

Graduate Student Positions and definitions as of 6/25/13

- Instruction assistants (IA) are graduate students who do not have direct instructional duties but assist employing departments with academic courses, programs, projects, or other activities in support of the instructional process.
- Teaching assistants (TA) are graduate students who have direct student contact in a formal instructional setting but who do not have primary responsibility for teaching a course for credit; they perform under the instructor's direct supervision and provide general assistance to the instructional process. Teaching assistants may not be listed as instructor of record though they may lecture.
- Teaching fellows (TF) have direct student contact in a formal instructional setting and are charged with the primary responsibility for teaching a course for credit under the direct supervision of a faculty member experienced in the teaching discipline, regular in-service training and planned and periodic evaluations. Teaching fellows are listed as the instructor of record. Appointments at this level normally imply advanced academic status and substantial prior college or university experience. For SACS compliance, TFs should possess at least a master's degree in the teaching discipline or 18 graduate semester hours in the teaching discipline, direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations. Graduate students employed as TFs are not allowed to be instructors of record for courses that carry graduate credit. Examples of duties may include, but are not limited to: classroom/laboratory teaching; recitations, lectures, developing syllabi and lesson plans; holding office hours; consulting on group projects, counseling students; tutoring; and leading student tours and field trips.
- Research Assistants (RA) are graduate students who are engaged in research activities (including but not limited to work in the lab or computer work) that support the research mission of the employing unit. Please note that students employed in this category are considered part-time staff employees under the university personnel system and are thus not eligible for the same benefits as students employed in the TA/TF, and IA categories.
- Graduate assistants (GA) are graduate students whose responsibilities may be administrative in nature or consist of other activities that do not generally fit within the RA, TF, TA, or IA job responsibilities. Please note that students employed in this category are considered part-time staff employees under the university personnel system and are thus not eligible for the same benefits as students employed in the TA, TF, and IA categories.
- Graduate assistant non-exempt (GA-NE) are graduate students employed in an hourly position and whose job responsibilities may be administrative in nature or consist of other activities that do not generally fit within the RA, TF, TA, or IA job responsibilities.