



**Department of Health & Human Performance
Graduate Assistantships Handbook**

Revised August 2017

Table of Contents

Dates to Remember.....	3
Departmental Directory	5
Types of Assistantships.....	6
Guidelines.....	6
General Qualifications	7
Maintaining an Assistantship	7
External/Additional Employment.....	7
Applying for Assistantships.....	7
General Responsibilities	8
Chain of Command	8
Academic Honesty	9
Required Training	9
Responsible Conduct in Research & Scholarship	10
Performance and Evaluation	11
Graduate Research Assistant Performance Review	11
Graduate Assistant Evaluation Form	13
Termination Before End of Appointment.....	17
Graduate Assistant Tuition Remission Program.....	17
Parking.....	19
Waiver of Out-of-State Tuition and Fees.....	19
Campus Resources.....	19

Dates to Remember

August

- 28 First Class Day
- 28 Sign up for payroll if new GA
Complete Responsible Conduct of Research Training
GA Orientation

September

- 4 Labor Day Holiday – University Closed
- 22 December Graduation Applications Due
- 15 GA Supervisor Meeting to establish Duties and Responsibilities
Primary Job Duties/Performance Criteria Form due

October

- 10 Comprehensive Exams
- 16 Schedule Mid-Term Evaluation Meetings with Supervisor
- 20 Registration for Winter Mini and Spring 2017 Opens
- 4th Friday Last day to defend Final Thesis for Fall graduation (notification form to OTDS 7 days before defense)

November

- 1st Friday Last day to submit Final Thesis to OTDS for Fall graduation
- 1 GA Mid-Term Performance Self-Evaluation forms due
Primary Job Duties/Performance Criteria forms due
- 3 Comprehensive Exam Form due
- 15 Tuition Remission Forms Due
- 23-24 Thanksgiving Holiday – University Closed
- 4th Friday Last day to submit Thesis Proposal to OTDS for Spring graduation

December

- 15 Last Day Classes for Fall Semester
- 11-15 Finals Week
- 15 Fall Commencement
- 15 Winter Mini Begins
- 25-Jan 1 Winter Break – University Closed

January

- 15 Martin Luther King Holiday – University Closed
- 16 First Class Day Spring
- 31 GA Supervisor Meeting to establish Duties and Responsibilities
Primary Job Duties/Performance Criteria form due

February

- 2 Spring Graduation Application Due

March

- 6 Comprehensive Exams
- 19 Schedule Mid-Term Evaluation Meetings with Supervisor
- 12-16 Spring Break
- 16 Spring Break – University Closed
- 4th Friday Last day to defend Final Thesis for Spring graduation (notification form to OTDS 7 days before defense)

April

- 1st Friday Last day to submit Final Thesis to OTDS for Spring graduation
- 2 GA Mid-Term Performance Self-Evaluation forms due
Primary Job Duties/Performance Criteria forms due
- 6 Comprehensive Exam Form due
- 15 Tuition Remission Forms Due
- 4th Friday Last day to submit Thesis Proposal to OTDS for Summer graduation

May

- 4 Last Class Day Spring
- 7-11 Finals Week
- 11 Spring Commencement

June

- 24-25 Comprehensive Exams
- 3rd Friday Last day to defend Final Thesis for Summer graduation (notification form to OTDS 7 days before defense)
- 4th Friday Last day to submit Final Thesis to OTDS for Summer graduation

July

- 20 Tuition Remission Forms Due
- 17 Comprehensive Exam Form Due
- 4th Friday Last day to submit Thesis Proposal to OTDS for Fall graduation

Departmental Directory

Main Number: 903-886-5549

Fax Number: 903-886-5365

Name	Title	Phone Number	Building & Room	E-Mail
Kanaman, Lola	Administrative Assistant	903-886-5549	Field House 100	Lola.Kanaman@tamuc.edu
Bernhardt, Vipa	Assistant Professor	903-886-5556	Field House 006	Vipa.Bernhardt@tamuc.edu
Bolton, Clayton	Assistant Professor	903-886-5544	Field House 100D	Clay.Bolton@tamuc.edu
Culpepper, Dean	Assistant Professor	903-886-5573	Field House 100H	Dean.Culpepper@tamuc.edu
Dang, Quynh	Associate Professor	903-886-5548	Field House 212	Quynh.Dang@tamuc.edu
Kimbrough, Sandy	Associate Professor	903-886-5555	Field House 215	Sandy.Kimbrough@tamuc.edu
Mitchell, Sarah	Instructor/Graduate Coor	903-886-5543	Field House 210	Sarah.Mitchell@tamuc.edu
Prewitt, Steve	Assistant Professor	903-886-5544	Field House 100G	Steve.Prewitt@tamuc.edu
Rhodes, Lauren	Instructor/FRA Coor	903-468-8618	Field House 214	Lauren.Rhodes@tamuc.edu
Roberts, Samantha	Assistant Professor	903-886-5513	Field House 100K	Samantha.Roberts@tamuc.edu
Ross, Henry	Instructor	903-468-6043	Field House 216	Henry.Ross@tamuc.edu
Rosselli, Anthony	Assistant Professor	903-468-8688	Field House 100C	Anthony.Rosselli@tamuc.edu
Tietjen-Smith, Tara	Department Head	903-886-5545	Field House 100B	Tara.Tietjen-Smith@tamuc.edu
Wachira, Elizabeth	Assistant Professor		Field House 100J	

Types of Assistantships

Graduate teaching, non-teaching, and research assistantships at Texas A&M University-Commerce offer financial support for graduate education. Assistantships are awarded to qualified master's and doctoral students and are distributed through academic and non-academic departments. In addition to funding graduate education, assistantships also provide students opportunities for professional growth.

The University awards three types of assistantships:

1. **Graduate Assistant Non-teaching (GANT)** works in a variety of settings across campus performing such tasks as assisting with labs, offering teaching support, assisting faculty with research, preparing reports, entering data or other responsibilities as assigned.
2. **Graduate Assistant Teaching (GAT)** requires recipients to teach courses in the department in which they are assigned. Teaching Assistants are teachers of record, meaning they have primary responsibility for teaching a course for credit or noncredit and/or for assigning final grades for the course. In order to qualify for Teaching Assistantships students must have earned a minimum of 18 graduate semester hours in the field in which they will be teaching. Although they are teachers of record, they must work under the direct supervision of a faculty member experienced in the teaching field, receive regular in-service training, and be regularly evaluated. Teaching assistants associated with zero-credit labs must have completed 12 graduate or upper-level undergraduate hours directly related to course being taught. Graduate students whose native language is other than English must demonstrate a sufficient level of oral and written proficiency (successfully pass the TOEFL) before they may be awarded a teaching assistantship.
3. **Graduate Assistant Research (GAR)** requires recipients to aid in the research with the department/professor to which they are assigned. Work may also include tasks such as assisting with labs, offering teaching support, assisting faculty with research, preparing reports, entering data or other responsibilities as assigned.

Guidelines

Graduate Assistants Research (GARs) should benefit from their work experience in that they are better prepared for their professional careers. The University Research and Creative Activities Committee have established the following guidelines for all GARs.

- Faculty mentors should ensure that GARs are being prepared professionally to meet their career goals.
- Faculty mentors should expose GARs to the extramural funding process by including them in the proposal writing process and expose them to possible sources of funding for research.
- Faculty mentors should involve GARs in research processes, ranging from activities such as writing research proposals to data collection and analysis.
- The tasks of GARs should be integrated into research projects, and it is expected that the results gained as a result of working on a research project should form the basis for the students' thesis or dissertation when possible.
- Faculty mentors should help their GARs identify and attend appropriate conferences and professional meetings to present their research results and to diligently work with them on publishing manuscripts based on their research, including their work for theses and dissertations.
- GARs should be given opportunities to become involved in writing research reports and publications of papers, proceedings and books. All publications and presentations that result from this research should include GARs as co-authors (senior authors if GARs take the lead in writing and junior/secondary authors if not).
- In addition, GARs receiving funding through the Faculty Research Enhancement grants and Summer GARs must be enrolled in 518 (thesis) or 718 (dissertation) for the semester of the assistantship.

- Faculty mentors should continue to work with their GARs to ensure that they are on track to graduate in a timely manner.

General Qualifications

Initial Requirements

To hold an assistantship, a student must satisfy both the Graduate School and departmental requirements. Academic or creative excellence, professional competence, and relevant experience or skills are the primary qualifications considered for appointments. If you are hired as a GAT and your native language is not English, you must successfully complete the TOEFL before you are eligible to teach. More specifically:

To hold a Master's Level Assistantship a student must:

- Be admitted (full or conditional) to a master's degree program
- Maintain a 3.00 graduate GPA if already enrolled in a graduate program;
- Be in good standing with the Graduate School;
- Be enrolled for at least six hours of graduate credit:
- Teaching assistants whose native language is not English must successfully complete the TOEFL and
- Have completed a minimum of 18 graduate hours in the field to be taught if applying for a teaching assistantship.
- Have completed 12 graduate or upper-level undergraduate hours directly related to course being taught if applying for a teaching assistantship to assist with zero-credit labs.

Maintaining an Assistantship

To maintain an assistantship position, students must:

- Remain enrolled full-time. The Graduate School considers you to be full-time if you are enrolled in six hours during the fall and spring semesters and three hours during each summer semester. However, the Financial Aid Office requires students to be enrolled in nine hours each fall and spring semester and a total of nine hours combined over the summer semesters to be considered full-time.
- Maintain a graduate GPA of 3.0; and
- Remain in good standing with the Graduate School.

Once you have accepted an assistantship, verbally or in writing, you are obligated to stay in the accepted position until the end of the semester.

If you have been given a GA tuition waiver because you are a nonresident student with a full time GA position but then fail to remain employed in the position until the end of the semester, you will lose the GA tuition waiver for that semester. You would then be required to pay the additional fees.

External/Additional Employment

The GA appointment requires you to complete 20 hours of work each week completing tasks and developing your research skills as outlined by the Graduate Office and the department in which the assistantship is being offered. As such, holding a full time job outside the department will not allow a graduate assistant to fulfill his/her duties. If you feel the need to obtain additional employment within or outside the university/department, you must get approval from 1) your assigned GA supervisor, 2) the department's Graduate Coordinator, and 3) the department head.

Applying for Assistantships

Inquiries about the availability of assistantships should be addressed to the department in which the applicant wishes to work or undertake graduate study. Each department hires its own assistants and establishes duties in accordance with University procedures. To apply for an assistantship, consult with the department in which the assistantship is being offered and fill out an application.

General Responsibilities

Work Load

- As a full-time assistant, you will be working 20 hours per week on average or teaching six credit hours. The 20 hour a week workload does require office or lab hours as designated by your GA Supervisor.
- If you hold a full-time teaching assistantship in the summer, you will be required to teach three credit hours each summer semester.
- Graduate Assistants who work full-time in the summer will work 20 hours per week.

If you need a smaller workload, talk with your department head about doing so with a reduced stipend.

Course Load

The course load for a full-time assistant is 6-12 hours for the fall or spring semester and 3-7 hours for each summer term.

A doctoral student shall not be required to register for more than nine credit hours during any long semester or summer except a doctoral student who is enrolled in nine credit hours of organized classes who is also doing research related to his/her dissertation may be required to register for up to three hours of research or dissertation for a total of twelve credit hours.

Dates of Assistantships

Assistantships start on the first class day and end on the last class day of each semester unless other arrangements have been made between you and the department. Graduate Assistants have the same University holidays and official university closings as faculty and staff. These are posted in the University calendar.

Expectations

Graduate Assistants are employees of the University and represent Texas A&M University-Commerce while on duty. You are expected to adhere to all applicable state and federal laws, University rules and procedures, and professional ethics. You must also conduct yourself in such a manner as to be courteous and helpful to students, the University community and the external public.

Chain of Command

Below is the chain of command in contacting the proper person in case of any problems:

1. Your assigned GA Supervisor
2. Mrs. Sarah Mitchell – GA Coordinator
3. Dr. Tara Tietjen-Smith – Department Head
4. Dr. Mark Reid – Associate Dean, College of Education and Human Services
5. Dr. Tim Letzring – Dean, College of Education and Human Services
6. Dr. John Humphreys – Provost and Vice President for Academic Affairs

Telephone/Computer Use

Use of local telephone service for personal business should be kept to a minimum. Use of personal long distance phone service is prohibited.

Confidentiality

In the official performance of your duties, Graduate Assistants may have access to personal information about students, faculty and other University personnel. Personal information learned about other students, faculty members or other University personnel should be kept in the strictest confidence and should only be used when necessary to perform the duties of your job. Student records should not be accessed for any purposes other than official University business.

Academic Honesty

Academic honesty is taken very seriously at Texas A&M – Commerce. The policy of Texas A&M – Commerce on academic honesty is as follows:

Graduate students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all their scholastic work. Faculty are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academically dishonest. “Academic dishonesty” includes, but is not limited to, plagiarism (the appropriation or stealing of ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. If a student is accused of academic dishonesty, the faculty member making the accusation is responsible for initiating disciplinary proceedings. The penalty assessed should be related to the severity of the infraction. If the student and faculty member agree on the penalty, assessment of the penalty concludes the disciplinary action. However, certain violations of academic honesty, such as plagiarism, infringe upon the academic community's basic tenets of scholarly inquiry. Therefore, if a faculty member believes the infraction is severe enough to warrant further action and/ or if the faculty member believes the problem may be cumulative, occurring in other classes in which the student is enrolled, the faculty member may file a report of the infraction with the Dean of Graduate Studies and Research. The student must be notified that the report has been filed with the Dean of Graduate Studies and Research so as to allow the student the opportunity to file a response. If a faculty member believes the infraction is so severe that a penalty greater than failure on a project and/or course is warranted, the faculty member may recommend to the Dean of Graduate Studies and Research through the department head and academic dean that the student be suspended or expelled. If the student disagrees with the charge or level of penalty, he/she is entitled to due process in accordance with University policy for student appeals. The appeal process for this policy is through the following channels: department head, Dean of Graduate Studies and Research and the Administration Committee of the Graduate Council which will present its recommendation to the full Graduate Council for final disposition of the appeal. Final jurisdiction on graduate student appeals is with the Graduate Council. In addition, international students must comply with Immigration and Naturalization Statutes, for example, Immigrant Responsibility Act of 1996.

Time Limitations

- Graduate assistantships may be held for a maximum of four semesters by master's students.
- Doctoral students may hold assistantships for a maximum of six semesters.
- Assistantships may be extended up to two additional semesters at the discretion of the department head.
- Summer term assistantships are exempted from the time limitation.

Required Training

Orientation

An orientation is available online to all new assistants and returning assistants. The link is <http://www.tamuc.edu/gradschool/GAOrientation/>.

Sexual Harassment

Any type of sexual discrimination prohibited by Title VII of the Civil Rights Act of 1964 and by Title IX of the Education Amendments of 1972, sexual harassment of students and employees at Texas A&M University-Commerce is unacceptable and will not be tolerated. There is a section on sexual harassment in the Student Handbook that defines its meaning and outlines the avenue of complaint. Complaints of sexual harassment may be made to the Immediate Supervisor, a Department Chair, a Vice President, the Human Resources Officer, or the Dean of Students. New assistants are required to participate in sexual harassment training, which is offered during the fall and spring semesters.

Checklist

The following may serve as a checklist to make sure that your assignment is properly made:

- Submit the online application form to the department you wish to obtain the assistantship with and any other documents they request.
- If the department hires you, then the department will submit a Personnel Action Form (PAF) through channels to Human Resources/Payroll.
- Sign up for payroll with Human Resources/Payroll. Full-time Graduate Assistants are eligible for the faculty/staff insurance program. You must enroll in the program; it is not automatic. There are several plans to choose from.
- Complete Online Assistantship Orientation
- Purchase a parking permit from the University cashier if you plan to park your vehicle on campus. GA/TAs attending orientation for new assistants will have the opportunity to purchase their parking permit during orientation. Parking regulations are always enforced.
- Establish an e-mail account if you do not have one. To apply, fill out a form at the Computing, Telecommunications and Information Services (BA156). A current student ID is required for this purpose. GA/TAs attending orientation for new assistants will have the opportunity to sign up for campus Pipeline.

Responsible Conduct in Research & Scholarship

Texas A&M University-Commerce requires all individuals conducting/participating in research projects (including faculty, staff, postdocs, research assistants and students, etc...) to complete training for Responsible Conduct in Research & Scholarship. This requirement is met by the successful completion of the online training module from the Collaborative Institutional Training Initiative (CITI) website.

All individuals, principal investigators, co-investigators, post-docs, research assistants, undergraduate and graduate students and all other personnel engaged in research must complete the CITI training modules and quizzes with a minimum score of 80%. Successful completion of the course is required and the course may be repeated as necessary to achieve the 80% score. At the time of completion, a certificate can be printed by the trainee and notification is sent to the Office of Sponsored Programs.

The time to complete the training modules may be 6-8 hours. Individuals may exit and resume the training at any time. Once successfully completed, a refresher course is required every two years. A notification will be sent to you prior to the expiration of your training. At any time, you may return to the training modules and print a certificate.

Begin January 1, 2010, successful completion of the CITI modules (protection of human subjects and responsible conduct of research) is required before submission of the Institutional Review Board Protocol Form for the Protection of Human Subjects. Protocol forms will be reviewed only after the researcher has completed the CITI training.

Steps to Register and Begin Your Training:

CITI Website Link: <https://www.citiprogram.org/Default.asp?>

Click "New Users Register Here"

Select Texas A&M University-Commerce as your participating institution

Complete the remaining registration form

Select the Learner Group that applies to you

Biomedical Responsible Conduct of Research Course

Social and Behavioral Responsible Conduct of Research Course

Physical Science Responsible Conduct of Research Course

Humanities Responsible Conduct of Research Course

You are **also required** to complete additional training courses if you are working with humans, animals, or biohazards and select agents. See the appropriate web page for instructions for these training.

Performance and Evaluation

Any appointment is subject to satisfactory performance of assigned duties, progress toward the degree or program goal and maintenance of a 3.00 graduate grade point average. You have the right to develop to the best of your ability, both academically and professionally, and to be treated fairly and with respect. It is your responsibility to carry out, in a professional manner, such duties as may be reasonably assigned by your department head or supervisor. If you hold a teaching assistantship, you will be evaluated every semester, both orally and in writing, by your department head or faculty supervisor. Graduate assistants who are teachers of record must be evaluated by their students.

Graduate Research Assistant Performance Review

As specified in the negotiated agreement for TAs and RAs, all Graduate Assistants should receive a formal review by the end of each academic semester as determined by the official Registrar's calendar. Each review will be specific to the type of assistantship (teaching assistant or research assistant).

At any point during the semester an informal, developmental evaluation may be performed at the request of the graduate assistant or the PI/Faculty supervisor. This informal written evaluation will be helpful in assessing and documenting the need for developmental support the graduate assistant may require in order to satisfactorily perform his/her job functions. It will also provide a mechanism for regular feedback and review between the graduate assistant and his/her supervisor, reiterating goals and expectations, and documenting acceptable and unacceptable performance.

For your convenience "Performance Review Forms" are attached. At the time the Graduate Assistant's contract is signed, the PI/Faculty member is responsible for defining the scope of work. During the semester review, the PI/Faculty and the graduate assistant will review the activities of the period since hire or the last review, whichever is applicable, and discuss performance, goals and objectives for the next period (not to exceed 1 semester).

The purpose of the evaluation process is to:

- 1) establish work standards, goals, and objectives,
- 2) provide feedback relative to the graduate assistant's performance, and
- 3) serve as a basis for future personnel actions including, but not limited to, contract renewal and discipline or discharge.

The performance evaluation process is intended to be constructive, and to serve as an aid to the graduate assistant in correcting any cited performance problems. Following the review, the appropriate form(s) will be

completed and signed by the PI/Faculty member and the graduate assistant. Graduate Assistants have two options for signing:

- 1) sign in receipt of the evaluation.
- 2) sign in receipt and attach comments.

If the graduate assistant is likely to receive a 'less than satisfactory' evaluation, the PI/Faculty supervisor must notify the employee in writing what steps must be taken and in what time frame they should be taken in order for the graduate assistant's contract to be renewed.

PLEASE NOTE

All Teaching and Research assistants must maintain at least a 3.0 grade point average (GPA) in order to remain eligible for the assistantship.

If a TA or RA will be terminated for any reason (such as poor performance or a GPA less than 3.0), it is the department's responsibility to:

- 1) notify the student in writing, and**
- 2) officially terminate the contract by notifying Human Resources.**

The Mid-Term Progress Review and Primary Job Duties/Performance Criteria should be completed by the PI/Faculty member and the graduate assistant. Any supporting documentation (such as email correspondence, timesheets, and course evaluations) should be attached.

A PI/Faculty Member should conduct a Mid-Term Progress Review if a graduate assistant is not meeting expectations and is likely to receive a "failure to meet expectations" on the end of semester evaluation.

Graduate Assistant Evaluation Form
Department of Health & Human Performance
Texas A&M University-Commerce

Name of GA:

Name of Supervisor/Reviewer:

Review Period:

Duty # 1: Assist supervisor with research.

Primary Duty & Responsibilities:

Mid-Term Semester Review: Exceeds Meets Fails to meet expectations
(Must include action plan)

Review comments (required):

Improvement needed:

Duty: #2: Maintain contact with supervisor on a regular basis. Work 20 hours per week.

Primary Duty & Responsibilities (days and time of work schedule):

Mid-Term Semester Review: Exceeds Meets Fails to meet expectations
(Must include action plan)

Review comments (required):

Improvement needed:

Duty: # 3: Other Duties as Assigned

Primary Duty & Responsibilities:

End of Semester Review: Exceeds Meets Fails to meet expectations
(Must include action plan)

Review comments (required):

Improvement needed:

Development Action Plan

Identify specific areas in which the unit member needs or wants to develop additional skills and/or improve during the coming semester. Development plans should include specific actions to meet these needs such as classroom observation and feedback or computer/software training. (Attach additional pages if needed.)

PI/Faculty member and graduate assistant meet to review progress.

- GAR has met all expectations.
- Discussed duties/areas where the graduate assistant fails to meet expectations.
- Discussed expectations for satisfactory performance and set timeframe for improvement.
- Discussed development plan to aid the graduate assistant's efforts to improve performance.

GA comments in agreement or disagreement should be provided here. Attached additional pages if needed.

Signature of Graduate Assistant

Date

Signature of Supervisor/Reviewer Signature

Date

**Graduate Assistant Self Evaluation Form
Department of Health & Human Performance
Texas A&M University-Commerce**

PART I: General Information

Name of GA:

Name of Supervisor/Reviewer:

Program Providing Appointment:

Review Period:

Description of Duties and Responsibilities in this Review Period:

PART II: Evaluation

Please rate your performance for this review period in each of the following five areas. **Examples of core competencies or performance factors for each area are enclosed at the end of this form.**

- Teaching & Presentation Ability** Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding
- Quality of Work** Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding
- Oral and Written Communication** Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding
- Accountability & Self-Management** Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding
- Knowledge & Learning Ability** Unsatisfactory Needs Improvement Satisfactory Exceeds Expectations Outstanding

Please provide some specific information related to **your strengths and accomplishments:**

Please provide some specific feedback on **areas in which you feel you can improve:**

PART III

Please provide any additional comments that you feel would be helpful regarding your **overall performance** for the current review period.

Signature of Graduate Assistant

Date

GTA Competencies/Performance Factors for Evaluation

The following performance factors, or core competencies, reflect University expectations, values and priorities for graduate teaching assistants. These factors should be reviewed in conjunction with any unit-specific factors prior to the beginning of the review period, as well as at the conclusion of the period in which the performance is to be evaluated.

1. Teaching and Presentation Ability: able to monitor and evaluate student progress and assignments; able to develop and organize relevant teaching materials; able to utilize approved texts or other instructional materials; capable of preparing and administering examinations; provides opportunities for student engagement; team-oriented attitude; regular attendance at other related lectures and course meetings as specified by supervisors; effective working relationships with diverse constituencies; knowledge of student perspectives.

2. Quality of Work: Completes work thoroughly and accurately; pays attention to details; well-organized; completes work on time; provides prompt responses to supervisors, colleagues and students; consistent and high level of performance; accepting of constructive criticism by demonstration of the ability to listen and incorporate the critique of others; understands the importance of confidentiality and the academic and privacy rights of students (e.g., FERPA, University Rules and Regulations); able to provide clear assignment instructions; well-prepared to teach each class.

3. Oral and Written Communication: able to communicate with a diverse range of people; provides accurate information and teaches course content with enthusiasm; deals effectively with stress; active listening skills; courteous and patient; able to understand and constructively respond to student needs; clarity in both oral and written skills with the ability to talk/write at the appropriate level; capable of providing clear and constructive feedback regarding colleagues upon supervisors' request.

4. Accountability and Self-management: Possesses organizational and time management skills; holds office hours at the specified time and location; maintains on-going communication regarding workload to supervisor; able to multitask, prioritize and respond promptly to requests of supervisors (e.g. the submission of grades, meetings to review work, updating of BlackBoard, etc.); takes responsibility for all aspects of their work; willing to ask for help and to help others; able to adhere to the course outline and schedule on the syllabus; able to meet the department and university criteria for holding a GTA position; punctual and reliable.

5. Subject Knowledge and Learning Ability: demonstrates the ability to learn new content quickly especially new scholarship in the field as it relates to the course; interested in learning more than the basics of teaching pedagogy; capable of responding to student questions in a timely manner; open to new technology related to the implementation of the course (e.g., BlackBoard, PowerPoint, Excel, laboratory hardware and software, etc.); able to write clear examinations that are consistent with learning outcomes and course goals.

Termination Before End of Appointment

It is expected that Graduate Assistants will successfully complete their assignments. You must seek the needed supervision and support to help improve your performance when difficulties occur. The Department Head and the immediate supervisor are available for consultation and guidance. When performance does not meet expectations, the department head may initiate appropriate corrective action at any time during the semester. This may include termination. The reasons for termination may include, but are not limited to the following:

- Violation of University rules and procedures
- Professional misconduct
- Dereliction of assigned duties
- Unsatisfactory performance of duties
- Unsatisfactory academic progress

In case of termination, you will have the right to appeal through normal administrative channels.

Payment and Benefits

Signing Up for Payment and Insurance: You may sign up for payroll with Human Resources in the Business Administration building. When signing up for payroll, take two types of identification, such as a social security card and driver's license.

Payment. GAT and GAR are paid once a month, on the first working day of the month. GANT are paid every 2 weeks. You may have your check mailed to you or directly deposited into your bank account.

Insurance. If you hold a full-time assistantship, you are eligible for the state stipend to pay health insurance and other benefits. Please contact the payroll office for details.

Stipend

Master's Level	Full-time	Part-Time
9 months (fall & spring)	\$8,000-\$14,000	\$4,000
Fall (4 ½ months)	\$4,000	\$2,000
Spring (4 ½ months)	\$4,000	\$2,000
Summer (3 months - both summer terms)	\$2,666	\$1,333
One summer term (1 ½ months)	\$1,333	\$666.50

Doctoral Level	Full-time	Part-Time
9 months (fall & spring)	\$10,000-\$16,000	\$5,000
Fall (4 ½ months)	\$5,000	\$2,500
Spring (4 ½ months)	\$5,000	\$2,500
Summer (3 months - both summer terms)	\$3,333	\$1,666
One summer term (1 ½ months)	\$1,666	\$833

Graduate Assistant Tuition Remission Program

General Information

A graduate assistant receiving resident tuition remission must be either a full-time Graduate Assistant Teaching (GAT) or a full-time Graduate Assistant Research (GAR). Tuition does not include out-of-state tuition, student

fees or other fees. It is expected that a graduate student receiving resident tuition remission under this program will be employed in a full-time Graduate Assistant position that enhances/enriches the student's discipline in specific ways; enhances the academic quality of the student's graduate program; engages the student in research that results in publications, presentation, or other forms of scholarly activity in the student's academic discipline; or collaboratively engages the student in the pursuit of funded research/grants with faculty in the student's academic department.

Information about the Tuition Remission Program

Graduate Assistants receiving tuition remission will have their account credited for the appropriate amount for a maximum of 6 semester hours of graduate coursework. It is important to note that in some instances the university-provided tuition payment for resident tuition may not be credited to a student's account before the payment deadline. This action may occur in those instances where information is not provided in a timely manner by the employing department. In these cases, the student is responsible for paying tuition before the deadline, and his/her account will be credited for the university-provided payment at a later date.

- Payment amount is based on resident, designated graduate tuition and is only available fall and/or spring semesters. Fees are not included and only 6 graduate hours of enrollment (no undergraduate credits) at A&M-Commerce will be paid.
- GATs/GARs registered at other System components or through Federation programs are not eligible for tuition remission.
- All eligible GATs/GARs must be on the payroll no later than the 12th class day for fall/spring and 4th class day for summer. There will be a verification audit after the 12th class day fall/spring and 4th class day in summer. There are no exceptions to this rule.

Graduate Assistant Teaching (GAT)

A GAT under the supervision of a faculty member must be either an instructor of record for undergraduate courses or be assigned to activities such as: assisting with courses or teaching labs; grading assignments and exams or assisting professors with large lectures and/or online courses. These duties must be attached to a specific course(s) in order for a student to be hired as a GAT.

Tuition Payment Guidelines for GATs

- GATs must be involved in teaching at least two undergraduate courses/sections or equivalent. Additionally, preference will be given to GATs shown as instructors of record (possessing at least 18 graduate hours in the discipline being taught).
- GATs must be teaching courses that are in their discipline or major or related to their field.
- GATs must be appointed fully as a GAT and not in combination with a Graduate Assistant Non-teaching (GANT).
- GATs must be registered for a minimum of 6 graduate hours of credit during the semester receiving a tuition remission and only 6 semester graduate hours of credit will be eligible for tuition remission.

Accountability for GAT positions

Data about the number of students served and nature of the involvement in courses or labs should be reported. When appropriate, course evaluations should be conducted. Continued funding will be linked to reasonable numbers in these areas, which is dictated by the discipline. The [Graduate Assistant Teaching Accountability Summary Report](#) form must be completed, signed by the faculty supervisor and submitted to the Academic Dean's office by November 15, for the Fall semester, April 15 for the Spring semester and July 20 for the summer semester.

Graduate Assistant Research (GAR)

GARs should be actively engaged in research under the supervision of a faculty mentor and are paid from external funding or designated university funds.

Tuition Payment Guidelines for GARs

- GARs must be appointed fully as a GAR and not in combination with a Graduate Assistant Non-teaching (GANT).
- GARs must be registered for a minimum of 6 hours of graduate course work during the semester of receiving a tuition remission and only 6 semester graduate hours of credit will be eligible for tuition remission.
- GARs must be engaged in a research project that is under the direct supervision of a faculty mentor.

Accountability for GAR Positions

Scholarly activity is by nature extended in time. Projects must be envisioned and designed; data must be gathered for the research; once gathered, data must be analyzed; articles (and conference presentations or grant submissions) must be written and refined; and, prior to final publication manuscripts may need additional revision. As such, it is not uncommon for the entire process to extend one year or more. Given that, accountability for GARs cannot simply be linked to just presentations made, publications submitted or appearing, or grant submissions made or funded – although – any of those would be ideal (and preferred).

The GARs will fill out the [Graduate Assistant Research Accountability Summary Report form](#) of his/her research activities including when such a tangible product (presentation, publication, grant, etc) can be expected to materialize from the current efforts. Completed forms must also be signed by the faculty member and submitted to the Academic Dean's office by November 15, for the Fall semester, April 15 for the Spring semester and July 20 for the summer semester. Continued funding will be linked to reasonable productivity, or reasonable progress toward such productivity.

As part of GAR accountability, GARs will be required to present their research and accomplishments over the fall, spring, and summer semesters in which tuition remission was received at the Graduate Assistant Research Symposium held each Spring semester. Presentations can be in the form of a poster, PowerPoint presentation, or even a brief summary.

Parking

Teaching assistant, are eligible for blue parking permits, which allow you to park in green and blue zones, and also in red zones during the summer. When purchasing a parking permit, you will need to present to the university cashier a memorandum from your employing department stating that you are an assistant in that department. Permits for the academic year will be \$40 if bought during the fall semester. Permit fees are prorated as follows: \$32 if purchased during the spring semester and \$24 if purchased during the summer semester. An additional fee of \$1.00 will be added for on-line purchases.

Waiver of Out-of-State Tuition and Fees

If you have not established residency in Texas but hold a full-time assistantship, you are entitled to a waiver of out-of-state tuition and fees. You must be employed by the twelfth class day of fall or spring semesters or by the fourth class day of summer terms to receive this waiver.

If you have been given a GA tuition waiver because you are a nonresident student with a full time GA position but then fail to remain employed in the position until the end of the semester, you will lose the GA tuition waiver for that semester. You would then be required to pay the additional fees.

Campus Resources

Campus Safety

The University Police Department provides police services and all security functions for the university. This office also provides many services for the faculty, staff, students and visitors on campus. The department is

responsible for the investigation of criminal activity, crime prevention programs, and safety awareness, public service assistance for motorists, event security, and parking enforcement. The department is responsible for the enforcement of University parking regulations as well as motor vehicle laws. All motor vehicles parking on the Commerce campus must be registered with the department and the parking permit properly displayed. The University Police Department offers its services to campus motorists by boosting stalled cars and opening locked cars. There are also many emergency phones throughout campus, which are marked with a blue light and can be used to alert the University Police Department in an emergency.

Officers of the department are certified by the State of Texas as commissioned peace officers, the same as other Texas municipal police officers, and have full law enforcement authority. The University Police Department is open 24 hours a day for assistance. The office is located on the first floor of Henderson Hall on Monroe Street. Emergency-911; Non-Emergency-903-886-5868.

Student Services

Areas of student services and activities at A&M-Commerce are organized and administered by the Dean of Student Affairs. Services included are:

The Assistant Dean of Students (903-886-5153) is responsible for withdrawals, class absence verifications, excessive unexcused absences, student personnel records, the student services fee advisory committee, Golden Leos, and discipline.

Clarence G. Allen Student Health Center (903-886-5853). Medical services are available at the Student Health Center to those students who are currently attending classes at A&M-Commerce. Services include diagnosis and treatment of minor illnesses, minor injuries, and minor surgery, x-ray, and lab procedures. Students are seen only during regular clinic hours. All after hours illnesses or emergencies may be seen at the local hospital at the student's expense. The Student Health Center is located on the first floor of Henderson Hall.

Department of Residence Life (903-886-5797). A&M-Commerce can accommodate many single students and families in campus housing. The costs for these accommodations are reasonable, and the facilities are varied to meet a number of different lifestyle alternatives. Single student housing includes utility services, double occupancy rooms, central heat and air-conditioning, and continuous maintenance service. The halls designated for family housing include 170 air-conditioned and centrally heated, furnished apartments. Utilities are furnished by the Department of Housing. The Department of Residence Life is located on the first floor of Whitley Hall, a modern high-rise residence hall.

Licensed Day Care (903-886-5769). A licensed Day Care/Learning Center is located on campus. Care is provided for children six weeks to five years of age. The Center provides the latest in curricula and educational play equipment in a consistent learning environment. Rated a Four-Star Facility in 1995, the Children's Learning Center prides itself on exceptional quality care and academic environment.

Counseling Center (903-886-5145). The Counseling Center offers a wide range of programs and services to assist students in accomplishing their personal, academic, and career goals. The staff provides both individual and group counseling. Other services include relaxation training to help alleviate stress-related problems and career assistance facilitated by use of various computer delivered career guidance systems; and legal advice is available by appointment with the student attorney. Numerous groups, seminars, and workshops are presented each semester. Educational materials may be checked out from the center's information library. All programs and services are free to university students and the staff respects each student's right to confidentiality and privacy. The Center is open Monday through Friday from 8:00 a.m. to 6:00 p.m.

Sam Rayburn Memorial Student Center (903-886-5808). The MSC provides recreational and cultural programs for the A&M-Commerce student body. Housed in the student center are the campus post office, a full-service professional salon, a cafeteria, the University Book Store, Offices of Student Organizations, Leadership and Student Development (Synergy Lab), student government offices, two ballrooms and meeting rooms, television rooms, lounges, a candy corner, a video arcade, a recreation room, an information service, and the Commuters Corner.

Morris Recreation Center (903-886-5778). The Morris Recreation Center provides outdoor heated pool, outdoor hot tub, 35-foot climbing rock, 3-lane jogging track, 4 racquetball courts, 2 full-size basketball courts, large fitness room with cardiovascular machines and weight equipment, aerobics room, classroom, snack area, and locker rooms. The facility is the focal point of the A&M-Commerce campus and will serve as the "heartbeat" of student life.

International Student Office (903-886-5097). The ISO, located in room 349 of the Business Administration building, assists all foreign born students with Federal Immigration documents and helps them to adapt to new surroundings.

Disability Resources & Services. Each division within the University is aware of the needs of the disabled student and is ready and willing to work with each student to solve problems as they arise. The Supervisor of Services is located in the Gee Library, RM 132 (903-886-5150). Services for the disabled are provided through student support services/Trio Programs (tutoring, mobility assistants, readers, interpreters, etc.), the Counseling Center, the Communication Skills Center, and the Mathematics Skills Center. Learning disabled students must file an application for eligibility for assignment to the Academic Support Committee during the first semester of enrollment at the university. Applications are available through Trio Programs or Academic Advisement. Other campus services are available to the disabled through the Department of Residence Life, the University Police Department, the Clarence G. Allen Memorial Hospital and Student Health Services, the James G. Gee Library, and the Morris Recreation Center. The Texas Rehabilitation Commission and the Texas Commission for the Blind work closely with the university to offer support to students who qualify.

Gee Library

The *James G. Gee Library* (903-886-5717), named for A&M-Commerce's fifth president, is the academic center of campus. The online catalog, which is Internet accessible, provides access to the library's collection containing over 1.8 million monographs, periodicals, microforms, and other processed materials such as videotapes, sound recordings and films. This total includes collections of juvenile and young people's literature, archival materials, curriculum guides, and maps. The university has been a selective depository for federal government publications since 1937 and for Texas state documents since 1963.

In support of undergraduate and graduate programs, the library provides Internet access to over 50 databases, some containing the full text or full images of articles, plus access to several CD-ROM databases on the Gee Library and its Metropolis branch or via the campus wide area network. Internet access to other library catalogs is also available.

An interlibrary loan service delivers publications to Gee Library from libraries throughout Texas and the world. Viewing machines are available for microform items and reader-printers enable students to obtain hard copy of microform materials. The library's microform collections include ERIC (Educational Resources Information Center) documents. Photocopy machines are also available throughout the library.

The library computer laboratory containing 1MB PC compatible computers is located on the second floor, and is available to all students. A&M-Commerce Gee Library is a member of the Phoenix Group of North Texas

research libraries, TexShare, and AMIGOS Library Services, the OCLC regional support organization. TexShare membership gives students and faculty access and borrowing privileges to most academic institutions statewide. The Library has daily courier service to selected TexShare institutions, supporting a rapid interlibrary loan service.

Computing, Telecommunications, and Information Services

Computing, Telecommunications, and Information Services (CTIS) (903-886-6000), located in the Business Administration Building, room 156, is responsible for the integrity, security and reliability of administrative computing, academic computing, academic research and telecommunications services that support and enhance Texas A&M University-Commerce and its affiliations. Student Information System and application programming staff provide systems analysis, programming, data preparation and computer processing for all divisions. The telecommunications personnel are responsible for:

- *Installing and maintaining university computers, printers and telephones.*
- *Installing and maintaining the copper and fiber-optic cable plants and equipment that provides voice, video and data service to the core campus and student housing.*
- *Resolve computer, software and network issues for faculty, staff and students.*

CTIS is responsible for establishing authorization accounts for the following systems: Faculty, Staff and Student E-Mail, Internet, BANNER, FAMIS, and TP.