

Graduate and Teaching Assistants

The College's budget for teaching assistants is not sufficient enough to meet all needs departments may identify. The College places high priority on support of lab and discussion sections in faculty-taught courses; staffing of instructional labs, computer facilities, or studios where use of equipment must be supervised; and staffing of courses where small-enrollment classes are the ideal pedagogical format. The College also considers requests for teaching assistance in preparation, grading, and tutoring, and for other instructional support. Monies allocated by the College for teaching assistant stipends are paid only to those graduate assistants involved in instruction.

- Units are asked to conform to the Council of Graduate Schools' Resolution regarding commitments by prospective or enrolled graduate students to accept financial support. This Resolution emphasizes that graduate students "are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution."
- All graduate assistants should receive a yearly appointment letter describing the expectations of the department. The letter should specify the position title, the level of appointment (percentage time), the effective dates of appointment, salary, teaching or work schedule (if known), and the departmental representative to be contacted for information regarding the appointment and associated benefits. The letter must also inform the student that the University operates on a pay lag for any new or returning student by including the following verbiage "Employees hired April 1, 2019 or later will be paid on the pay date which typically occurs approximately two weeks after the end of the pay period. University employees are typically paid on the 15th and the last day of the month." This letter should be signed by the supervisor and the graduate assistant.
- Please make written offers and require written acceptances of all teaching assistantship offers, not only to prospective graduate students, but also to continuing graduate students in your program. ***Offers to new teaching assistants should stipulate that continuation of support into the second semester is subject to positive evaluations of oral communication competence and teaching proficiency skills, and that negative evaluation can result in reduction of responsibilities and stipend, or even in cancellation of the commitment for support (mostly appropriate in the case of teaching assistants from the graduate program of a different department than your own).***
- Continuing graduate assistants must receive the offer of appointment by April 15 for summer session or for appointments beginning in the fall semester and by November 1 for appointments beginning in the spring semester. Departments must make a good faith effort to offer appointments by these deadlines. If a position becomes available after a deadline, the offer should be made as soon as possible.
- Appointments of less than 20 hours entail a proportionate reduction in work hours and in stipend.
- The course assignment does not have to be included in the letter of appointment, but it should be communicated to the teaching assistant by the department as soon as a determination is made.
- Teaching assistants' activities may include grading, leading discussion sections or laboratory sections, preparing instructional materials, or teaching courses.
- All graduate assistants must always be enrolled full-time (at least six graduate credit hours) in a degree-seeking program to be eligible for graduate assistantships and be in good standing.
- Graduate assistants who serve as instructors of record must have earned at least 18 hours of graduate semester hours in their teaching discipline prior to their appointment. International

students must pass the English test provided by the faculty of the English Programs for Internationals (EPI) Office.

- The tuition supplement must be paid from the same source as the stipend payment to the graduate assistant.
- Domestic graduate assistants with a 20-hour appointment may request a maximum of 5 additional hours per week with prior approval from the Graduate School.
- International graduate assistants **cannot** work more than 20 hours per week in Fall and Spring semester due to visa regulations. No exceptions.
- Teaching assistantships from the College allocation are for the academic year only; appointment forms covering summer will not be processed unless you have obtained advance authorization to appoint teaching assistants for the Summer Session via Associate Dean Hanno zur Loye.
- If you wish to appoint a graduate student enrolled in a degree program in another department or school, please contact the graduate director of the department or school in which the student is enrolled BEFORE making the appointment to ascertain whether the graduate student already has an appointment. All such appointments must be approved by Associate Dean Hanno zur Loye before an offer is extended.
- Graduate Assistants (GA) must be hired (and processed) by day 20 of Fall and Spring semesters to receive financial credits to their Bursar account.
- Minimum enrollment of 6 hours (or approved Z status).
- Must be hired during official Academic Year: August 16 - May 15; Summer: May 16 - August 15. Two-week extensions were approved June 26, 2015 for positions with responsibilities before Fall or after Spring semesters: Fall may begin August 1; Spring may end May 31 (if working).
- All graduate assistants are hired in PeopleSoft HCM. The deadline for submitting a new hire is one month in advance of the pay date (see HR deadlines through December 2019). Graduate assistants are now on a two-week pay lag.
- All hires must have a signed Affordable Care Act (ACA) document attached, and all students must be in the I-9 Advantage system.
- Student change requests, i.e., to change appointment begin/end dates, or amount of stipend, must go to Graduate School first, and then to Central HR (studenthr@mailbox.sc.edu).
- Any account change requests are submitted to the Dean's office, using a PARF and should be sent to caspayrl@mailbox.sc.edu.
- Graduate assistant tuition supplements paid with college monies are for tuition only. The amount of supplement is as follows:
 - 20 hours/week - 100% of tuition supplement
 - 10 hours/week - 50% of tuition supplement
 - Z status - 1 credit hour tuition supplement