HIRING GRADUATE TEACHING AND RESEARCH ASSISTANTS,
GRADUATE INSTRUCTORS, GRADUATE ASSISTANTS

Most departments with established graduate programs offer teaching and research assistantships to qualified degree-seeking graduate students who are in good academic standing. Appointments are usually half-time and carry stipends. Teaching and research assistantship appointments are made directly by the departments. Inquiries and applications for assistantships should be addressed to the director of the graduate program of the appropriate department. Occasionally a few teaching assistantships are available for the winter semester.

Eligibility: Only graduate students who are in good academic standing (minimum 3.00 GPA) and making appropriate progress toward their degree are eligible for an assistantship. Students must be admitted to a degree program or certificate program. Non-degree status does not qualify one to hold an assistantship.

Hiring GAs from another department/degree program: Departments wishing to hire a graduate student from another degree program must check with the Graduate School before offering a position. Approval must be received by the Graduate School before an offer of employment is made.

Non-Academic Departments hiring Graduate Assistants. In certain circumstances, non-academic units may hire Graduate Assistants to work in their departments. The work cannot be clerical and must be relevant to the student's degree program. A request to hire a GA along with a detailed description of duties must be submitted to the Graduate Dean for approval.

Communicate with Graduate Assistants (GAs) so they know exactly what their award provides. Full time graduate students usually give up their jobs. They frequently misjudge how much less they will be paid as a GA and often face serious financial problems. Provide an appointment letter to the student stating pay, work hours, starting and ending date.

GAs who are U.S. citizens may complete a FASFA form through Financial Aid. Graduate students can get up to $18,500 per year in low-interest student loans. Students should check with Financial Aid for the current rate.

Hiring Time Frame for GAs
Normally, GAs will be hired either by semester or on a 9-month appointment. The University considers summer appointments additional employment and requires a separate PAF. Please note that graduate assistants cannot be fired before the end of their contract unless you follow the termination policy in the faculty handbook.

PAF Approval
The University requires that all PAFs for Graduate appointments be approved by the Graduate Dean’s office. This includes new hires, rehires, terminations, changes in pay and additional pay.

The Graduate School cannot approve PAFs unless a student is enrolled in the appropriate number of credit hours. If a student is hired over two or more semesters, the department must verify that the student is enrolled in the appropriate number of hours each semester of employment. Any GA who is not enrolled must either be terminated or have the title changed to a non-graduate student title.

Tuition for GRAs paid on grants
The Graduate School and the Office of Research Administration require that GRAs whose salary is funded by an external grant must have their tuition paid by that grant if allowed by the granting agency. The G-11 should indicate that the grant will cover the tuition. Based on the G-11, the Graduate School will initially pay the tuition and then transfer tuition charges over to the grant.

Benefits. Please refer to http://www.umsl.edu/divisions/graduate/formsregs/gta.html for benefits for
GTA/GRAs/GA/GIs.


**Payment of Educational Fees**
Graduate Teaching Assistantships and Graduate Research Assistantships who hold a .25 FTE appointment (10 hours per week or one course) for the full semester are awarded a scholarship for nonresident fees. This allows the GTA/GRA to be charged educational fees at the Missouri resident rate. However, students will be required to pay any non-educational fee related charges or any tuition surcharges.

Graduate Teaching Assistants and Graduate Research Assistants who hold a .5 FTE appointment (20 hours per week or two courses) for the full semester will be given tuition scholarships by the Graduate School to cover both resident and non-resident educational fees. However, students will be required to pay any non-educational fee related charges (student activity, health fee, computing fee) or any tuition surcharges.

*NOTE: The Graduate School will pay educational fees for up to 9 hours of graduate level credit. These courses must be part of the student’s degree program and the student must be making satisfactory progress toward the degree. Exceptions to this policy must be made by the Graduate Program Director to the Graduate Dean. Payment of summer fees may be limited to 6 hours.*

**Possible Impact of Tuition Coverage on your Financial Aid Package**
Students who receive tuition scholarships after their financial aid is awarded must undergo another financial analysis, and the tuition grants must be deducted from the total award. It is in your best interest to check with a Financial Aid advisor to make sure how your GA salary, tuition scholarships and any other awards may affect your financial aid package. Also, to receive graduate-level federal financial aid, including Stafford Loans, students must enroll in classes that apply to their graduate degree program.

**Enrollment Requirement**
GTAs or GRAs with a .25 appointment must be enrolled in a minimum of three credit hours. GTAs or GRAs with a .5 FTE appointment must be enrolled in a minimum of six credit hours.

NOTE: PAFs to pay GTAs/GRAs/Graduate Instructors cannot be approved until the student is enrolled in the appropriate number of graduate credit hours. FICA exemption is allowable only when a student is enrolled half-time.

**Summer Enrollment**
Summer enrollment for GTAs/GRAs is not required by the Graduate School but may be required by the student’s graduate program. The student should discuss summer enrollment with the graduate program director. If the GTA/GRA is not enrolled or is enrolled less than half-time (5 hours), the GTA/GRA/GA/GI title may be held but the student cannot claim the FICA exemption. The FICA exemption is allowable only when a student is enrolled half-time. If a Graduate Assistant is not enrolled in the summer, the GA will need to pay for a summer parking sticker through the Parking and Transportation office.

**Equivalency Hours**
Graduate Assistants are eligible for equivalency hours for their GTA/GRA appointments. In calculating credit hours for full-time enrollment, students may seek approval for:

1) Three equivalency hours for holding a 0.5 FTE Graduate Teaching Assistantship or Graduate Research Assistantship
2) up to two equivalency hours for appointments between 0.25 and 0.49 FTE.

There is no additional work, actual credit hours or fees associated with the equivalency hours and they do not appear on your transcript.

In order to receive equivalency hours, your department must submit a G-14 to the Graduate School. If you have any questions about this, please check with your advisor or the Graduate School.

**Pay Scale Minimums**
Master's students: .25 FTE (10 hours/week or one course) $1250/semester; .5 FTE (20 hours/week or two courses) $2500/semester
Ed.S. students: .25 FTE - $1562/semester; .5 FTE $3125/semester
Doctoral students: .25 FTE - $1875/semester; .5 FTE $3750/semester.

NO GTA/GRA/Graduate Instructor appointment can be paid bi-weekly or at an hourly rate.

**Faculty Parking**
Any Graduate Teaching Assistant or Graduate Instructor who is the primary instructor of a course, lab or section and who holds a .5 FTE appointment is eligible for faculty/staff parking. Eligible students should have their supervisors contact the Graduate School to receive a faculty/staff parking authorization form. GTAs/GIs will be required to pay for these parking stickers. Permits must be paid for on a payroll deduction (one time annual fee) at the rate of $31.00 per month for twelve (12) months ($372.00). The fee payment entitles the GTA/GI to one (1) only faculty/staff permit (rates may change. See Parking and Transportation website for current amounts.)

**Student Accident and Sickness Insurance for Graduate Assistants**

**Insurance for Domestic Students**
All registered graduate students (domestic students) are eligible to enroll in the Student Accident and Sickness Insurance Plan. However, half-time GTA or GRA assistants who are U.S. citizens are eligible to receive a 25% subsidy of their insurance premium. In order to receive this subsidy, you must enroll through the Graduate School Office, 421 Woods Hall. You must be registered in classes before your enrollment can be processed. Registration for fall insurance enrollment will begin in mid-July and spring/summer insurance enrollment will begin in mid-December.

The insurance is offered through Aetna Student Health. Information on the program can be located on their web site. The policy number for UMSL is #890440. Participation in this plan is voluntary.

Please visit the Graduate School website for current insurance rates.