

College of The Arts
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Operational Guidelines: GAs

The purpose of all of our College policies should be to help us realize our strategic plan. Our strategic plan is organized into five major goals, each with associated strategies and tactics. This policy will support the following goals (**bold**):

- **Access, Equity, & Diversity**
- **Research/Professional Practice & Academic Excellence**
- Innovative Learning Environment
- **Governance, Operations, & Finance**
- Community, Leadership, & Engagement

All GA hires must be hired in accordance to the GAU Collective Bargaining Agreement and GA handbook.

- <https://www.usf.edu/hr/employment-resources/employee-labor-relations/cba.aspx>
- <https://www.usf.edu/graduate-studies/funding/graduate-assistantships-resource-center/index.aspx>

GAs must work 196 hours in a Fall/Spring term in order to receive a 0.25 FTE appointment and be eligible for a tuition waiver. Please follow the appropriate tuition waiver process. Summer term GA appointments follow another process yet to be determined.

In hiring GAs, Schools must identify the GA according to one of the following hiring categories:

- <https://www.usf.edu/graduate-studies/documents/graduate-assistant-guidelines-matrix.pdf>
- **Graders**
 - 9550 - Graduate Instructional Assistant
 - To calculate the FTE in order to hire a GA as a grader for a semester appointment, take the total number of hours being worked based upon the number of grading assignments for 45 students (*as determined by the applicable section of the Large SCH policy – see next bullet*) and divide by 784 hours (*the total number of work hours in a semester appointment*).
 - The College will fund graders based upon the number of grading assignments needed for each course. A grading assignment is defined as 70 hours of work, which equates to 5 hours a week for 14 weeks of instruction. One grading assignment will be allocated for each group of 45 students on a large SCH course without a State Communication requirement. Two grading assignments will be allocated for each group of 45 students on a large SCH course with a State Communication requirement.
- **Instructor of Record**
 - 9184 Teaching Assistant - Minimum of 18 Graduate hours in the discipline
 - 9183 Teaching Associate - Minimum of 30 Graduate hours in the discipline
- **Teaching Assistants**
 - 9550 - Graduate Instructional Assistant
 - Departments are responsible for ensuring Graduate Teaching Assistants are completing the hours equivalent to their FTE appointment.
 - Assists with teaching function, but not primary instructor
- **Lab/Office Assistants**
 - 9185 - Graduate Assistant (hourly)

- **Faculty Research Assistants**
 - 9185 - Graduate Assistant (hourly)
- **Grant Supported Research Assistants/Associates**
 - 9182 Research Assistant
 - 9181 Research Associate - 2 years of research experience and minimum of 30 Graduate hours in the discipline
 - Departments are responsible for ensuring Research Assistants/Associates are completing the hours equivalent to their FTE appointment.
 - Must be supported from contracts & grants

If GAs are contracted on a salaried appointment at the start of their appointment AND not working for a period of time, the School can have the GAs work those hours later in the appointment period to make up the time.

GAs may only be paid for the time worked from the actual start date.

If a GA is hired after the start date of an academic term, the appointment period must reflect the actual days being worked. In order to qualify for a tuition waiver, the GA must work 196 hours during the appointment period in the term. If the appointment period is less than a full semester, the FTE must be adjusted to reflect the weekly hours being worked during the shortened appointment period.

GAs should be hired as 9M employees, however can be hired on a semester basis as appropriate.

The policy will be reviewed annually and updated as appropriate.