

# Graduate Assistant Contract

Academic Year: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**To be completed by the department or supervisor responsible for the assistantship. Please complete all blanks. Incomplete forms will not be processed.**

**Student Information:**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ UIN: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Residency Status: \_\_\_\_\_

International:    Yes    No                      Degree Program: \_\_\_\_\_

Check One:    New Appointment    Re-Appointment

**Term Dates:**

Fall Semester                      From: \_\_\_\_\_                      To: \_\_\_\_\_  
 Spring Semester                      From: \_\_\_\_\_                      To: \_\_\_\_\_  
 Summer Semester                      From: \_\_\_\_\_                      To: \_\_\_\_\_

**Typical term dates are as follows:**  
 Fall – September 1 to December 15 or 31  
 Spring – January 1 or 16 to May 15 or 31  
 Summer I – May 16 or June 1 to July 15  
 Summer II – July 16 to August 31

**Assigned Duties:**

**Funding Details:**

Semester	GAT	GAR	GANT	U	Salary	Salary Account	Hourly Rate (GANT)	Tuition / Fee Amount	Tuition / Fee Account
Fall									
Spring									
Summer I									
Summer II									

**Comments:**

**Signatures:**

***I certify that I agree to the commitment and terms included in the above information and have read and understand the rules associated with this appointment (attached) and other duties as assigned by my supervisor. All signatures required.***

Are you currently working for another department?    Yes    No    If Yes, which department: \_\_\_\_\_

Are you currently working for another department?    Yes    No

Graduate Assistant: \_\_\_\_\_

**College of Architecture – Policies and Procedures for Graduate Assistantships**  
**Please keep for your records**

1. An incoming graduate student or returning graduate student who is going to be a graduate teaching assistant (GAT) for the first time, must attend the University's Teaching Assistant Institute. You may find the schedule for these sessions at: <http://cte.tamu.edu/content/ta-training>
2. Graduate Enrollment Requirements:
  - Graduate students holding assistantships (GAT, GAR, GANT) must be registered for a minimum of nine semester hours during a fall or spring semester, or six hours during the summer.
  - Assistantships terminate upon failure to maintain the minimum enrollment requirement. Your assistantship cannot commence and payroll / tuition payments processed until you have registered for nine hours. Delay in registration may delay your employment start date and tuition payment. All late fees are the responsibility of the student, so **REGISTER EARLY**.
  - Graduate assistants must be registered for the semester in which they are receiving the assistantship.
3. Students serving in these roles are eligible for insurance benefits and may pay tuition and fees at the in-state rate. Tuition payments are dependent upon available funding and at the discretion of the department.
4. The Office of Graduate and Studies Graduate Council enforces guidelines for employing graduate students at greater than a 50% effort:
  - Students that hold positions of Graduate Assistant Teaching (GAT), Graduate Assistant Research (GAR), and Graduate Assistant Non-Teaching (GANT) are required to work 20 hours per week (50% effort).
  - These positions are **NOT** allowed to work beyond 20 hours (50% effort) without the approval of the Office of Graduate Studies. This request must be submitted to the Office of Graduate Studies from the hiring entity through the department or college, prior to any additional work being performed.
5. Graduate assistantship rates are assigned by your department. Please check with your hiring department or supervisor with any questions regarding salary rates or tuition payment availability.
6. Graduate assistants holding Graduate Assistant Non-Teaching (GANT) positions are required to submit time sheets via the Timetraq system. Time sheets must also be approved by supervisors. These requirements will be covered during in-processing with Payroll staff.
7. Upon receiving all approvals and acceptance of the assistantship position, the student is responsible for completion of:
  - The Graduate Assistant Contract – This form must be completed by the department or supervisor hiring the graduate assistant, signed by all parties involved, and submitted to the Business Office.
  - Criminal Background Check, I-9, and other payroll documents- These documents must be completed and approved **PRIOR** to the start of your work period. Please see the payroll personnel in the Business Office for any questions related to these documents.
8. Your graduate assistantship starts on the dates that coincide with your graduate contract. Please pay close attention to these dates, as you may not receive payment for work performed outside of these dates.
9. Assistants that do not perform their duties satisfactorily, may be dismissed by the sponsoring department or supervisor and lose their assistantship at any time.
10. The department and College Business Office must be notified immediately if a Graduate Contract has to be withdrawn so they may take steps to cancel payroll and tuition payments.