

Destination – About TECS – Employment – Student Workers – Graduate Assistants

Graduate Assistant (GA)

1. A student employee who has been officially accepted as a degree-seeking student in a graduate course of study at ECU. GA support is provided by the Graduate Studies division, internal TECS support and/or sponsored projects. GA's must achieve adequate progress towards their degree to retain their position. GA positions (including research and teaching assistants) are for a maximum of 20 hours per week.
2. Graduate assistants must be enrolled as a full-time student for initial appointment. Graduate assistants provide general support to the college mission and should be assigned positions with associated responsibilities that are in keeping with their capabilities as a graduate student. Levels of support for graduate assistants will be determined by the Dean in consultation with department chairs. All levels of support beyond the pre-determined amount must be pre-approved by the Dean and/or their designee.
3. Any Graduate Assistant or Research Assistant may be supported for a maximum of four (4) semesters with state funds. Additional funding may be provided with sponsored program or foundation funds. Any funds supplied by the College which include funds from the Graduate School shall follow payroll dates not semester dates for employment.
4. Under no circumstances will Graduate Assistants be used to replace general support positions. Each assistantship should be considered a training and employment experience in the chosen field for the student.
5. **Research Assistant (RA)** - A research assistant is a GA position that holds a primary appointment to support one or more research projects in TECS. Faculty members are encouraged to seek external support for research assistants. Any RA's funded with internal funds must be approved by the appropriate department chair and the Dean or their designee. Levels of compensation for RA's on sponsored projects are at the discretion of the principal investigator. All rules regarding dual employment and hour limitations apply to RA's.
6. **Teaching Assistant (TA)** - As per university and SACS requirements, a TA must be enrolled as a full-time student at the time of their appointment, be a degree seeking student, and have successfully completed a minimum of eighteen (18) graduate credit hours in the area to be taught. Each TA is also required to complete a formal development program as assigned by the department. It will be the responsibility of the department to assign a faculty mentor for each TA, develop and implement the formal preparation program, and provide continuing support and formal evaluation of the TA. TA's may also be required to have a minimum GPA before assignment to the position and may be required to sustain a minimum GPA after the appointment as determined in consultation between the appropriate chair and the Dean or their designee. Normal teaching load for a TA

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will be one class per semester, but may be altered in consultation between the department chair and the Dean or their designee. Departments will provide a primary faculty mentor for each TA who will be responsible for mentoring and evaluating the TA in their assignments, provide appropriate written job descriptions and evaluations, and report regarding formal professional development. TA's are also limited to a maximum of 20 hours per week.