

Guidelines for Hiring Graduate Assistants

To facilitate the graduate assistant hiring process, the Graduate School will coordinate with Academic Affairs and Human Resources to ensure that all accreditation and compliance issues are addressed prior to the start of employment.

Foreign National: If the graduate student is a foreign national, please alert the Graduate School of this status as soon as possible in order to verify visa status for employment purposes and to identify any export control compliance issues. Note that students on visas are strictly forbidden from working more than 20 hours per week cumulatively across all jobs, and their access to equipment, materials, and/or information deemed to have national security implications must be strictly monitored and disclosed.

Teaching Graduate Assistants

In the Florida university system, there are several employment classes that fall under the general category of a “teaching assistant.” UNF uses three of these titles: Graduate Teaching Assistant (UNF Position 93XX84; SUS Class Code 9184), Graduate Teaching Associate (UNF 93XX83; SUS 9183), and Graduate Assistant (UNF 93XX85; SUS 9185). Graduate Teaching Assistants and Graduate Teaching Associates may be independent Instructors of Record for a credit-bearing course/section; Graduate Assistants cannot be Instructors of Record, nor are they allowed to provide unsupervised instruction in lab or discussion sub-sections. *This is a SACSCOC accreditation requirement, and must be strictly enforced.*

The following are the guidelines for processing each of these categories of “teaching assistant.”

Graduate Assistant (Teaching Support) – Provides Logistical Assistance to the Instructor of Record

This category includes GAs who provide support to a qualified undergraduate course Instructor of Record—such as grading tests, assisting in discussion or lab sub-sections led by faculty, and/or coordinating field logistics—but who are not responsible for teaching or evaluating students. They may not be listed as the primary instructor of any class, section, or sub-section. Graduate Assistants (Teaching Support) are expected to participate in orientation and training programs, have routine access to the Instructor of Record, and have any teaching-related activities evaluated.

To be hired, Graduate Assistants (Teaching Support) are expected to meet the following criteria:

- enrolled full-time in the teaching discipline or a related discipline (full-time enrollment is considered nine (9) credit hours for masters students, six (6) credit hours for doctoral students for Fall and Spring semesters; six (6) credit hours for Summer semester);
- maintaining a minimum GPA of 3.0; and
- working no more than 40 biweekly hours in combination with all other UNF employment.

For hiring this kind of GA, departments should initiate the ePAF and ensure that Paige Lilley is selected as the approver for the Graduate School. The GA’s Position Title on the ePAF should read “GA (Teaching Support).” Please note that one ePAF may be submitted for both fall and spring semesters.

The Graduate School will review eligibility requirements. If eligibility is not met, the contact person listed on the ePAF will be notified and the ePAF will be returned. An exception to the criteria can be requested by completing an

Assistantship Criteria Exception Form and submitting it to the Graduate School. If eligibility is met, or an exception is approved, the Graduate School will approve the ePAF and it will be electronically sent to Human Resources as indicated in the approval queue, set up by the ePAF originator.

If a Graduate Assistant (Teaching Support) requires access to Blackboard, the faculty member who is listed as the instructor of record can share access with their graduate student as he/she deems necessary. Graduate Assistant (Teaching Support) cannot be flagged in Banner as a faculty member.

After fall semester grades are posted, the Graduate School will again review eligibility requirements—full-time enrollment, workload limit, and GPA. If a student does not meet the assistantship criteria, the graduate program director will be contacted; an exception to the criteria can be requested by completing an Assistantship Criteria Exception Form and submitting it to the Graduate School. If an exception is not requested within 5 days, the GTA who does not meet the eligibility criteria will not be awarded an assistantship for the spring semester.

Graduate Assistant (Supervised Teaching) – Sub-section Instructor, but NOT Instructor of Record

A Graduate Assistant may be the instructor of any undergraduate breakout, discussion, recitation, clinical, or lab sub-section of a course, as long as a faculty member who qualifies to be an Instructor of Record is teaching the primary lecture activity. The GA must be closely supervised by the Instructor of Record in all aspects of the teaching and learning process. In this type of teaching assignment, the GA delivers the material using a common textbook, common syllabus, common lab/classroom materials and procedures, and common exams and grading procedures. The Instructor of Record establishes the grading methodology and criteria. The GA may recommend a final grade to the Instructor of Record, who reviews the recommendation and takes responsibility for assigning final grades.

This category of GA must be:

- under the direct supervision of a faculty member experienced in the discipline;
- provided regular in-service training; and
provided with planned and periodic evaluations.

Additionally, Graduate Assistants (Supervised Teaching) are expected to meet the following criteria to be eligible for an assistantship:

- enrolled full-time in the teaching discipline or a related discipline (full-time enrollment is considered nine (9) credit hours for masters students, six (6) credit hours for doctoral students for Fall and Spring semesters; six (6) credit hours for Summer semester);
- maintaining a minimum GPA of 3.0; and
- working no more than 40 biweekly hours in combination with all other UNF employment.

Departments should initiate the ePAF, ensuring that Paige Lilley is selected as the approver for the Graduate School. The GA's Position Title on the PAF should read "GA (Supervised Teaching)." Please note that one ePAF may be submitted for both fall and spring semesters.

The Graduate School will review eligibility requirements. If eligibility is not met, the contact person listed on the ePAF will be notified and the ePAF will be returned. An exception to the criteria can be requested by completing an Assistantship Criteria Exception Form and submitting it to the Graduate School. If eligibility is met, or an exception is approved, the Graduate School will approve the ePAF and it will be electronically sent to Human Resources as indicated in the approval queue, set up by the ePAF originator.

If a Graduate Assistant (Teaching Support) requires access to Blackboard, the faculty member who is listed as the instructor of record can share access with their graduate student as he/she deems necessary. Graduate Assistant (Teaching Support) cannot be flagged in Banner as a faculty member.

After fall semester grades are posted, the Graduate School will again review eligibility requirements—full-time enrollment, workload limit, and GPA. If a student does not meet the assistantship criteria, the graduate program

director will be contacted; an exception to the criteria can be requested by completing an Assistantship Criteria Exception Form and submitting it to the Graduate School. If an exception is not requested within 5 days, the GTA who does not meet the eligibility criteria will not be awarded an assistantship for the spring semester.

Graduate Teaching Assistant or Associate – Independent Instructor of Record

A graduate assistant may be assigned as the Instructor of Record for an undergraduate course only if they possess a Master's in the teaching discipline or at least 18 graduate semester hours in the teaching discipline prior to award for a Graduate Teaching Assistant, or 30 hours for a Graduate Teaching Associate. *Because these GAs are considered Instructors of Record, they are treated as members of the UNF faculty for SACSCOC accreditation purposes, and will be listed on the Faculty Roster provided to SACSCOC.*

In addition to the academic preparation described above, the GTA must also be:

- under the supervision of a faculty member experienced in the discipline;
- provided regular in-service training; and
- provided with planned and periodic evaluations, including ISQ evaluations. Additionally, GTAs are expected to meet the following criteria to be eligible for an assistantship:
- enrolled full-time in the teaching discipline or a related discipline (full-time enrollment is considered nine (9) credit hours for masters students, six (6) credit hours for doctoral students for Fall and Spring semesters; six (6) credit hours for Summer semester);
- maintaining a minimum GPA of 3.0; and
- working no more than 40 biweekly hours in combination with all other UNF employment.

For hiring this kind of GA, departments should initiate the ePAF and ensure that Paige Lilley is selected as the approver for the Graduate School. The GA's Position Title on the ePAF should read "Graduate Teaching Asst" or "Graduate Teaching Assoc." Please note that one ePAF may be submitted for both fall and spring semesters. The hiring packet should include the following documentation:

- Faculty Documentation Checklist
- Official transcripts for the 18 (or 30) graduate semester hours, or a copy of the student transcript obtained from Banner Self Service
- 3 letters of recommendation
- Curriculum Vitae
- Personnel Action Form (PAF)
- Per Human Resources, background checks are ***not*** required for GTAs

The Graduate School will review eligibility requirements. If eligibility is not met, the contact person listed on the ePAF will be notified and the ePAF will be returned. An exception to the UNF criteria can be requested by completing an Assistantship Criteria Exception Form and submitting it to the Graduate School. If eligibility is met, or an exception is approved, the Graduate School will approve the ePAF, which will be routed to Academic Affairs as indicated in the approval queue to review Instructor of Record qualifications. Before approving the ePAF, Academic Affairs will verify that they have received a completed hiring packet. The hiring packet should be submitted to Academic Affairs as soon as possible. If approved, Academic Affairs will approve the ePAF, which will be forwarded to Human Resources as indicated in the approval queue. If not approved, Academic Affairs will contact the college contact. Once a GTA file is approved, the Banner faculty flag will be set for the duration identified on the ePAF.

After fall semester grades are posted, the Graduate School will again review UNF eligibility requirements—full-time enrollment, workload limit, and GPA. If a student does not meet the assistantship criteria, the director for the graduate program will be contacted; an exception to the criteria can be requested by completing an Assistantship Criteria Exception Form and submitting it to the Graduate School. If an exception is not requested within 5 days, the GTA will have their Banner faculty access turned off, will be removed from the courses they've been assigned, and will have their assistantship revoked for the spring semester unless reclassified.

It is important for chairs to tell GTAs to register during the fall registration process in order to prevent Banner faculty access from being turned off during mid-December eligibility processing.

Non-Teaching Graduate Assistants

At UNF, two of the university system class codes are recognized for graduate assistants not involved in undergraduate instruction: Graduate Assistant (UNF Position 93XX85; SUS Class Code 9185) and Graduate Research Assistant (UNF 93XX82; SUS 9182).

Graduate Assistant (Non-Teaching) – General educational administrative duties

This category includes GAs who provide general educational administration duties, but who otherwise have no research and teaching responsibilities. The duties performed must directly contribute to the graduate student's program of study.

GAs in this category are expected to meet the following criteria:

- enrolled full-time in the teaching discipline or a related discipline (full-time enrollment is considered nine (9) credit hours for masters students, six (6) credit hours for doctoral students for Fall and Spring semesters; six (6) credit hours for Summer semester);
- maintaining a minimum GPA of 3.0; and
- working no more than 40 biweekly hours in combination with all other UNF employment.

For hiring this kind of GA, departments should initiate the ePAF and ensure that Paige Lilley is selected as the approver for the Graduate School. The GA's Position Title on the ePAF should read "GA (Non-Teaching)."

The Graduate School will review eligibility requirements. If eligibility is not met, the contact person listed on the ePAF will be notified and the ePAF will be returned. An exception to the criteria can be requested by completing an Assistantship Criteria Exception Form and submitting it to the Graduate School. If eligibility is met, or an exception is approved, the Graduate School will approve the ePAF and it will be electronically sent to Human Resources as indicated in the approval queue, set up by the ePAF originator.

After fall semester grades are posted, the Graduate School will again review eligibility requirements—full-time enrollment, workload limit, and GPA. If a student does not meet the assistantship criteria, the director for the graduate program will be contacted; an exception to the criteria can be requested by completing an Assistantship Criteria Exception Form and submitting it to the Graduate School. If an exception is not requested within 5 days, the GA who does not meet the eligibility criteria will not be awarded an assistantship for the spring semester.

Graduate Research Assistant – Research or research-related duties

This category includes GAs who are involved in faculty-supervised research, but who otherwise have no teaching responsibilities. Unlike other assistantships, Graduate Research Assistants may be funded through faculty-led sponsored research rather than from university funding sources, and therefore may be accountable to additional compliance considerations, such as export control oversight or IRB training.

Graduate Research Assistants are expected to meet the following UNF criteria:

- enrolled full-time in the teaching discipline or a related discipline (full-time enrollment is considered nine (9) credit hours for masters students, six (6) credit hours for doctoral students for Fall and Spring semesters; six (6) credit hours for Summer semester);
- maintaining a minimum GPA of 3.0; and

- working no more than 40 biweekly hours in combination with all other UNF employment.

For hiring this kind of GA, departments should initiate the ePAF and ensure that Paige Lilley is selected as the approver for the Graduate School. The GA's Position Title on the ePAF should read "Graduate Research Asst."

The Graduate School will review eligibility requirements. If eligibility is not met, the contact person listed on the ePAF will be notified and the ePAF will be returned. An exception to the criteria can be requested by completing an Assistantship Criteria Exception Form and submitting it to the Graduate School. If eligibility is met, or an exception is approved, the Graduate School will approve the ePAF and it will be electronically sent to Human Resources as indicated in the approval queue, set up by the ePAF originator.

After fall semester grades are posted, the Graduate School will again review eligibility requirements—full-time enrollment, workload limit, and GPA. If a student does not meet the assistantship criteria, the director for the graduate program will be contacted; an exception to the criteria can be requested by completing an Assistantship Criteria Exception Form and submitting it to the Graduate School. If an exception is not requested within 5 days, the GRA who does not meet the eligibility criteria will not be awarded an assistantship for the spring semester.