



# GRADUATE ASSISTANTSHIP NOMINATION FORM

The priority deadline for fall submission is June 1.  
The priority deadline for spring submission is November 1.

**Instructions:** Submit this form to the nominating department, along with a resume outlining your work experience, skills, and education. Those who wish to serve as a GTA-Instructor of Record must also provide an official graduate transcript.

Every graduate assistant must: 1) Obtain full admission prior to the start of the assistantship; 2) Enroll as a full-time graduate student; 3) Maintain at least a 3.0 graduate GPA; 4) Work the required number of hours per week in their assigned area; and 5) Successfully fulfill all assigned duties.

**Section A:** To be completed by the student.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

UTPB Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Undergraduate Degree and Major: \_\_\_\_\_ Undergraduate GPA: \_\_\_\_\_

Graduate Program: \_\_\_\_\_ Graduate GPA: \_\_\_\_\_

Nominating Department: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

**Section B:** To be completed by the nominating department.

**Position Classification:**

Graduate Assistant (GA)     Research Assistant (GRA)     Teaching Assistant (GTA)

Teaching Assistant-Instructor of Record (GTA-IR)\*

\*Student must have earned at least 18 credit hours in the subject to be taught and meet any other required qualifications.

**Job Description:** Please list the duties or function of this GA, and briefly describe how this position will help to advance scholarly/creative productivity for the faculty member, increase undergraduate credit hour production, further research outcomes, or help to increase graduate enrollment. Each year data will be collected to support the GA program and to determine if the desired outcomes are met.

**Proposed Source of Funding:**

**Stipend Amount:** \$ \_\_\_\_\_ per semester      **Workload:** Hours per week \_\_\_\_\_

**Tuition Waiver:**     Full       Partial (if checked, indicate percentage) \_\_\_\_\_%

**Funding Information:**

Source:     Department     Graduate Studies     Grant     Other: \_\_\_\_\_

Position #: \_\_\_\_\_      Cost Center Number: \_\_\_\_\_

**Faculty In-charge:**

Name: \_\_\_\_\_      Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Section C: Approving signatures.**

_____	_____	_____
<b>Printed Name of Department Chair</b>	<b>Signature of Department Chair</b>	<b>Date</b>
_____	_____	_____
<b>Printed Name of College/School Dean</b>	<b>Signature of College/School Dean</b>	<b>Date</b>
_____	_____	_____
<b>Printed Name of Graduate Council Chair</b>	<b>Signature of Graduate Council Rep.</b>	<b>Date</b>
_____	_____	_____
<b>Printed Name of Graduate Studies Dean</b>	<b>Signature of Graduate Studies Dean</b>	<b>Date</b>
_____	_____	_____
<b>Printed Name of Provost</b>	<b>Signature of Graduate Provost</b>	<b>Date</b>

Submit nominations to: Graduate Studies  
 MB 1208  
 4901 East University Odessa, TX  
 79762

Phone: 432-552-2530  
 Fax: 432-552-3530  
 Email: gradstudies@utpb.edu

**Section D: To be completed by the Graduate Studies Office.**

<b>Admission Status:</b> <input type="checkbox"/> Regular Status <input type="checkbox"/> Conditional <input type="checkbox"/> Not Admitted
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## Graduate Assistantship Job Description

**Graduate Teaching Assistant (GTA):** A Graduate Teaching Assistant is employed by the university to provide direct support for the teaching mission of the unit.

- Most Graduate Teaching Assistants (GTAs) at UTPB do not serve as the instructor of record. Graduate Teaching Assistants who are not the instructor of record may serve as discussion leaders, graders, leaders of laboratory sections, or may assist in capacities such as preparation of assignments, and other supportive duties necessary for a course. The GTA is not permitted to work more than 19.5 hours per week during the fall or spring semesters (a maximum of 19.5 hours a week for 16 weeks in Fall and 16 weeks in Spring).
- Some GTAs can be approved to serve as the instructor of record. Under special circumstances, GTAs can be employed in a more advanced capacity than a regular graduate teaching assistant by serving as an instructor of record for a lower division course or courses (numbered 1000-2999). Each academic department must get prior approval from the Office of Graduate Studies and Academic Affairs. A GTA approved to serve as the instructor of record must meet SACSCOC requirements and must complete additional training prior to serving as an instructor of record. The GTA must be directly supervised by a faculty member experienced in the teaching discipline, must participate in regular in-service training and undergo planned and periodic observations and evaluations during and at the end of the semester, including course evaluations, using the same online system as used for full-time faculty and adjuncts. The combined load of teaching responsibilities and graduate course enrollment may not exceed 19.5 hours per semester, during the fall or spring semesters, when the GTA is assigned as an instructor of record. For example, a GTA who is instructor of record could enroll in 9 graduate semester credit hours and serve as the instructor of record for two sections of a three-credit hour course (teaching a total of 6 credit hours). The GTA is eligible for a full tuition waiver.

**Graduate Research Assistant (GRA):** A Graduate Research Assistant (GRA) is employed by the university to perform duties related to a scholarly project or program of research under the guidance and direction of faculty member. The duties of a research assistant involve applying and mastering conceptual and theoretical ideas, practices, or methods of scholarship. Research Assistants may be employed outside their academic department in a capacity in which the assistant brings knowledge or skills related to their program of study. The GRA is not permitted to work more than 19.5 hours per week at UTPB during the fall or spring semesters (a maximum of 19.5 hours a week for 16 weeks in Fall and 16 weeks in Spring). The GRA is eligible for a full tuition waiver.

**Graduate Administrative Assistant (GAA):** A Graduate Administrative Assistant (GAA) is employed by the university in a capacity not related to their program of study and they are not engaged in activities directly related to research or teaching. The GAA is not permitted to work more than 19.5 hours per week at UTPB during the fall or spring semesters (a maximum of 19.5 hours a week for 16 weeks in Fall and 16 weeks in Spring). The GAA is not eligible for a full tuition waiver.

### Other

**Graduate Student Worker (GSW):** GSW is employed by the university in university related duties on hourly pay. The GSW is not eligible for any tuition waiver. The GSW is not permitted to work more than 19.5 hours per week at UTPB during the fall or spring semesters (a maximum of 19.5 hours a week for 16 weeks in Fall and 16 weeks in Spring). GSW's are eligible to work fulltime (40 hours/week) when she/he is not enrolled in course(s) for additional stipend during the summer terms.