

Types of Graduate Assistantships

December 6, 2018

I. Graduate Teaching Assistant (GRADT)

A Graduate Teaching Assistant must meet eligibility requirements and be supervised by an appropriate graduate faculty member. The GRADT's primary responsibility is to support the instructional mission of the University. At least 60% of the student's responsibility as a teaching assistant must be devoted to the direct instruction of students, typically in a classroom or laboratory setting.* The GRADT's responsibilities may also include, for example: advising or mentoring of students; proctoring exams; grading papers, homework, and/or projects; preparing instructional materials; or providing other general assistance in the instructional process. GRADTs may not be given duties to support faculty research or duties primarily clerical in nature. Whatever their instructional responsibilities, GRADTs must be supervised by a faculty member who is responsible for monitoring and evaluating their performance at least on an annual basis. GRADTs who have no prior teaching experience must be given some form of training before being allowed to teach. Any GRADT with primary responsibility for a course must have a minimum of 18 semester hours of graduate course credit in that field of instruction.

* GRADTs are not permitted to serve as instructor of record for courses numbered 6000 or above, although they may assist with laboratories for such courses. They may not teach or assist with a course in which they are enrolled.

II. Graduate Research Assistant (GRADR)

A Graduate Research Assistant (GRADR) must meet eligibility requirements and be supervised by an appropriate graduate faculty member. The GRADR's primary duty is to engage in original, professional-level research under a faculty member's supervision in the course of obtaining a graduate degree. The faculty supervisor determines the students' specific duties and is responsible for monitoring and evaluating the GRADR's performance at least on an annual basis.

III. Graduate Extension Assistant (GRADE)

A Graduate Extension Assistant must meet eligibility requirements and be supervised by an appropriate graduate faculty member or extension agent. GRADEs are responsible for various kinds of extension work and interaction with the public. The various branches of the Extension Service award these assistantships. A faculty member or extension agent should be responsible for

monitoring and evaluating the performance of GRADEs at least on an annual basis.

IV. Graduate Assistant Exempt (GRADA)*

A Graduate Assistant Exempt must meet eligibility requirements and be supervised by a faculty member, administrator, or other appropriate university employee who is responsible for monitoring and evaluating their performance at least on an annual basis. A Graduate Assistant Exempt position provides the student with an educational experience aligned with or related to his/her program of study whereby the student applies the specific functional knowledge, skills, and abilities gained from their overall educational program. The Graduate Assistant Exempt position includes duties other than teaching, research, or extension, and adheres to the following guidelines:

- Not less than 60% of the student's primary duties and responsibilities are directly related to his/her program of study, and
- No more than 25% of the student's duties and responsibilities are administrative/clerical in nature, i.e. event setup and takedown, filing, copying, etc.

* The [position description form](#) must accompany all Graduate Assistantships (Include with new hire paperwork)

V. Graduate Assistant Nonexempt (GRADN)**

A Graduate Assistant Nonexempt must meet eligibility requirements and be supervised by a faculty member, administrator, or other appropriate university employee who is responsible for monitoring and evaluating their performance at least on an annual basis. The primary responsibilities and duties of a Graduate Assistant Nonexempt position are not aligned with, or related to, his/her program of study.

The graduate student with a GRADN position is eligible for tuition support under the tuition fellowship program. ** However, as the primary assistantship work is not aligned with the graduate student's overall educational program, the student is responsible for the taxation and withholding requirements for the received fellowship benefit exceeding the Internal Revenue Service defined threshold – currently (2018), \$5,250 per calendar year.