Graduate Assistant Hiring Guidelines
2018-2019

Graduate Assistant (GA) regulations are documented as ACAF 4.00 in the USC Policies and Procedures Manual.

1. Graduate Assistants (GA) must be hired (and processed) by day 20 of Fall and Spring semesters to receive financial credits to their Bursar account. If terminated before the midpoint of the semester, students will lose these credits and be billed for full tuition.

   a. Non-Residents receive Tuition Exemptions that are a credit on their Bursar Accounts to cover the non-resident portion of their tuition. Non-residents who are Graduate Assistants in the Spring semester will also receive tuition exemptions in the Summer term, even if not hired as a GA for Summer.

   b. Residents and Non-Residents are awarded health insurance subsidies (Fall: $420, Spring: $580) if purchasing mandatory health insurance through the university. Students may waive the mandatory insurance by providing proof of insurance before the published deadline in September/January.

2. The categories and requirements for appointment as Salaried Graduate Assistants are listed in ACAF 4.00

   a. Graduate Staff Assistant (VIP Hiring Code 51352) - provides administrative assistance. Employment as a GA should be related to the student’s academic progression – the educational aspect of responsibilities must surpass the service aspect.

   b. Graduate Research Assistant (VIP Hiring Code 51353) - assists faculty or staff in conducting research.

   c. Graduate Instructional Assistant (VIP Hiring Code 51354) - assists with instruction, but cannot be listed as the instructor of record:

      i. All Instructional Assistants must attend TA/IA Orientation and GRAD 701, a series of workshops for Teaching Assistants and Instructional Assistants sponsored by the Graduate School.

      ii. All International Instructional Assistants must successfully complete the International Teaching Assistant (ITA) Workshop and Assessment to determine if their English skills meet requirements to be appointed as an Instructional Assistant.

      iii. The Trained TA/IA/ITA Database is available on the Graduate School website.

   d. Graduate Teaching Assistant (VIP Hiring Code 51351) - functions as an Instructor of Record.

      i. All Teaching Assistants are required to have completed 18 semester hours of graduate course work in the discipline to be taught.

      ii. In accordance with University Policy ACAF 1.20 Credential Verification for Instructors of Record, a Graduate Teaching Assistant who does not hold a graduate degree in the teaching discipline must be periodically evaluated by his or her faculty supervisor or other faculty member in the discipline.

      iii. All Teaching Assistants must attend TA/IA Orientation and GRAD 701, a series of workshops for Teaching Assistants and Instructional Assistants sponsored by the Graduate School.

      iv. All International Teaching Assistants must complete the International Teaching Assistant (ITA) Workshop and Assessment to determine if their English skills meet requirements to be appointed as a Teaching Assistant.

      v. The Trained TA/IA/ITA Database is available on the Graduate School website.

3. NON-GA POSITIONS: Hourly Graduate Student positions (VIP Hiring Code 51355) Payment is based on hours entered weekly in ITAMS. ACA, IRS and FSLA implications for each student’s cumulative hours/week must be considered by hiring departments. No GA benefits are associated with hourly hires.
4. Graduate Assistant Hiring Requirements

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<thead>
<tr>
<th>Requirement</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Exception</th>
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<tbody>
<tr>
<td>Work hours/week during the academic year</td>
<td>10 GA hours (see 6a below for details)</td>
<td>20 total GA hours</td>
<td>Maximum 25 GA hours with approval from Graduate School. (See 6h for more information)</td>
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<tr>
<td>Stipend/term</td>
<td>$1200</td>
<td>Determined by department/college</td>
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<tr>
<td>Pay rate</td>
<td>Equivalent to $1200/semester @ 10 hours/week, prorated for additional hours/week. (i.e., 20 hours/week = $2400 minimum for one semester.) Federal Minimum Wage requirements apply.</td>
<td>Not more than postdoctoral and/or adjunct instructors in same unit.</td>
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<tr>
<td>Enrollment</td>
<td>Fall/Spring = 6 credit hours</td>
<td>Determined by department/college</td>
<td>1-5 credit hours if approved and coded for Special Enrollment status. (See 6f for more information)</td>
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<td>Summer = 3 credit hours</td>
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5. Hiring date ranges—
   a. Official Academic Year: August 16 - May 15; Summer: May 16 - August 15
   b. 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.
   c. Fiscal year hires, July 1-June 30, can be accommodated only if stipend is enough to cover the minimum requirements for 4 terms: Summer, Fall, Spring and following Summer.
   d. Single-term hire for Summer is the only date range that can cross the fiscal year change.

6. Additional information
   a. The initial minimum requirement of 10 hours must be in place for a GA before a hire for less than 10 hours/week can be processed. If two separate departmental hires will make up a student’s minimum hours, please submit on the same day and indicate the shared position in the comments section in VIP.
   b. Check VIP’s Show Me dropdown menu for “Rejected New Hires” daily to determine if any hires are returned to the department at any step in the approval process.
   c. Check status of individual hires in the last window of a VIP hiring page. D=department/College Business Office, I=International Student Services, G=Graduate School, P=Payroll. G plus Y beside Process Ind means the hire has cleared the Graduate School.
   d. Students can see in Self-Service Carolina when their Student Type changes to Graduate Assistant. Bursar accounts will reflect the change the day after the Student Type changes in Banner.
   e. Processing time takes a minimum of 3 days to clear all approvals before tuition exemptions and insurance subsidies are applied to student bills for US citizens; 4 days for international students.
   f. Request for Special Enrollment forms (necessary for GAs enrolling in 1-5 credit hours, usually in final terms) must be submitted to the Graduate School. Students must be enrolled in a minimum of 1 credit hour before Special Enrollment/Z-Status will be approved.
   g. Departments are expected to enforce the GA enrollment requirement. GA positions will be terminated for students not enrolled appropriately by the final drop/add date of the term.
   h. Submit the Graduate Assistant Appeal to Work 21-25 Hours form to the Graduate School. Note: additional hours are not available for International Students.