UNIVERSITY OF SOUTH ALABAMA GRADUATE ASSISTANTSHIPS AT A GLANCE

All Graduate Assistants are required to be full time students (enrolled in at least 6 credit hours, 9 credit hours are preferred) and in good academic standing. *Exceptions must be requested in writing - by email or memo.*

TYPES OF ASSISTANTS:

Graduate Research Assistant (GRA)- primary duty will be concerned with research.

Graduate Assistant I (GAI)- work duties are greater than 50% devoted to research and teaching activities (research and teaching activities can include assisting in grading papers, lab work, etc. or assisting a faculty member with research or time spent involved with thesis and dissertation research). Graduate Assistant I tuition funding will not be taxed due to federal government regulations.

Graduate Assistant II (GAII)- work duties are less than 50% devoted to research and teaching. Graduate Assistant II work duties may include clerical, administrative, and other appropriate duties as long as these occupy the majority of the student's work assignment. Graduate Assistant II tuition funding will be taxed due to federal government regulations.

Graduate Teaching Assistant *(GTA)*- primary responsibility for teaching appropriate classes as well as other duties in support of instruction, and serves as the *teacher of record* in Banner. In addition to the required forms (see below section on required forms), GTAs must also submit:

- **OFFICIAL transcript** showing the *required 18 hours of graduate level coursework* in the relevant discipline (student can go to the Registrar's webpage and request an official transcript to be sent directly to the Graduate School Office)
- **PDF:** Cover page (Listing Institution, Academic Program, GTA's Name, Supervising Faculty Name), GTA's Curriculum Vitae, Course Syllabus for course(s) GTA is approved to teach. Must list the GTA's name and relevant semester/year, 3 letters of reference OR a letter from the Department Chair recommending the student to the GTA position.
- Biographical Data Form
- Consent Form (Background Check)

TIMING/SUBMISSION OF GA FORMS:

Consult the *USA Academic Calendar* for when tuition payments are due, such as the *installment due dates* and *full payment due date*.

If the Graduate School office has NOT received the required form(s) by at least one week before these due dates, we cannot notify Student Accounting of the assistantship and the student will be required to pay the fee in order to hold their classes. Graduate assistantships will NOT be granted after the first day of class for the relevant semester. Ideally, no graduate assistant should have to pay **any** funds covered by their assistantship and all programs should prioritize submitting the required forms before these deadlines. *If this is unavoidable, please communicate this information with your assistant so that they can prepare for this expense.*

REQUIRED FORMS TO APPOINT GRADUATE ASSISTANTS:

Graduate Assistant Appointment Form Required when appointing or reappointing assistants or changing the funding. Existing assistants must be reappointed each academic year. Assistants may be appointed by semester (Fall, Spring, Summer - or Fall only - or Fall and Spring, etc.) or by the full year (Full year dates allow the assistant to work during the semester breaks). These dates also correlate with Payroll dates and begin on Sundays and end on Saturdays. Grant funded assistantships may require certain date ranges, if so indicate on form. See GA Pay Calendar for specific semester dates.

EPAF (Electronic Personnel Action Form): Access to EPAF is through PAWS. Use when appointing by semester (Fall only, Spring only, Summer only, Fall and Spring with no work during break, and by full year dates. Contact Stacy Thomas in Payroll at 460-6471 for EPAF training. **International students must have their I-9 before the EPAF can be completed. Submit only the GA Appointment form in this case until the I-9 is available**.

GA Personnel Action Form Use for terminations, resignations, changes in funding, salary changes, or when the dates of appointment do not coincide with the EPAF dates, or when EPAF deadlines have passed.

See Graduate Assistant Information for additional resources for Graduate Assistantships.

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