

GRADUATE ASSISTANTSHIP HANDBOOK



TEXAS A&M
UNIVERSITY
CORPUS
CHRISTI

COLLEGE OF
GRADUATE
STUDIES

6300 Ocean Dr., Unit 5843, Faculty Center 151, Corpus Christi, TX 78412
Phone 361- 825-2174 Fax 361- 825-2755 Email: gradcollege@tamucc.edu

Revised: 5/2022

Table of Contents

Purpose of Graduate Assistantships	3
Types of Graduate Assistantships	4
Teaching Assistantships	4
Research Assistantships	5
Graduate Administrative Research Assistantships	5
Pursuing a Graduate Assistantship Position	6
Qualifications	6
Responsibilities of Graduate Assistants	7
Enrollment Requirement (Credit Hours)	8
Work Assignment.....	8
Professional Ethics	9
Personal Relationships with Students	9
Sexual Harassment, Harassment, and Discrimination	10
Employee Benefits	10
Vacation, Holiday, and Sick Leave Time	10
Group Insurance	11
Out-of-State Tuition Waivers	11
International Graduate Assistants	12
Hiring Department Responsibilities	14
Compensation.....	15
Appointments and Reappointments of Graduate Assistants	15
Length of Appointment.....	16
Request for Leave	17
Training and Support	17
Graduate Assistant Performance Evaluation.....	18
Tuition Assistance Procedures	Error! Bookmark not defined.
Dismissal and Termination.....	Error! Bookmark not defined.
Appendix : Sample Graduate Assistantship Offer Letter	21

Purpose of Graduate Assistantships

Graduate programs, departments, and eligible administrative units are designed to provide the opportunity for graduate students to make the transition to professional scholars and practitioners. The appointment of a graduate student as a Teaching Assistant (TA), Research Assistant (RA), or Administrative Research Assistant (ARA) often provides the student with the necessary financial support to facilitate this transformation. Graduate students are defined by the [Texas Higher Education Coordinating Board](#) (2017) as “. . . student(s) possessing a baccalaureate degree or the equivalent and admitted to an approved master’s degree program at the institution.” Federal regulations include those who are “enrolled in a program, or course above the baccalaureate level or enrolled in a program leading to a professional degree”. ([Code of Federal Regulations](#))

Graduate studies and assistantship responsibilities should reinforce each other. The appointments are intended to allow students to gain valuable in-service experience in teaching, research, and administrative functions. The College of Graduate Studies (CGS) recognizes that providing graduate students with teaching, research, and administrative assistantships is critical to the success of graduate programs at Texas A&M University-Corpus Christi. The principles that guide these assistantships are:

- Graduate assistants (GAs) are primarily students, not employees; successful completion of the academic program is the top priority for both the student and the institution.
- Assistantships are awards intended to assist students financially during their period of study. They should not interfere with a student’s timely and successful progression towards graduation. All graduate assistants are “at will” employees ([33.99.08.C0.02 – 1.1](#)).

Graduate Assistantship Handbook

- Assistantships must support the educational experience of the student and be related to the student's graduate program ([33.99.08.CO.02 – 1.2](#)).
- Graduate assistant appointments (singularly or in any combination) are for a maximum of 50% FTE to prevent overload working conditions, which may threaten the student's academic progress and the quality of assigned duties ([33.99.08.CO.02 – 1.3](#)).

Types of Graduate Assistantships

There are three types of graduate assistantships: Teaching Assistantships, Research Assistantships, and Administrative Research Assistantships. Funding sources include but are not limited to the College of Graduate Studies, individual colleges, research centers, non-academic units (e.g., library, HR, IT), and external grants and contracts.

Teaching Assistantships

Graduate Teaching Assistants (TAs) are employed to help meet the instructional needs of the university. Teaching Assistants are typically responsible for directing lab sections, leading discussion sections, grading assignments and, in some cases, regular classes of courses numbered below 5000. Teaching Assistants may not teach courses numbered 5000 or above; however, they may assist with laboratories for 5000 and 6000 level courses. They may *not* teach or assist with a course in which they are enrolled ([33.99.08.CO.02 – 2.2](#)). Whatever their instructional responsibilities, TAs must be supervised by a faculty member who is responsible for monitoring and evaluating their performance. Teaching Assistants who have no prior teaching experience should be provided training before being allowed to teach.

Teaching Assistants given full responsibility for assigning final grades for a course must have at least 18 hours of graduate coursework in the field of their teaching responsibilities. If the TA is listed

Graduate Assistantship Handbook

as the instructor of record for a class, they must be credentialed by the Office of Assessment, Accreditation, and Compliance before classes are assigned to them. Individual programs/departments/colleges may have additional requirements ([33.99.08.C0.02 – 3.2](#)). Teaching assistants must be under the direct supervision of a faculty member experienced in the teaching discipline, receive regular in-service training, and be regularly evaluated (33.99.08.C0.02 – 1.5)

Research Assistantships

Graduate Research Assistants (RAs) are employed to assist the research efforts of the faculty in a capacity that relates to the student's educational goals. Research Assistants are responsible for working on research projects in collaboration with or under the direction of a faculty or staff member. Duties assigned to RAs may include gathering, organizing, and analyzing data, grading papers, and assisting faculty or non-academic units on campus. Duties assigned to RAs must be relevant to the graduate program and the professional goals of the student. The supervising faculty or staff member determines the student's particular responsibilities and is responsible for monitoring and evaluating their performance ([33.99.08.C0.02 – 2.3](#)).

Graduate Administrative Research Assistantships

Graduate Administrative Research Assistants (ARAs) are employed to assist the administrative efforts of the colleges and departments in a capacity that relates to the student's educational goals. Administrative Research Assistants are responsible for providing professional administrative services to include related research in collaboration with or under the direction of a faculty or staff member. Responsibilities vary among departments. Duties assigned to ARAs must be relevant to the graduate program and/or the professional goals of the student. The supervising faculty or staff member determines the students' responsibilities and is responsible for monitoring and evaluating their

performance ([33.99.08.C0.02 – 2.4](#)). Depending on the specific job duties, ARAs may apply research concepts, practices, or methodologies through analyzing data, presenting findings, conducting institutional research, collaborating with co-workers and/or colleagues in preparing reports and/or presentations, and similar activities. In all cases, their duties should not be clerical in nature.

Pursuing a Graduate Assistantship Position

Graduate students who are seeking a graduate assistantship position are encouraged to inquire with the coordinator of their graduate programs for available positions. Job postings for TAMUCC students are also located on the TAMUCC [HandShake](#) website.

Qualifications

All GAs must hold bachelor's degrees or the equivalent, be admitted in a graduate degree program, and be in good academic standing ([33.99.08.C0.02 – 3.1](#)). Additional academic requirements include:

- New Students: 3.0 GPA on the last 60 semester credit hours (or equivalent) of undergraduate work and any previous work in a graduate or professional school, or
- Current Students: graduate GPA of at least 3.0.

Appointments are normally given to those students who have shown superior aptitude in their fields of study and who appear likely to render a high quality of service to the university by their teaching or research activities or their administrative work in a unit.

Each employing departmental unit or university office will review the qualifications of all appointees at the time of appointment to ensure compliance with existing policies. Any exceptions must be for documented demonstrably valid reasons and be approved in advance by the Dean of Graduate Studies. Appeals regarding the Dean of the College of Graduate Studies' decision will be

Graduate Assistantship Handbook

reviewed by the Provost and Vice President of Academic Affairs ([33.99.08.C0.02 – 3.3](#)). All graduate assistant appointments will be reviewed in the College of Graduate Studies to ensure minimum criteria are met.

Responsibilities of Graduate Assistants

A fundamental responsibility of all graduate assistants is to work closely with their supervisors in carrying out assigned duties and at the same time making satisfactory progress towards the completion of their degree programs. Service assignments for each graduate assistant will be outlined at the time of appointment. Duties may include a range of assignments; the exact duties will depend on the needs of the department, the background and qualifications of the GA, and the professional goals of the student. Work assignments should take into account both the needs of the department and the graduate student's obligation to make satisfactory progress in his or her chosen academic program ([33.99.08.C0.02 – 5](#)).

Graduate Assistants are responsible for becoming familiar with this handbook, general academic procedures in the [University Catalog](#), the [Faculty Handbook](#), the [Student Code of Conduct](#), and the [University Handbook of Rules and Procedures](#). The documents are available on the university's website.

All new GAs must complete the [TAMUS mandatory online training courses](#) including Title IX training and any safety training required by the courses. They must also undergo a period of orientation prior to beginning work. All employees of TAMUCC, including GAs, have the right to file a [grievance and/or complaint](#) regarding conditions of employment or treatment by management, supervisors, or other employees.

Enrollment Requirement (Credit Hours)

Graduate assistants are expected to make steady progress toward the completion of an advanced degree and meet minimum enrollment requirements. Any student employed as a GA in fall or spring must be enrolled for at least six semester credit hours (SCH) of graduate coursework in that semester (9 SCH required in Science & Engineering and 9 graduate SCH in the College of Graduate Studies appointments). During the summer, GAs must be enrolled in at least three hours of graduate coursework during the combined summer terms. Individual programs, departments, and/or colleges may have more stringent credit hour requirements (see table). Any exceptions to enrollment requirements must be for demonstrably valid reasons, submitted by program/department head, and approved in advance by the Dean of the College of Graduate Studies.

Funded or Employed by	Fall	Spring	Summer (combined)
College of Graduate Studies	9	9	3
College of Science & Engineering	9	9	3
Other University Departments	6	6	3

If a student fails to maintain any of the above enrollment requirements throughout the semester (i.e., by dropping a course), their assistantship will be terminated.

Work Assignment

Graduate Assistants are required to work on average 20 hours per week (50% FTE). The exact days and hours may vary and should be decided in coordination with the GA's supervisor prior to the start of the term. They are expected to work throughout the entire employment period except on university holidays ([33.99.08.CO.02 – 6.2](#)). Graduate Assistants should work out a schedule to cover

Graduate Assistantship Handbook

the hours missed when the university is closed. Appointments at 50% FTE are recommended so students can be eligible for in-state tuition and employee benefits.

Graduate Assistants are limited to an average of 20 hours per week and appointments beyond 50% must receive prior approval from the Dean of the College of Graduate Studies.

Professional Ethics

Graduate Assistants are expected to support and maintain an academic environment conducive to the positive educational development of all students and faculty members. This standard of professional conduct requires each GA to perform their responsibilities without intimidation and harassment based on sex, race, religion, politics, or professional interest. Special caution must be exercised to avoid exploitation of students or colleagues for private or professional advantage, especially those who are subject to one's authority.

Professional behavior must be maintained in the relationships among students, peers, and faculty members. Sexual harassment, intimidation, or exploitation of professional relationships undermines the academic freedom of all. Protection of the atmosphere of trust, essential to the flourishing of an academic community, is the professional responsibility of all University personnel.

Personal Relationships with Students

Relationships between TAs and students that go beyond the platonic must be avoided. It is never appropriate for a TA to enter a sexual relationship with one of their students. It makes no difference if the relationship is consensual. Even consensual relationships between university employees in positions of authority and their subordinates or their students are not permitted and may result in disciplinary action. In fact, not only are such relationships morally suspect and

professionally unacceptable, they may also be considered a form of sexual harassment, which is illegal. For more information on 'Consensual Relationships' see System Policy [07.05.01](#).

Sexual Harassment, Harassment, and Discrimination

Texas A&M University-Corpus Christi and the Texas A&M University System (TAMUS) are committed to creating and maintaining a work and educational environment where all individuals are treated with respect and dignity and where all are free to participate in a lively exchange of ideas. Each student has the right to learn, and each employee has the right to work in an environment free of all forms of harassment and discrimination and one in which ideas may be freely expressed. For information regarding Civil Rights, see University Procedure [\(08.01.01.C1\)](#), Civil Rights Compliance.

In addition, Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination on the basis of sex in any federally funded education program or activity. Sexual harassment, which includes sexual violence, is a form of sex discrimination. Texas A&M University-Corpus Christi is committed to providing an environment free from discrimination, including discrimination based upon sex. The University provides resources to students, faculty, and staff to address concerns related to sexual harassment, sexual assault (rape), sexual misconduct, sex discrimination. Mr. Samuel Ramirez has been appointed as its Title IX Coordinator. For more information, please see <http://edcs.tamucc.edu/TitleIX.html>

Employee Benefits

Vacation, Holiday, and Sick Leave Time

Graduate assistantships, like other student employee appointments, are considered to be "at will" temporary appointments and do not qualify for vacation, sick leave, emergency leave, or holiday

pay. Social Security and Workers' Compensation insurance benefits, however, are provided to all student employees.

Group Insurance

Graduate students who work at least 50% time for 4½ months are eligible to participate in group insurance programs. For more information on benefits, see [System Policy 31.02](#), Employee Insurance and Retirement Benefits, and [System Regulation 31.02.02](#), Group Insurance Programs. For more information see the Office of Human Resources at <https://www.tamus.edu/business/benefits-administration/>.

Out-of-State Tuition Waivers

Graduate Assistants employed 50% FTE and their spouse and children who are not Texas residents may qualify for in-state tuition waivers per Texas Education Code Section [54.212](#) and receive in-state tuition and fees at the rate charged to Texas residents for the semester in which they hold the assistantship appointment ([33.99.08.C0.02 – 8.3](#)). To receive in-state tuition rates, students must maintain a graduate course load of at least 6 hours (9 if funded by College of Science & Engineering or College of Graduate Studies) during long semesters or 3 hours during the combined summer session. Individual programs, departments, and/or colleges may have additional qualification requirements (see section "Enrollment Requirements"). All out-of-state tuition waiver forms **must be submitted to the College of Graduate Studies by the first class day of each semester** in which the student is requesting the waiver. Students should follow the steps below:

1. Download and complete the "Graduate Assistant In-State Tuition Form" available at <http://gradcollege.tamucc.edu/funding/assets/GradAssistExemption.pdf>.

Graduate Assistantship Handbook

2. The employing area prepares a Notice of Appointment (see [Appendix](#) for template); it needs to be signed by both employer and student
3. Submit the completed form and Notice of Appointment at the link below each semester
https://gradcollege.tamucc.edu/forms/TA_RA_waiver_request.php

The College of Graduate Studies will contact the student and/or department to resolve any requirements not met. Students who submit the in-state form and have met all requirements will be contacted and their information forwarded to the Business Office to process the waiver request. Note: Processing the complete waiver form with documentation normally takes 3-5 business days.

Out-of-state tuition waivers will be rescinded if:

- a student registers for too few hours or
- does not work in the qualifying position by the 12th class day of long semesters and the 4th class day of summer semesters. The hiring department/program may request an exception for any appointments made after these specified dates, in writing, to the Dean of College of Graduate Studies.

NOTE: Termination of the student's employment (voluntary or involuntary) during the semester may result in revocation of the exemption, recalculation of tuition at the nonresident rate, and requirement for immediate payment of the tuition due.

International Graduate Assistants

The State of Texas requires international graduate students whose native language is not English to obtain English proficiency certification before serving as a Graduate Teaching Assistant. English proficiency certification can be achieved by submitting official test scores indicating

[satisfactory scores](#) on the Test of English as a Foreign Language (TOEFL), or International English Language Testing System (IELTS). This requirement does not apply to a student who has earned a baccalaureate or higher degree from an accredited institution of higher education in the United States, from an institution in a country where English is the only official language, or has successfully completed a university approved English as a Second Language program ([33.99.08.C0.02 – 7.2](#)).

1. **TOEFL:** A minimum paper-based score of 550, the equivalent computer-based score of 213, or the equivalent internet-based score of 79, is required. The institution code for Texas A&M University – Corpus Christi is 6849.
2. **IELTS:** A minimum score is an overall band score of 6.5 on the IELTS Academic Examination. Note there are two types of IELTS examinations: the Academic and General Training examination, only the Academic examination is accepted. See <https://www.tamucc.edu/grad-college/new-students/application-process.php>

International students' knowledge of the specific fields in which they may work as graduate assistants and their command of the English language to a degree appropriate to the demands of the assignment should be evaluated thoroughly by faculty supervisors before awards are made.

Departments are responsible for ensuring TAs are proficient in the English language. International graduate students must comply with all university, local, state, and federal regulations including but not limited to visas, international student fees, employment, health insurance, and other requirements that may arise.

International students on F-1 visas are limited to a 50% FTE position during the fall and spring semesters while classes are in session. The 20-hour visa limit does not apply between the fall and spring semesters or the summer. Additionally, graduate assistants must be separated from university

employment upon the TAMUCC-CC official graduation date, except if the student is on Optional Practical Training (OPT) or if the student finishes one program of study at TAMU-CC and starts another program of study also at TAMU-CC ([33.99.08.C0.02 – 7.1](#)). The [Office of International Education](#) can provide additional information regarding visa restrictions in terms of employment of international students.

Hiring Department Responsibilities

Administrative responsibility for graduate assistantships rests within the department in which the student is employed, in consultation with all other relevant departments. In addition, departments must have a clear process for hiring graduate assistants including but not limited to the following:

- create and maintain a job description for each GA that aligns with type of assistantship appointment (e.g. research, teaching, administrative),
- ensure that all student employees comply with mandatory university training requirements within 30 days of hire (i.e., Ethics, Information Security Awareness, Orientation to the System, Reporting Fraud, Waste, and Abuse, and Creating a Discrimination Free Workplace) - ([33.05.02](#)), and
- establish a work schedule and ensure that the job duties for each GA are appropriate for the job code and title used, train GAs on departmental procedures, and maintain adequate time records as supporting documentation for the department's payroll voucher and submit payroll to the appropriate office provide the student with an official letter of appointment using the template provided in the [Appendix](#).

Graduate Assistantship Handbook

Departments must have the newly hired GA submit the I-9 Employment Eligibility Verification form, Criminal Background check, and other supporting documentation before they can report to work. All offers of employment are contingent upon an acceptable background investigation. It is recommended that the hiring department submit the [required criminal background check forms](#) to the Office of Human Resources prior to making an offer of employment.

Compensation

Salary ranges for graduate assistants are set by the College of Graduate Studies. Individual colleges or employing non-academic units will set the exact salary amount for each assistantship based on job assignment, the type of degree program, level of academic progression (e.g., pre- vs. post-candidacy for doctoral students), or other factors as determined by the hiring department and approved by the Graduate Dean ([33.99.08.CO.02 – 8](#)). The figures provided below are based on a 50% FTE appointment. For those GAs who receive salary increases based on progression status change in their program, the increase will start the semester following a change of status.

- **Master's Students:** Monthly Salary: \$1,200 to \$1,800 - Master's students enrolled in a 30-36 SCH graduate program. *Note:* Some units may allow \$1,400 to \$2,000 for master's students enrolled in a 42- to 60-hour program.
- **Doctoral Students :** Monthly Salary: \$1,600 to \$2,200 - Doctoral students. *Note:* *With prior approval by the Dean of CGS, some doctoral students may serve in positions with a starting salary range of \$1,200 per month.*

Appointments and Reappointments of Graduate Assistants

Offers of assistantships are contingent upon available funds and admission of the applicant to a graduate program and are made by the head of the unit that will employ the GA. Graduate

Graduate Assistantship Handbook

assistantship appointments are normally made for a 4½-month academic semester, summer term, 9 months, or 12 months. If grant funded, the term of an appointment for a graduate assistant may be based on the period of available grant funding as stated in their initial appointment letter

[\(33.99.08.C0.02 – 6.1\)](#).

Decisions regarding the reappointment of graduate assistants will be based on the needs of the institution and the past performance of the graduate assistant. To be reappointed, graduate assistants must have demonstrated satisfactory progress in their academic programs and satisfactory performance of their employment duties at the university ([33.99.08.C0.02 – 12.3](#)). Graduate TAs must reapply for appointment each year. The assistantship is contingent upon satisfactory progress toward their degree.

Graduate Assistant appointments are “at-will,” which means that the university or the graduate assistant may terminate the employment at any time. A GA’s continued employment will be in jeopardy for reasons including, but not limited to, failure to meet requirements, loss of funding, unacceptable performance/conduct, or academic delinquency. All involuntary dismissals must be reviewed by Human Resources prior to implementing a dismissal ([33.99.08.C0.02 – 12.4](#)).

Length of Appointment

The College of Graduate Studies limits the number of semesters that a graduate student may serve as a GA on any type of assistantship that is paid in part or in full from CGS funds.

- Master’s students in 30-36 SCH graduate programs are eligible for funding for no more than 4 long academic semesters.
- Master’s students in 42-60 SCH graduate programs (e.g., MFA or Professional Counseling) are eligible for funding for no more than 6-8 long academic semesters.

Graduate Assistantship Handbook

- Doctoral students are eligible for funding for no more than 10 long academic semesters if entering the program with a B.S. degree. If a student enters a doctoral program with a M.S. degree or equivalent, funding will be limited to 8 long semesters.

The length of appointment of an RA may be based on the period of available external grant funding. Time spent on externally funded grants will not be counted against the limits outlined above. Any exceptions to these limits must be for demonstrably valid reasons and be approved in advance by the Dean of the College of Graduate Studies.

Request for Leave

Graduate Assistants are paid salary and therefore required to work the number of hours based on their percent effort. Graduate assistants are not eligible for paid sick leave and absences must be without pay; however, time taken off may be made up within the work week with supervisor approval. Title IX regulations also require the university to treat pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom as a justification for a leave of absence for so long a period of time as is deemed medically necessary by the student's physician. Students requesting leave of absence under this provision should contact Title IX Coordinator (361-825-5826) for information.

Training and Support

All new GAs will complete Texas A&M University System mandatory TrainTraq online courses including Title IX training and any safety training required by the courses and undergo a period of orientation prior to beginning work. This orientation will be conducted by the employing department and include an overview of procedures, facilities, duties and university rules and procedures ([33.99.08.C0.02 – 11](#)).

Graduate Assistantship Handbook

The nature of training activities will vary from department to department, but each unit is responsible for a plan that ensures each GA such support to provide maximum opportunity for professional development. The academic unit responsible for a GA will provide them with such support (access to office space, computers, telephones, supplies, etc.) as appropriate to their activities.

Graduate Assistant Performance Evaluation

Each department is responsible for determining procedures for review and evaluation of GAs and for informing GAs of these procedures. The process of evaluation will vary by department and type of assistantship and may include written assessment of work by an individual faculty member or supervisor, classroom visitation by designated faculty members, and student evaluations. The results of reviews and evaluations should be maintained by department and discussed with the GA ([33.99.08.C0.02 – 12.1](#)).

In cases where remedial measures are indicated to improve the GA's performance, the GA must be informed of the performance deficiencies and the required changes to resolve the problem. Situations leading to recommendation of dismissal for cause should be described in writing to the GA, with a copy sent to the college dean or appropriate administrator ([33.99.08.C0.02 – 12.2](#)).

Texas A&M University-Corpus Christi Graduate Assistants have the right to file a grievance related to employment. Complaints must be made in accordance with the provisions of System Regulation 32.01.02, Complaint and Appeal Process for Non-faculty Employees and University Procedure [32.01.02.C0.0.1](#) Complaint and Appeal Process for Non-Faculty Employees. However, a complaint alleging discrimination, sexual harassment and/or related retaliation must be filed in

accordance with System Regulation 08.01.01, Civil Rights Compliance and University Rule 08.01.01.C1, Civil Rights Compliance. Contact the or visit for more information ([33.99.08.C0.01 – 8](#)).

Dismissal and Termination

Graduate Assistant appointments are “at-will,” which means that the University or the GA may terminate the employment at any time. A GA’s continued employment will be in jeopardy for failure to meet work/academic/enrollment requirements, loss of funding, unacceptable performance/conduct, or academic delinquency. All involuntary dismissals must be coordinated with Human Resources for legal sufficiency ([33.99.08.C0.02 – 12.4](#)).

Academic and Enrollment Requirements

Students failing to meet the minimum academic/enrollment requirements at the time of appointment will not be approved. Students in GA positions who do not maintain academic and enrollment requirements are subject to losing their positions.

Loss of Funding

A graduate assistantship may be terminated due to loss, reduction, or reallocation in appropriation, grant, contract, gift, or other funds which support the appointment. Subject to the fiscal priorities of the unit, programs will make a good faith effort to find alternative funding for the full term of the appointment for a GA who is in good standing and making satisfactory progress towards a degree.

Unacceptable Performance/Conduct

A GA may be terminated as a result of unacceptable performance or conduct. Examples of unacceptable performance or conduct include but are not limited to incompetence, inefficiency,

carelessness, neglect of duty, insubordination, repeated or extended absence, and misconduct related to the GA's suitability or capacity to continue to perform assignments. A GA may be suspended from responsibilities without pay pending the investigation regarding suitability of continued employment.

Academic Delinquency

An appointment may be terminated if the GA is not making satisfactory academic progress towards a degree or is otherwise not in good academic standing. The termination shall be in writing and may be immediate or with such notice as the University believes compatible with the GA's academic situation. An appointment may be terminated for any reason by delivery of written or electronic notice to the GA.

Appendix : Sample Graduate Assistantship Offer Letter



College Letterhead

A# or UIN#

Date

Name and Address

Dear **XXXX**,

I am pleased to inform you of your selection as a Graduate [TYPE OF GA- TEACHING/ RESEARCH/ ADMINISTRATIVE RESEARCH] Assistant (GA) in the College of [INSERT COLLEGE or DEPARTMENT] for FY 20XX.

The stipend for each semester will be \$x,xxx/month. Additionally,

- Your actual employment period is MM/DD/YY TO MM/DD/YY.
- Stipends will be paid to you in monthly installments beginning MM/DD/YY.

To be appointed as a GA, you must:

- have completed a bachelor's degree,
- be accepted into a graduate program at TAMUCC,
- be enrolled each term you are employed as a GA (fall/spring - 6 or 9 SCH; summer - 3 SCH) [CHOOSE APPROPRIATE NO. OF HOURS] in graduate courses at Texas A&M University-Corpus Christi,
- be in good academic standing at the time you are hired,
- remain in good academic standing (GPA of 3.00 or higher [last 60-hour GPA for incoming students, graduate GPA for continuing students]), and
- be making satisfactory progress in your chosen academic program.

These requirements are conditions of employment, and your appointment can be terminated if you fail to meet or maintain any of them.

All new employees are required to complete a successful criminal background check before assuming this appointment and TAMUS mandatory online training via TrainTraq within 30 days of your appointment. Your college will assist you with these requirements and any further administrative processing as appropriate. The university offers health insurance benefits to eligible graduate assistants and will provide more information about this and invite you to attend a benefit orientation.

April 15 Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistants: By signing this letter of offer, you (a) affirm that you have not accepted any such offers from other academic institutions or (b) have presented a written release from any previously accepted offer from another institution. Similarly, acceptance of this offer after April 15 commits you not to accept an offer from

Graduate Assistantship Handbook

another university without first obtaining a written release from Texas A&M University-Corpus Christi. For details see: <https://cgsnet.org/april-15-resolution>

To indicate your acknowledgement of these conditions and intent to commit to this Graduate Assistant appointment, please sign and return this letter as soon as possible to:

INSERT NAME, GA Coordinator,
Department of **XXXX**,
6300 Ocean Dr., Unit **XXXX**,
Corpus Christi, TX 78412

Please retain a copy of this letter for your own files. If you decide to decline this appointment, please notify **INSERT NAME** immediately via e-mail at **XXXX.XXXX**@tamucc.edu or via telephone at (361) 825-**XXXX**. You are also welcome to contact **INSERT NAME** with any questions. I look forward to working with you throughout the semester. My best wishes to you as you pursue your graduate studies.

Sincerely,

INSERT NAME, Dean
College of **INSERT COLLEGE**

*All offers of employment are subject to the Regulations of The Texas A&M University System. As part of compliance with I-9 regulations, a representative of the university is required to view original employee eligibility document(s). For a pdf of acceptable employment eligibility documents, select the "List of Supporting Documents" bullet on <https://www.tamucc.edu/human-resources/resources/assets/documents/new-hire-checklist.pdf>, and bring your chosen document(s) with you on your first day of work. Offers to foreign nationals are contingent upon the employee obtaining and maintaining valid work authorization from United States Citizenship and Immigration Services. The graduate assistant (GA; i.e., teaching assistant—TA, or research assistant—RA) is a security-sensitive appointment, and employment is contingent upon an acceptable background investigation. All graduate assistant appointments are offered pending final confirmation of all conditions listed in the text of this letter, final determination of departmental needs and approval of funding. **This offer is not a guarantee of employment for any specified length of time by either party; graduate assistant appointments are "at-will," which means that either you or the university can terminate your employment at any time, with or without cause.***

Signature of GA Appointee

Date

Print Name