifications added to the eligibility qualification requirements. These qualifications are determined and communicated at the department and/or college level.

Duties/Roles

Graduate Teaching Assistants:

- Are responsible for assisting faculty members with teaching, course preparation, and activities related to the student's academic program such as, but not limited to, teaching an undergraduate level course, co-teaching, being a classroom assistant, teaching lab assistant, or other roles directly related to classroom instruction.
- Performs teaching duties under the supervision of an appropriate faculty member or USF administrator.
- May be assigned to teach undergraduate courses and designated as a "primary instructor" or "instructor of record."

Graduate Assistant (9185)

In general, Graduate Assistants (9185) are masters-level or doctoral-level students in the first year of study who do **not** qualify for a Graduate Teaching Assistant/Associate, Graduate Instructional Assistant, or a Graduate Research Assistant/Associate position and are **not** assisting with any teaching or research function.

Graduate assistants employed in class code 9185 are appointed as non-exempt hourly employees and will need to complete a bi-weekly time sheet. Non-exempt hourly employees are eligible for overtime compensation when they work more than 40 hours in one work week. Time clocks shall not be used to record work hours.

Graduate Assistants (9185) may be employed in college or department offices that perform professional duties outside of teaching or research assignments. Duties performed **must** directly contribute to the graduate student's program of study. It is the responsibility of the academic unit to ensure duties complement the degree program. Graduate Assistants may be assigned in nonacademic university offices such as the Office of Academic Affairs, Registrar's Office, Financial Aid Office, Computer Services, and Student Affairs. These graduate assistants are primarily paid from non-C&G funds, often E&G and Auxiliary funds.

Graduate Assistants (9185) **should not** conduct teaching and/or research activities.

If a graduate assistant is assisting with any type of research, including library/Internet literature searches, they should be appointed in the appropriate classification, and not as a Graduate Assistant (9185).

If a graduate assistant is teaching or is assisting with teaching, they should be appointed in the appropriate classification and not as a Graduate Assistant (9185).

If a graduate assistant is assisting with teaching and does not have the number of graduate credit hours to qualify for classification as a Graduate Teaching Assistant (9184), they should be classified as a Graduate Instructional Assistant (9550).

The following requirements and duties/roles should be used to determine the 9185 job classification.

Requirements

Graduate Assistants:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- Perform duties under the supervision of an appropriate faculty member or USF administrator.

Duties/Roles

Graduate Assistants:

- Are responsible for assisting faculty members or USF staff with appropriate duties related to the student's academic program.
- Must meet any special qualifications added to the eligibility as determined and communicated at the department and/or college level and, non-academic unit.

Example of Appropriate 9185 Appointments:

- A Marketing student assisting with the development of marketing materials.
- A College Student Affairs student working as Assistant Coordinator or Hall Director in an on-campus residence hall.
- A Computer Science student assisting with database development in Academic Computing.
- A Public Health student assisting with health education programming in Student Health Services.

Example of Inappropriate 9185 Appointments:

- A graduate student entering data into a database in the Cashier's Office.
- A graduate student assisting Physical Plant with lawn maintenance.

Graduate Instructional Assistant (9550)

In general, Graduate Instructional Assistants (9550) are masters-level or doctoral-level students who have **not** completed 18 graduate credit hours and who will **assist** with the teaching function. These students are primarily paid from E&G funds. Graduate Instructional Assistants classified as 9550 are appointed as salaried employees and are not eligible for overtime compensation.

A Graduate Instructional Assistant **cannot** be assigned to teach an undergraduate or graduate level course.

Primary duties may include, but are not limited to, assisting faculty members with lab teaching and/or recitations, assignment development, assisting faculty members with the use of Blackboard, and other activities supporting direct student instruction. The following requirements and duties/roles should be used to determine appropriate job classification.

Requirements

Graduate Instructional Assistants:

- Must meet the eligibility requirements set by the Graduate School (refer to Graduate Assistantship Eligibility section).
- Must achieve a score of at least 50 on the Test of Spoken English or SPEAK test if their native language is not English.
- Performs duties under the supervision of an appropriate faculty member or USF administrator.

Duties/Roles

Graduate Instructional Assistants:

- Are responsible for assisting faculty members with teaching and course preparation, as well as assist in lab teaching and other roles directly related to classroom instruction. The Graduate Instructional Assistant **must not be** the “primary instructor” or the “instructor of record.”
- Must meet any special qualifications added to the eligibility qualification requirements. These qualifications are determined and communicated at the department and/or college level.

GRADUATE ASSISTANT REAPPOINTMENTS AND CHANGES

A new letter of offer is required, regardless of the period of unemployment, for any of the following six situations:

- A new appointment;
- A reappointment;
- A change in job classification code;
- A change in department;
- A change in supervisor;
- A change in job responsibilities.

A valid letter of offer must accompany the Appointment Status Form (ASF) when it is sent to HR.

Minor changes to a valid, existing graduate assistant appointment involving only FTE, standard hours, compensation, compensation frequency, campus mail point, campus location building/room, or campus phone may be made without a new letter of offer by signature of the graduate assistant in the block on the GEMS appointment status form entitled “Graduate Assistant’s acceptance of changes to the current letter of offer.” Since this entails only a minor change to a valid, existing appointment, the student’s signature denotes their agreement with the changes to the original letter of offer for the aforementioned items. Details of changes are to be provided in the remarks section.

GRADUATE ASSISTANT BENEFITS

The University is committed to providing a competitive graduate assistant package that includes not only competitive stipend rates, but also tuition payment, and University (or sometimes referred to as employer) contribution toward USF student health insurance premiums to attract the best graduate students to the University of South Florida.

Tuition Payment Eligibility

Graduate assistants must meet all of the Graduate School eligibility requirements (refer to Graduate Assistantship Eligibility section) and be appointed for at least .25 FTE (10 hours per week) to be eligible for tuition payment. Each job classification has specific requirements; refer to detailed graduate assistantship classification descriptions to determine eligibility.

A graduate assistant, regardless of job classification code or funding source, is required to work a minimum of 150 hours during the fall or spring appointment, and a minimum of 100 hours during a summer appointment to be eligible for tuition payment. The college, department, and/or unit may retract any tuition paid on behalf of the graduate assistant should the graduate assistant not fulfill their GA responsibilities. In this circumstance, the student will be responsible for tuition payment. The graduate program is responsible for monitoring the fulfillment of graduate assistant duties and hours. If these requirements are not met, the department must appropriately notify the student that they have not fulfilled their GA responsibilities and will have their tuition payment retracted.

Example 1: A GTA (9184) appointed at .25 FTE for the fall semester withdraws from the University or resigns from the assistantship in October and has only completed 100 hours of work. The GTA is liable for the tuition payment provided because they did not fulfill the minimum 150 hour requirement for a fall or spring appointment.

Example 2: A GRA (9182) appointed at .50 FTE for the fall semester and who has committed, via contract, to work 300 hours for the semester (i.e., 20 hours per week for 15 weeks), withdraws from the University or resigns from the assistantship at the end of September and has only completed 120 hours of work. The GRA is liable for the tuition payment provided because they did not fulfill the minimum 150 hour requirement for a fall or spring appointment.

Example 3: A GTA (9184) appointed at .50 FTE for the fall semester is contracted to work 300 hours (i.e., 20 hours per week for 15 weeks), withdraws from the University in week 12, and has completed 240 work hours. This graduate assistant has fulfilled the minimum of 150 hours worked in the fall semester appointment and therefore, tuition payment will not be retracted.

Tuition Payment Administration

The Graduate School currently oversees tuition payment for all Graduate Assistants, regardless of job classification code or funding source, for USF Tampa. The Graduate School will monitor tuition payment costs for the USF Tampa (non-USF Health) campus by college and regularly report tuition payments made on the behalf of graduate assistants to the appropriate college.

Regardless of the funding source of the stipend, USF Tampa graduate assistants can expect, at minimum, a tuition payment for the number of credit hours required to hold a graduate assistantship.

Tuition payment will only be provided for graduate level coursework except in circumstances where an undergraduate course is required for the degree program. In this case, no more than six 4000 level course hours will be allowed, per Graduate School Policy. (Refer to Graduate School catalog at <http://www.grad.usf.edu/newsite/catalog/main.asp>).

For more details about graduate tuition payment and fees, refer to the Graduate Student Tuition and Fees section.

Maximum Hours of Tuition Payment

To optimally utilize university resources, it is essential for Graduate Program Directors to be cognizant of the number of tuition hours paid for each graduate assistant in their program. The Graduate School **does not encourage** providing tuition payment beyond the number of hours required for the degree program. We do, however, recognize that there will be occasional exceptions given the nature of various disciplines.

To assist Graduate Programs in monitoring tuition payments, the Graduate School will provide a Tuition Payment History report indicating the cumulative number of credit hours of tuition payment awarded to each student. This report will contain data on any student that received a tuition payment within the past three semesters and will be distributed each semester:

- Fall - last week in November
- Spring - first week in April
- Summer - last week in July.

The Graduate School will monitor USF Tampa E&G funded tuition payments. If a tuition payment for hours beyond those necessary for completion of the degree occurs, the Graduate School will contact the College to review the situation and determine a reasonable solution. Decisions will be made on a case-by-case basis.

E&G and Auxiliary Funded GA/GIA/GTA Appointments

(For USF Tampa only)

Graduate Assistants (9185), Graduate Instructional Assistants (9550), and Graduate Teaching Assistants/Associates (9184 and 9183) funded from non-C&G accounts will receive tuition payment through the Graduate School.

Subject to funding availability, tuition payment will be provided for the number of credit hours necessary to hold the graduate assistant appointment (9 graduate credit hours fall; 9 graduate credit hours spring; 6 graduate credit hours summer). There may be instances when the University has the funding to provide tuition payment in excess of the number of hours required to hold the graduate assistantship. Funding offered for tuition payment beyond full-time requirements will be communicated to the College Associate Deans, Program Directors, and Chairs by the Graduate School, upon availability.

C&G Funded GRA Appointments

Graduate Research Assistants/Associates (9182 and 9181) are **expected** to receive stipend and tuition payment from C&G funds.

For USF Tampa only, verification must be provided to the Graduate School by the College when a contract or grant will not provide tuition. In these cases, the College must request tuition payment from the Graduate School. If approved, the Graduate School will provide tuition payment. Refer to the GRA Tuition Payment Request Form at <http://www.grad.usf.edu/newsite/ga/main.asp>. The Graduate School must receive requests no later than the Monday prior to the start of the fall, spring and summer C semesters.

In some cases, faculty are provided Graduate Research Assistants/Associates through start-up packages or other agreements in which the GRA's stipend is provided by department E&G or auxiliary funds. In these instances, the College must request tuition payment from the Graduate School. If approved, the Graduate School will provide tuition payment. Refer to the GRA Tuition Payment Request Form at

<http://www.grad.usf.edu/newsite/ga/main.asp>. The Graduate School must receive requests no later than the Monday prior to the start of the fall, spring and summer C semesters.

In some instances, faculty use personal overhead/RO accounts to provide the GRA (9181/9182) stipend. In these cases, the College must request tuition payment from the Graduate School. If approved, the Graduate School will provide tuition payment. Refer to the GRA Tuition Payment Request Form at <http://www.grad.usf.edu/newsite/ga/main.asp>. The Graduate School must receive requests no later than the Monday prior to the start of the fall, spring and summer C semesters.

Split Graduate Assistant Appointments

It is not uncommon for a graduate student to have multiple graduate assistantship appointments simultaneously. In instances where a graduate student has a Teaching Assistantship (9183 and 9184) and a Research Assistantship (9181 and 9182), it is **required** that the tuition payment be prorated appropriately between the E&G funded teaching assistantship and the C&G funded research assistantship.

Example: A doctoral student has a .25 FTE Graduate Research Associate (GRA 9181) appointment and her stipend is provided by a federally funded grant. The same doctoral student is also appointed at .25 FTE as a Graduate Teaching Associate (GTA 9183). The second stipend is provided by the department in which she is receiving her degree. The C&G must provide 50% of the student's tuition and 50% of the employer contribution toward health insurance costs in the near future. The university (i.e., Graduate School) will provide the remaining 50% of the tuition and employer contribution toward health insurance costs.

Out of College Graduate Assistant Appointments

Approved Out of College graduate assistants not funded through a contract or grant will be eligible for tuition payment through the Graduate School if their academic home resides within USF Tampa Academic Affairs. For example, if a USF Tampa Arts & Sciences student is working in the College of Medicine, he/she will be eligible for tuition payment through the Graduate School. However, if a College of Public Health (COPH) Student is working at the Student Health Service Center, he/she will not be eligible for tuition payment through the Graduate School. The COPH student is eligible for tuition payment and for health insurance; however, both must be provided for through USF Health. Refer to Out of College Appointments section for more detail.

Request for Non-Tuition Payment

A graduate assistant may request to not receive tuition payment. This is acceptable; however, documentation with the student's signature must accompany this request. Even though requesting to not receive tuition payment, the Graduate Assistant will still be required to meet all the Graduate School eligibility requirements and classification code requirements to maintain their specific graduate assistant assignment.

Increased Stipend Rates to Compensate for Tuition and Student Health Insurance

Departments, colleges, and/or non-academic units may increase a graduate assistant's stipend to compensate for tuition and health insurance expenses. Graduate assistants receiving an increased stipend **must** be advised, in writing, by the hiring unit that the increase is for compensation of tuition and health insurance expenses, and should they receive an assistantship where the tuition and health insurance is provided by the University, the stipend rate may be affected.

Health Insurance

The University will provide \$1,180/year of the health insurance premium for individual coverage of those graduate assistants on at least a .50 FTE appointment in job codes 9181, 9182, 9183, 9184, 9185 or 9550 who elect coverage under the USF Student Health Insurance Plan. The University will pay \$785/year of the health insurance premium for individual coverage of those graduate assistants on at

least a .25 FTE appointment in an eligible job code who elect coverage under the USF Student Health Insurance Plan. The employer contribution will be paid directly to the insurer. The graduate assistants are responsible for payment of the remainder of the insurance premium for coverage selected by the graduate assistant.

Payment of the University contribution will be discontinued under the following circumstances:

- Cessation of the appointment; **or**,
- Reduction of the total appointment(s) to less than .25 FTE; **or**,
- Completion of the hours specified for the degree requirements of the program in which the employee is enrolled; **or**,
- Failure of the employee to pay the employee portion of the insurance premium when due.

Example: A masters-level student has a .25 FTE Graduate Research Assistant (GRA 9182) appointment and has his stipend provided by a state funded grant. The same masters-level student also has a .25 FTE Graduate Teaching Assistant (GTA 9184) appointment and has his stipend provided by the department from which he is receiving his degree. As long as this student maintains a combined .50 FTE appointment, he will be eligible for the maximum employer contribution of \$1,180 toward student health insurance. If his total FTE drops below .50 but remains at .25 or above, his employer contribution will drop to \$785. If his total FTE drops below .25, the University will cease contributing to the graduate assistant's health insurance premium. Health insurance may continue, but the graduate assistant must make arrangements with the insurance company to pay the insurance premium directly.

Blue Cross/Blue Shield of Florida is the USF student health insurance provider and has designed an application form specifically for graduate assistants. The application form is available online at <http://www.studentinsurancegroup.us/> (click on Graduate Assistants). When hiring graduate assistants, the graduate programs should be apprised of time limitations of open enrollment in the student health insurance plan for the student to be eligible and insurable for the semester of employment. A frequently asked question section (FAQ) designed to address questions surrounding the University contribution and payroll deduction option may be accessed from the Graduate School's website located at http://www.grad.usf.edu/newsite/ga/health_insurance.asp, or on the USF Human Resources website at <http://usfweb2.usf.edu/usfpers/GAHealthInc.htm>.

Student Health Services (SHS) Insurance Office (located in the SHS Annex) administers the student insurance programs and should be contacted regarding questions about the content of the plan (i.e., coverage, benefits, claim's procedures, etc.). The SHS Insurance Office can be contacted at 974-5407 or by email at insurance@shs.usf.edu.

Department or College Health Insurance Contribution

A department and/or college may pay the remaining portion of the health insurance cost directly to the insurance company on behalf of a graduate student by registering with the Student Health Insurance Office and receiving a departmental code to allow their students to enroll online, and the department to be billed directly. For questions or to register your department, contact the Student Health Insurance Office at (813) 974-5407 or by email at insurance@shs.usf.edu.

GRADUATE ASSISTANT APPOINTMENT AND TUITION PAYMENT AUDITS

The Graduate School will conduct the following audits for the USF Tampa campus each semester to ensure compliance with the Graduate School's guidelines and policies regarding graduate assistants:

- **The Graduate Assistant Appointment FTE (full-time equivalent) Status Audit** confirms that graduate assistants are meeting the .25 FTE requirements necessary to receive tuition

payment. This audit will be performed during week 5 of each semester. Colleges will be notified if they have any students who are receiving tuition payment yet are appointed less than .25 FTE.

- **The Registration Status Audit** determines which graduate assistants are not meeting the full-time time requirement of 9 graduate credit hours respectively for the fall and spring semesters; 6 graduate credit hours for the summer semester. Graduate assistants indicated by their college to be either in their last semester of study or have an exemption of full-time enrollment status (see Exemption of Full-time Enrollment Status section), will be granted an exception to this policy. This audit will be performed during week 5 of each semester. Colleges will be notified so action can be taken to bring enrollment status up to required fulltime status.
- **The Academic Probation Status Audit** will verify that graduate assistants are not on academic probation level P2 or P3. During week 5 of every semester a report will be sent to each college. This report will list all graduate assistants that are on academic probation. Graduate assistants on P1 will be eligible to maintain their graduate assistantship for the remainder of the semester. Graduate Assistants on P2 or P3 will not be permitted to retain their graduate assistantship. A list of all students on P2 and P3 will be sent to Human Resources for termination. The Graduate School will notify the student in writing that they are no longer meeting the minimum eligibility requirements and the date that they will be terminated.
- **The E&G Tuition Payment Maximum Hours Audit** reviews the number of credit hours provided through tuition payment for each graduate student compared to the number of credit hours required to earn each degree. If tuition payment for hours exceeds those necessary for completion of the degree, the Graduate School will contact the College to review the situation and determine a reasonable solution. Decisions will be made on a case-by-case basis. For more information, refer to the Maximum Hours of Tuition Payment section.

The following may result in a tuition charge to the Department and/or College:

- Graduate assistantship is funded through a contract or grant but receives tuition payment through E&G funds without approval of the Graduate School; and/or,
- Tuition is paid from E&G funds for graduate assistants that do not meet the eligibility requirements for a graduate assistantship (i.e., under .25 FTE, P2 or P3 academic probation, or not enrolled full-time).

The Health Insurance Audit

These audits are provided by the Office of Human Resources, will be conducted bi-weekly to determine the graduate assistant's eligibility for the employer contribution health insurance. Health insurance may be discontinued for the following reasons:

- Cessation of the appointment; or
- Reduction of the appointment to less than .25 FTE; or
- Falling below full-time enrollment, or
- Failure of the employee to pay the employee portion of the insurance premium when due.

If there are questions regarding employer contribution for health insurance, contact Le'Danjeanette Frazier, Human Resources Benefits at (813)974-2970.

Frequently Asked Questions

Q. What is an advanced graduate?

A. A graduate student who has been formally admitted to a recognized Doctoral or Post-Masters degree program and who has accumulated 36 or more credit hours toward his or her degree program or has a master's degree. This is not related to Doctoral Candidacy Status.

Q. What is a beginning graduate student?

A. A graduate student who has been formally admitted to a graduate degree program and is not an advanced graduate student.

Q. What are Grad I credit hours?

A. Credit hours that are calculated from a student's coursework with a course number between 5000 and 8999 which are not classified as Graduate II.

Q. What is Grad I FTE?

A. The sum of all Grad I course hours calculated for an academic year divided by 32.

Q. What are Grad II credit hours?

A. Credit hours that are calculated from a student's coursework with:

- a course number between 5000 and 8999; **and**,
- student classification level of advanced graduate; **and**,
- degree level sought is advanced masters, specialist, doctorate, or engineer, **and**,
- the student's program category is authorized at the institution.

Q. What is Grad II FTE?

A. The sum of all Grad II course hours calculated for an academic year divided by 32.

Terminology

FTE – Full-time equivalent refers to the hours worked during a week compared to 40 hours. For example, 1.0 FTE = 40 hours per week; .50 FTE = 20 hours per week, and .25 FTE = 10 hours per week.

Graduate Research Assistant - Masters-level or beginning doctoral-level students in the first two years of study who are assigned research duties.

Graduate Research Associate - Doctoral-level or advanced masters-level students with two or more years of research experience who are assigned research duties.

Graduate Teaching Assistant - Masters-level or beginning doctoral-level students who have completed 18 or more graduate credit hours and who may be assigned as classroom teachers, co-teachers, classroom assistants, lab assistants, or other roles directly related to classroom instruction. These graduate students may be assigned as primary instructor for an undergraduate course.

Graduate Teaching Associate – Doctoral-level or advanced masters-level students who have completed 30 or more graduate credit hours and have been a Graduate Teaching Assistant. These graduate students may be assigned as primary instructor for an undergraduate course.

Graduate Assistant - Masters-level or doctoral-level students in their first year of study who do not qualify to be a Graduate Teaching Assistant/Associate, Graduate Instructional Assistant, or a Graduate Research Assistant/Associate and are **not** assisting with any teaching or research functions.

Graduate Instructional Assistant - Masters-level or doctoral-level students who have not completed 18 graduate credit hours and who will **assist** with the teaching function. These graduate students may not be assigned as instructor of record or primary instructor for an undergraduate course.

Temporary – Other Personnel Services positions are at-will positions and have limited benefits. The length of employment for OPS positions is determined by the advertising department, not to exceed 2080 hours in a two year period.

Graduate Assistant Guidelines Matrix

	Research Assistant	Research Associate	Teaching Assistant	Teaching Associate	Graduate Assistant	Graduate Instructional Assistant
	9182	9182	9184	9183	9185	9550
Accepted & classified as a degree seeking student	X	X	X	X	X	X
Overall & program GPA \geq 3.00 (NO P2 or P3 status)	X	X	X	X	X	X
Enrolled full-time 9/9/6	X	X	X	X	X	X
Duties directly related to student's program of study	X	X	X	X	X	X
Planned evaluations	X	X	X	X	X	X
9 month, 12 month semester or summer/fall/spring appointment	X	X	X	X	X	X
Support from grants & contracts required	X	X				
Overtime eligibility					X	
Research duties	X	X				
Masters-level student	X	X	X	X	X	X
Doctoral-level student	X	X	X	X	X	X
2 years of research experience		X				
Completed a minimum of 30 graduate credit hours		X		X		
Completed a minimum of 18 graduate credit hours			X			
Minimum score of 50 TSE (SPEAK test)			X	X		X
May be a primary instructor for undergraduate courses			X	X		
Assist with teaching functions; Not primary instructor						X
Nonexempt hourly, submit timesheet					X	
Salaried employee	X	X	X	X		X

Notes



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STATEMENT OF ACCREDITATION AND NON-DISCRIMINATION

The University of South Florida is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award degrees at the Baccalaureate, Master, Specialist and Doctoral levels, including the Doctor of Medicine.

Events, activities, programs, and facilities of the University of South Florida are available to all without regard to race, color, marital status, sex, religion, national origin, disability, age, Vietnam or disabled veteran status as provided by law, and in accordance with the University's respect for personal dignity.