

Graduate Student Assistantships Standard Operating Procedure (SOP)

The following policies are applicable to all graduate student assistants; departments and colleges may prescribe additional conditions of employment.

Overview of Graduate Student Overload Employment Policy

1. The normal appointment for a graduate student assistant is a Full-Time Equivalency (FTE) workload of 50% (or .50FTE). This entails a work load that may not exceed 20 hours per week including time spent in preparation, in the classroom or laboratory, reading papers and examinations, or any combination of these or other assigned activities.
2. Requests for overload appointments will be considered on a case by case basis. Typically, overload appointments will only be allowed for one semester during a student's graduate studies. Requests for short periods of time will generally be approved and will not count toward the one semester maximum.
3. Graduate students may not engage in on-campus employment for greater than .50FTE unless special permission is obtained prior to the start of the overload appointment.
4. Overload requests greater than .75 FTE (30 hours/week) will not be approved.
5. International students on F-1 or J-1 visas may not hold overload appointments during the fall or spring terms. International students should check with the International Student and Scholar Services Office (ISSSO) regarding employment regulations.
6. A Reduced Course Load (RCL) in fall/spring term does not authorize an overload above and beyond the on-campus employment rule of 20 hours per week.
7. An overload request is not required for winter mini session or summer appointments.
8. *An overload request is not required for a single payment of less than \$500 for services rendered one time and on a non-recurring basis. Activities associated with this type of payment might include: proctoring of an exam, payment for participation at an athletic function, participation in a research study, and participation in a special event.

Procedures to Request Overload

All requests for graduate student assistantship overloads (any combination of (or single) appointment(s) that exceed .50 FTE) must be completed on the [Graduate Student Assistantship Overload Request Form](#) and submitted to the Graduate School (through IRIS) at least 7 days prior to the start of the overload assignment.

1. A written, detailed justification of the need to assign an overload must be included on/attached to the form. The justification should include the following information:
 - need for the overload appointment;
 - student's current academic progress and the impact of the overload appointment on the student's future progress towards degree completion;
 - academic benefit (if any) of the overload appointment to the student.

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- add proper graduate student job code 1100 Teaching Assistant, 1110 Teaching Fellow, 1120 Instructional Assistant, 3080 Research Assistant, 3160 Graduate Assistant, or 3081 Research Assistant/Tuition Eligible.
2. All information requested on the form must be provided.
 3. Upon approval, the Graduate School will upload the signed form in IRIS. This form must be attached to the ePAR.