



University Community (faculty, graduate students and University Graduate School administration)

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
GRADUATE ASSISTANTSHIPS	June 2012	380.0445

POLICY STATEMENT (R*)

Length of Service

A Graduate Assistantship contract may be one, two or three terms (*i.e.*, annual contract), with new contracts required at the beginning of the academic year. All appointments are based on a student's effort defined as a % of full-time. Employment is terminated at the end of the contract. No further notice of cessation of employment is required. The department may reappoint a student to a graduate assistantship if the student maintains at least a 3.0 GPA in all graduate coursework taken and he or she has demonstrated satisfactory performance based on the department evaluation system.

Terms of Appointment

Graduate assistantships can range from 0.25 FTE to 0.50 FTE, which represents 10 to 20 hours per week. Graduate assistants cannot accept an appointment which individually or collectively exceeds 0.50 FTE without prior approval of the Dean of the University Graduate School.

Eligibility

To be eligible for a graduate assistantship (GA, TA or RA), students must be fully admitted to a master's, specialist or doctoral degree program. A student admitted under a conditional admission who has not yet met the terms of his or her conditional admission is not eligible. Employment is contingent upon full-time enrollment and satisfactory academic and work performance. Graduate assistants must maintain a 3.0 cumulative graduate grade point average. Graduate assistants must be enrolled full-time for nine (9) semester hours of graduate coursework for each Fall and Spring term and (6) semester hours for the Summer term.

Employment Restrictions

A student receiving a GA/TA/RA must agree not to accept additional employment, within or outside the University, without expressed written prior approval from the University Graduate School. This includes any fee for service activity. Students who receive a graduate assistantship may also be considered for financial aid.

Credentialing

Teaching Assistants (TA) assigned as the Primary Instructor of Record must have completed a master's degree in the teaching discipline or successfully completed 18 graduate semester hours in the teaching discipline before being assigned classroom responsibilities. This includes teaching an undergraduate course for credit and assigning final grades. Teaching Assistants must be under direct supervision by a faculty member experienced in the teaching discipline and must participate in regular in-service training. Units may appoint graduate teaching assistants for whom English is a second language only when a test of spoken English or other reliable evidence of the applicant's proficiency in oral and written communication and speech indicates that the appointment is appropriate. These criteria are minimum University requirements. Individual departments may set higher standards.

Termination of Graduate Assistantships

Graduate assistants with a cumulative graduate GPA below 3.0 or who fail to comply with university policy regarding graduate assistantships will have their assistantship cancelled by the University Graduate School. Graduate assistants who fail to maintain satisfactory academic progress may also have their assistantship cancelled by the University Graduate School. Cancellation of an assistantship within an active term will result in reversal of the tuition fee waiver, *i.e.*, the student will become fee liable for all applicable resident or non-resident tuition. Cancellation of an assistantship may also result in termination of the subsidized health insurance. Employment may be terminated at any time if work performance is unsatisfactory.

Tuition Waiver

Graduate assistants on a 0.50 FTE contract receive a tuition waiver for graduate coursework taken during the assistantship. Graduate assistants on a less than 0.50 FTE contract do not receive a tuition waiver, but will have the out of state portion of their tuition set to zero, if applicable.

Health Insurance

Florida International University provides subsidized health insurance to all graduate assistants holding a 0.50 FTE appointment. All Graduate assistants are required to participate in this health insurance plan unless their insurance company can certify equivalent coverage. Three-fourths of the cost of the student health insurance will be paid by the University and the remaining one-fourth will be deducted from each graduate assistant's paycheck.

Minimum Stipend Level for Graduate Assistants

The Dean of the University Graduate School is responsible for determining minimum graduate assistant stipends, in consultation with the Dean's Advisory Council.

Evaluation

Each graduate teaching assistant assigned as the Primary Instructor of Record are subject to planned and periodic evaluations, including an evaluation by their supervisor at the completion of each term.

HISTORY (R*)

Originally GRADUATE ASSISTANT POLICIES (effective 1/24/94). Effective Date: June 2012.

RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R*)

University Graduate School
Florida International University

RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R*)

University Graduate School
Modesto A. Maidique Campus
11200 SW Eighth Street - PC 230
Miami, Florida 33199
Telephone: (305) 348-2455

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***R = Required *O = Optional**