
GUIDELINES ON GRADUATE TEACHING ASSISTANTSHIPS

5 types of graduate assistant positions at RIT

- **GA:** Hourly – Graduate Assistant. Provide professional-level administrative support or works on special projects for an academic department (no teaching); if a student will be performing duties in all three hourly classifications (GA/GGA/GTEchA), the student may be hired as a GA.
- **GGA:** Hourly – Graduate Grading Assistant. Assist faculty with grading student assignments. No teaching. No posting of grades to SIS.
- **GTEchA:** Hourly – Graduate Tech Assistant – technical assistance with labs, servers, and such. No teaching. No grading.
- **GRA:** Stipend – Graduate Research Assistant. Research focus, working with faculty in research positions/projects. No teaching. No grading.
- **GTA:** Stipend – Graduate Teaching Assistant. Teaches class under the guidance of primary faculty of record. Can teach course and grade. Only faculty member can post to SIS.

This document covers the GTA policy.

Graduate Teaching Assistants (exempt employee, paid a pre-determined salary, 2018-2019 rate is \$6,875/semester)

Eligibility

- Only students matriculated and enrolled full-time (typically 9 credit hours or documented full-time equivalency) in a graduate program at RIT may be appointed to a graduate assistantship. Students enrolled in a BS/MS program must be a level 6 to receive a graduate assistantship appointment.
- Typical assistantships may be for up to one academic year – September through May. Sometimes, assistantships may be for one academic term only – this is common for GTA.
- A separate appointment may be made for the summer term.

Job Duties (*as defined by RIT*)

Graduate Teaching Assistant – Masters and PhD

1. Sets up and leads a laboratory or studio
2. Delivers course goals / outcomes through instruction and lecture.
3. Posts materials and grades in “MyCourses” and responds to students’ questions posed verbally and electronically; CANNOT post final grades to the SIS system, which is the official grade of record. Only the faculty member of record can post final grades.
4. Assists in grading student work
5. Tutors students

6. Holds regular office hours
7. Assists with the administration of a course
8. Conducts a minimum of 4 hours per week of classroom contact
9. Only eligible to teach non-majors and undergraduate courses

Payment

- **Graduate Teaching Assistant** (GTA Masters and PhD) - Consistent with University policy, graduate assistants whose primary responsibility is to provide academic instruction are classified as employees and qualify for a teaching exemption under the Fair Labor Standard Act (FLSA).
- Because GTA's are exempt from the FLSA, they are paid a **predetermined salary** amount based on their appointment.
- Graduate Teaching Assistants receive a semi-monthly salary for each term. The salary ranges have been pro-rated to reflect that GTA's are not engaged in teaching responsibilities during the Summer term. If the GTA is not continuously engaged in teaching responsibilities during Fall and Spring semesters, an individual appointment can be made for the appropriate academic term only.
- GTAs with a 20-hour appointment are eligible to receive a maximum of 50% tuition remission. For appointments less than 20 hours, the tuition remission is pro-rated accordingly (i.e., $\frac{1}{2}$ time assistantship = 50% tuition remission \div 2).
- GTAs are expected to participate in a course/workshop designed to introduce them to teaching at RIT.
- **Subject to eligibility criteria and availability of funds in CIAS.** Graduate assistants in this classification may also receive additional merit-based scholarships funded from operating, gift, or endowment accounts up to a maximum tuition subsidy of 100% of qualified educational expenses (*subject to eligibility criteria and availability of funds*).

For additional current RIT information regarding Graduate Assistants, use the following link:

<https://www.rit.edu/emcs/seo/graduate-assistantships>

Frequently Asked Questions

Graduate Assistantships - General Information

Graduate Assistant Employment Policies and Job Classifications

Graduate Assistant Tuition Remission Policy

Graduate Assistant Job Classifications & Pay Rates - 2017

Graduate Assistant – Job Duties

Payments Made to Graduate Students – Definitions

Payments Made to Graduate Students – Processing Departments, Procedures & Forms

Payments Made to Graduate Students – Federal & NYS Tax Treatment

Payments Made to Graduate Students – Allowability Sponsored Projects

| | GAs* | GTAs | GGAs* | GTEchAs* | GRAs |
|--|------|------|-------|----------|------|
| Considered hourly employee whose hours are tracked in Kronos (time card software) | ✓ | | ✓ | ✓ | |
| Considered salaried employee paid bi-monthly | | ✓ | | | ✓ |
| Considered a student; paid with bi-monthly stipend to conduct their own research | | | | | ✓ |
| Professional level administrative support or special projects for an academic dept | ✓ | | | | |
| Appointed to assist a faculty member with the teaching of a course/lab/studio for a minimum of 4 hours per week; holds office hours | | ✓ | | | |
| Assists the faculty member with a variety of instruction and classroom-related tasks | | ✓ | | | |
| Expected to participate in a course/workshop designed to introduce them to teaching at RIT | | ✓ | | | |
| Typically receives up to 50% tuition remission | | ✓ | | | ✓ |
| Can be paid by federally-funded sponsored project | | | | | ✓ |
| Assists a faculty member with grading of student assignments | | | ✓ | | |
| Provides technical assistance with systems, desktops, and server related issues and/or in the day-to-day operations of computer labs | | | | ✓ | |

** If a student will be performing duties in all three hourly classifications, the student may be hired as a GA; however, indicate all job duties on the job description form*