

TEACHING ASSOCIATES/GRADUATE ASSISTANTS

Teaching Associateships (TAs) and Graduate Assistantships (GAs) provide part-time university employment for graduate students, offering professional growth opportunities through teaching and nonteaching experiences.

Required Paperwork

The “Teaching Associate & Graduate Assistant” nomination form must be filed with the Academic Personnel office.

Eligibility

The student must

- be currently enrolled in at least 6 units of graduate study in the department where the teaching associateship/graduate assistantship is to be held,
- hold a minimum of conditional classified standing in the discipline,
- be making significant progress toward the degree each semester,
- have a 3.0 minimum grade point average, and
- have an approved assignment (*note the limit of six WTUs or 20 hours/week*).

Procedure

- Nominations for appointments originate in the department.
- Nomination forms are signed by the department chair and sent to the college/school dean for signature.
- The college/school dean forwards nominations to the Academic Personnel office (M/S ML55) for initial processing.
- The student is contacted for signature on the nomination form, which is then forwarded to payroll.

Further Procedural Tips

- For approved assignment guidelines, see Classification and Qualifications Standards of the Trustees of the State of California (available from the APM 311-312).
- For further details on eligibility and procedure, consult the full Policy on Teaching Associates and Policy on Graduate Assistants (APM 311-312).