

College of Art and Design | Graduate Teaching Assistant (GTA)

<https://www.rit.edu/careerservices/employers/on-campus-supervisors#resources>

Graduate Teaching Assistants (GTA)

Overview:

GTAs are appointed to assist faculty with the teaching of a class. The faculty member remains responsible for conducting the class and assigning grades. GTAs are exempt employees, paid a pre-determined salary through regular semi-monthly payroll process.

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.
- Only eligible to **teach non-majors and undergraduate courses**

Job Duties – Masters and PhD

- Set up and leads a laboratory or studio
- Deliver course goals / outcomes through instruction and lecture.
- Post 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.
- Assist in grading student work
- Tutor students
- Hold regular office hours
- Assist with the administration of a course
- Conduct a minimum of 4 hours per week of classroom contact

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., ½ time assistantship = 50% tuition remission ÷ 2). Tuition remission is NOT guaranteed.
- 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 CAD.** 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>

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.

	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		✓			
May receive up to 50% tuition remission. Tuition remission not guaranteed.		✓			✓
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*