

TEACHING ASSISTANTS ASSIGNMENT PROCESS

The College of Engineering is committed to providing teaching assistantships to as many qualified graduate students as funding and need permits. Information on Teaching Assistantship is provided in Appendix 1 of this document. Appointment of Teaching Assistants (TAs) is a multi-step process designed to maximize benefits to

- University and College—by providing instructional assistance for our laboratory sections, and by providing funding that will attract students to our graduate programs;
- Undergraduate students—by providing qualified laboratory instructors who will enable them to receive individual attention in small classes;
- Graduate students—by providing them with a chance to develop teaching skills (under supervision), and by providing funding that will allow them to support themselves; and
- Instructors who supervise the TAs—by ensuring that the TAs selected for their courses have relevant backgrounds and skills in the discipline.

1. Review of TA Pool

Faculty and/or potential supervisors of TAs will have access to the TA summary of applicants in the I:drive [I:\COE TA\TA Assignments] to identify and request students for assistance with specific courses. The assignment process will begin May 1st, and faculty and supervisor will continue reviewing the pool as needed. Supervisors must keep in mind the following factors when considering TAs for their programs:

- Academic strengths
- Teaching experience and past performance

2. Assignment

The College Teaching Assistant Assignment Committee will convene a meeting to review the recommendations submitted by faculty and/or supervisors. The committee will deliver the final decision of TA assignments two weeks prior to the start of the immediate fall or spring semester.

Teaching assistantships will be distributed as needed to meet the overall good of the College. Some programs with large demands for TAs have not enough graduate students to be TAs. Therefore, it will often be necessary to first place qualified TAs in courses in required undergraduate courses (e.g., statics, dynamics, electrical circuits, and thermodynamics), and in upper-division courses (which require more specialized skills). A student who has prior experience TA-ing as TA for a particular class is not guaranteed re-assignment if there are other qualified candidates with priority consideration. The priority consideration date will be updated every semester and will be posted on the online application at the beginning of the semester preceding the term for employment.

Students who have accepted TA assignments will not be permitted to switch to different Graduate Assistantship positions (such as RA) unless an agreement has been reached among all parties affected by the change of graduate assistant assignment.

APPENDIX 1

TEACHING ASSISTANTSHIP INFORMATION

1. Duration (Academic Year) - TA must work throughout the entire employment period (except University Holidays);
Fall: August – December
Spring: January - May

2. Length of Appointment – The college limits the number of semesters that a graduate student may serve as a TA:
 - MS students are eligible for funding for no more than 4 long academic semesters.
 - Doctoral students are eligible for funding for no more than 8 long academic semesters.

When a student switches degree programs without completing the first degree, the TA count does not reset. Any exceptions to these limits must be for demonstrably valid reasons and approved in writing by the Dean.

3. Salary: TA salaries are commensurate with educational level and progress through the graduate program.

Education Level	Monthly Stipend
Master's Degree	\$1,200
Ph.D. with B.S. and < 36 graduate hrs	\$1,600
Ph.D. with M.S. or > 36 graduate hrs	\$2,000
Ph.D. Candidate	\$2,200

4. Benefits – The University provides health insurance benefits. More information will be provided at the time of appointment and during the benefit orientation.
5. Eligibility – TA applicants must meet the criteria below. Appointments can be terminated at any time the students fail to comply with these guidelines:
 - Have completed a bachelor's degree
 - Be accepted into a graduate program at TAMUCC
 - Enrolled in at least nine (9) semester credit hours of graduate credit at TAMUCC during the semester of TA employment; three (3) semester credit hours over the summer if on summer TA
 - Be in good academic standing at the time of hire and remain in good academic standing with a GPA of 3.00 or higher (undergraduate GPA for incoming students, graduate GPA for continuing students)
 - Have satisfactory performance evaluation(s) of TA assignments in preceding semester(s) at TAMUCC as applicable
6. Application – students interested in applying for Teaching Assistantship should submit their completed form online via the link, [College of Science and College of Engineering TA Application](#).

- [Students can submit a TA application and can be considered for TA assignment before being admitted to a program. Final assignment, however, is contingent upon admittance to the program.](#)
7. Teaching Assistantship Awards – TAships are limited in number and awarded in order of priority, subject to the needs of the program, (1) PhD students and PhD candidates within their TA limits, (2) MS Students within their TA limits and (3) TAs at limit with no GPA appeals Students with GPA appeals will be considered for review if a need is warranted.
 8. Priority Consideration – Priority is given to students who apply for teaching assistantship by the deadline. Those who apply after that date are considered on a funds-available basis following these conditions:
 - The student meets the criteria for TA appointment but unable to submit application by the deadline due to extenuating circumstances. Extenuating circumstances are defined as verified illness, accident or circumstances beyond the student’s control. Students will be required to provide documentation.
 - Students with no extenuating circumstances will have priority over a late returning TA who is at the limit but will be considered only if requested specifically by a faculty member or department.
 9. Appointment Letters – Official appointment letters will be provided to students awarded with TA positions. If already signed and accepted by the student, appointment letters cannot be rescinded in favor of a TA applicant on priority consideration.
 10. All applicants whose primary language is not English will be required to provide evidence of English language proficiency.
 11. All students accepting TA position must undergo mandatory training.