



## Administrative Regulation 5:2

Responsible Office: Provost / Dean of Graduate School

Date Effective: 1/4/19

Supersedes Version: 7/1/2008

# Administrative Regulation 5:2

## Teaching, Research, and Graduate Assistants

### Index

---

[Introduction](#)

[Entities Affected](#)

[Definitions](#)

[Policy](#)

[Evaluation, Appointment, Reappointment, Non-reappointment, Rescission, and Termination of Teaching, Research, and Graduate Assistants](#)

---

## I. Introduction

---

This *Administrative Regulation* establishes policies and procedures relative to all teaching, research, and graduate assistants at the University.

## II. Entities Affected

---

This regulation is applicable to all academic units.

## III. Definition

---

### A. Full-time Graduate Students

“Full-time graduate students” means graduate students with a course load of nine (9) or more credit hours per semester during an academic year or nine (9) or more hours during the summer session or who are registered for master’s (XXX 748) or dissertation (XXX 767) research credits.

B. Teaching assistants

“Teaching assistants” means graduate students who are employed to teach courses, support primary instructors in a recitation or lab setting, or provide other instructional support (e.g., grading) to a primary instructor.

C. Research Assistants

“Research assistants” means graduate students who are employed to assist with faculty research.

D. Graduate Assistants

“Graduate assistants” means graduate students who are employed by a department to assist with departmental duties (e.g., project management).

## IV. Policy

---

- A. Teaching and research assistants must be supervised and guided in their duties and responsibilities by a faculty mentor. Graduate assistants must be supervised and guided in their duties and responsibilities by a faculty or staff member inside or outside their educational unit, depending on assignment(s).
- B. As full-time graduate students, teaching, research, and graduate assistants must not be assigned responsibility requiring more than fifty (50) percent of their working time. For teaching assistants, this means service for not more than an average of twenty (20) hours per week, including all time spent in preparation, classroom and laboratory teaching, grading papers, or interacting with students, or in any combination of those activities in which teaching assistants customarily participate. The responsibilities of research and graduate assistants will vary with the fraction of time for which they are employed, but normally a full-time assistantship appointment should require no more than twenty (20) hours per week of assigned duties.
- C. Teaching, research, and graduate assistants must seek and obtain approval from the Graduate School before accepting any University employment or assignment that, when combined with their assistantship, would result in work in excess of the allowed 20 hours per week.
- D. Master's degree students will serve no more than three (3) years as teaching or research assistants, unless an extension for good cause is granted by the Graduate School.
- E. Doctoral students will serve no more than five (5) years as teaching or research assistants, unless an extension for good cause is granted by the Graduate School.
- F. Teaching, research, and graduate assistants will maintain satisfactory academic records and progress toward degrees. If their academic progress is unsatisfactory, their assistantships may not be renewed.
- G. All new teaching assistants must attend an orientation program conducted by the Graduate School designed to inform them of general university policies regarding instruction and university resources, as well as introduce them to best practices in university teaching. Any educational unit that has teaching, research, or graduate assistants must also provide a detailed orientation informing their assistants of their upcoming duties, rights, and responsibilities.

## V. Evaluation, Appointment, Reappointment, Non-reappointment, Rescission, and Termination of Teaching, Research, and Graduate Assistants

---

### A. Unit Policies

Each educational unit must have written policies concerning the appointment and reappointment of teaching, research, and graduate assistants. These policies must be made available to all prospective assistants at the time the initial offer of their assistantship is made and to all assistants in the unit whenever these policies are changed.

### B. Evaluation

Classroom observations must be conducted by the teaching unit and are required each semester for all teaching assistants with active teaching duties. Teaching units must also conduct and keep semester performance evaluations of their teaching assistants and maintain access to systematic surveys of student opinion. Results of classroom observations and semester performance evaluations must be provided to the teaching assistant, and a formal mechanism allowing for the teaching assistant's response to the feedback must be in place. Copies of the completed observations and semester evaluations must be forwarded to the Graduate School for archiving.

### C. Reappointment and Non-reappointment

Teaching, research, and graduate assistants must be notified by March 1 whether or not they will be reappointed for the coming academic year.

If a teaching, research, or graduate assistant is not reappointed and believes that the unit's decision to not reappoint them is in error, they may appeal the ruling to the Graduate Council within 15 days of the notice of non-reappointment. A delegated subcommittee of at least five (5) members of the Graduate Council will consider the appeal, request further information from the student or the educational unit if necessary, and issue a written response to the student within 45 days of the appeal being filed.

If the student believes that their non-reappointment is the result of a violation of established procedure or a violation of academic freedom, the student may file a complaint with the Senate Advisory Committee on Privilege and Tenure, in accordance with the procedures outlined in Section 1.4.4.2. of the University Senate Rules.

### D. Rescission of reappointment

Educational units may rescind teaching, research, and graduate assistantship renewal appointments after the March 1 deadline if they subsequently receive additional relevant information that indicates the graduate student should be terminated from their position. If the student believes that the unit's decision to rescind a teaching, research, or graduate assistantship is in error, they may appeal the ruling to the Graduate Council within 15 days of the notice of rescission. A delegated subcommittee of at least five (5) members of the Graduate Council will consider the appeal, request further information from the student or the educational unit if necessary, and issue a written response to the student within 45 days of the appeal being filed.

If the student believes that their appointment has been rescinded as a violation of established procedure or a violation of academic freedom, the student may file a complaint with the Senate Advisory Committee on Privilege and Tenure, in accordance with the procedures outlined in Section 1.4.4.2. of the University Senate Rules.

## E. Termination

Educational units may terminate a teaching, research, or graduate assistantship during the academic year if they receive relevant information that indicates the student should be terminated from their position. If the student believes that the department's decision to terminate the teaching or research assistantship is in error, they may appeal the ruling to the Graduate Council within 15 days of the notice of non-reappointment. A delegated subcommittee of at least five (5) members of the Graduate Council will consider the appeal, request further information from the student or the educational unit if necessary, and issue a written response to the student within 45 days of the appeal being filed.

If the student believes that their appointment has been terminated as a violation of established procedure or a violation of academic freedom, the student may file a complaint with the Senate Advisory Committee on Privilege and Tenure, in accordance with the procedures outlined in Section 1.4.4.2. of the University Senate Rules.

## References and Related Materials

---

Administrative Regulation 5:3, Policies on International Teaching Assistants

## Revision History

---

AR II-1.0-7: 9/5/1984, 1/30/1987

AR 5:2: 7/1/2008

For questions, contact: [Office of Legal Counsel](#)