



**THE UNIVERSITY of  
NEW ORLEANS**

**ADMINISTERED BY: Office of Provost and  
Senior Vice President for Academic Affairs**

**Policy No:** AP-AA-25.3  
**TITLE:** Graduate Assistants  
**EFFECTIVE DATE:** August 20, 2014\*  
 (\*Policy Revised, see below)  
**CANCELLATION:**  
**REVIEW DATE:** Fall 2022

**PURPOSE**

To set forth policies to ensure that the hiring of Graduate Assistants is in compliance with academic regulations of the Graduate School and consistent with the mission of the University.

**AUTHORITY**

*Part Two, Chapter II, Section XV of the Bylaws and Rules of the University of Louisiana System.*

**OBJECTIVE**

To clarify the policy and regulations on eligibility, employment, and benefits of a Graduate Assistantship.

**GENERAL POLICY**

Graduate Assistants are full-time, degree-seeking students in good standing, employed by one or more units on campus for not more than 20 hours per week.

**PROCEDURE**

**1. ELIGIBILITY**

Students offered regular or conditional admission to a graduate degree program are considered eligible if they maintain at least a 3.0 grade point average for all graduate coursework attempted and are enrolled in at least nine graduate hours for credit in fall and spring; undergraduate hours and hours enrolled in audit status are not counted towards enrollment eligibility. Given a compelling rationale, approved by the relevant Department Chair and the Director of the Graduate School, temporary exceptions may be granted regarding the number and types of credit hours enrolled per semester. International students must also provide evidence that they meet the minimum requirement for English proficiency. Students employed as Teaching Associates-IOR (defined below) must have a master’s degree or at least 18 graduate credit hours in the specified teaching area. If a student who is not a native English speaker is to be hired as a Teaching Associate, they must provide evidence of above- average English proficiency (100 on internet-based TOEFL, 7.5 overall band on IELTS, 61 on PTE). Graduate Assistants are not permitted to be employed as part-time faculty members.

## 2. EMPLOYMENT

### A. TYPES OF GRADUATE ASSISTANTSHIPS (GAs).

There are five types of Graduate Assistants base on the duties assigned Teaching Associates-Instructor of Record (TA-IOR), Teaching Assistants (TA), Research Assistants (RA), and Professional Assistants (PA). These correspond to the following job codes:

Graduate Assistant Job Type	HRM Job Code
Teaching Assistant-Instructor of Record (TA1)	Graduate Assistant-Teaching IOR
Teaching Assistant – Labs (TA2)	Graduate Assistant-Teaching
Teaching Assistant-Other (TA3)	Graduate Assistant-Teaching
Research Assistant (RA)	Graduate Assistant-Research
Professional Assistant (PA)	Graduate Assistant-Other

- a. **Teaching Assistant-Instructor of Record (TA1).** These students provide instruction to undergraduate students and are instructor of record for undergraduate courses, independent of a faculty member. Only students who have a master’s degree or at least 18 graduate credit hours in the area of instruction are eligible to be employed in this capacity. Per [Louisiana Board of Regents Academic Affairs Policy 2.20 “Assessment and Certification of Faculty English Proficiency”](#) TA-IOR appointees must meet the University’s requirement for assessing English Proficiency. For non-native English speakers, this may be determined by either TOEFL of 100 or IELTS 7.5 or PTE 61.
- b. **Teaching Assistants-Labs (TA2).** These students perform instruction for a laboratory section of an undergraduate course/s under the supervision of a faculty member.
- c. **Teaching Assistant-Other (TA3).** These students provide instructional or tutorial support for faculty teaching undergraduate students. Examples of Teaching Assistant duties include preparing examinations, grading assignments, conducting and assisting in preparation of lectures, leading discussion groups, maintaining class records, and tutoring individual or groups of students. A Teaching Assistant is neither the instructor of record nor responsible for assigning course grades.
- d. **Research Assistants (RA).** These students provide research support and assistance for faculty researchers in fields related to the student’s course of study. Work assignments should complement the degree goals, foster professional development, and expand student’s research skills and knowledge in their area of study.
- e. **Professional Assistant (PA).** These students perform technical or administrative functions that are specifically related to the student’s course of study. Work assignments should complement the degree goals, foster professional development, and expand student’s skills and knowledge in their area of study. The student’s advisor must in writing certify the usefulness of the work towards goals of the degree.

For example, computer science students working in IT, marketing students working with Alumni Affairs, Higher Education students working in OES, etc.

**B. GRADUATE ASSISTANTSHIP WORKLOAD.**

Graduate Assistants shall not be employed for more than 20 hours per week (50% effort). The hiring department supervisor is responsible for monitoring the workload (see Table 2) of GAs in their unit. The workload for TA1 AND TA2 appointments is related to the credit hours of instruction (see Table 1) for which the TA is responsible. Duties may be combined up to a full workload (50% effort).

Workload Tables:

Table 1: TA1 & TA2

Teaching Assignment	% Effort
1 credit hour	8%
2 credit hours	15%
3 credit hours	25%
4 credit hours	33%
5 credit hours	43%
6 credit hours	50%

Table 2: TA3, Research Assistant & Professional Assistant

Clock Hours	% Effort
3	8%
6	15%
10	25%
13	33%
17	43%
20	50%

**C. LENGTH AND HOURS OF APPOINTMENT.**

Graduate Assistants are hired based on duties in relation to a fiscal year. A graduate assistant hired to teach one or more semesters may work part of the fiscal year.

**D. LENGTH OF SERVICE.**

The length of service of a master's-level GA shall be no longer than three years and a doctoral-level GA may not hold a Graduate Assistantship for longer than five years. Any exceptions/extensions must be approved in advance by the Director of the Graduate School (such exceptions may only be granted under extraordinary circumstances).

#### **E. STIPENDS.**

Under the Fair Labor Standards Act, Graduate Assistants must be paid at or above minimum wage. The Graduate School will maintain a table of compensations to be used by departments and colleges.

#### **F. TUITION REMISSION**

Tuition remission (if applicable) is assigned a dollar-equivalent value, and is counted as a scholarship for financial aid purposes. This means that financial aid eligibility, including student loan eligibility, is reduced by the amount of the tuition waiver.

### **3. EVALUATION**

All Graduate Assistants must be evaluated each academic year by the assigned supervisor. The evaluation must be given to the GA who will receive feedback from their supervisor. All evaluations will be reviewed by the Department Chair or Unit Head.

### **4. TERMINATION**

Graduate Assistants may be terminated prior to the end of their appointment period for any of the following reasons:

- a. Failure to meet academic requirements
- b. Insufficient funding
- c. Failure to improve performance based on written evaluation
- d. Graduate students who are on disciplinary probation through Student Affairs are not eligible for on-campus employment during the duration of their probation.

### **RESPONSIBILITIES**

Hiring Department Supervisor is responsible for ensuring that all Graduate Assistants hired meet academic and employment eligibility requirements and for monitoring that GAs maintain their workload. The unit supervisor is also responsible for making sure that all hiring forms are submitted on time to the appropriate unit for processing (e.g., Human Resources), and that timely evaluations are conducted.



John W. Nicklow  
President  
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*\*Policy Updates:*  
*Revisions: 2/11/2016*  
*3/31/2017*  
*9/18/2019*