

Graduate Assistantships

Student Assistants are a series of titles defined in the UW System Administrative Policy 1251 (<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/appointment-terms-and-designation-of-positions/>) *Appointment Terms and Designation of Positions*. At UW-Green Bay, student assistants (generally called Graduate Assistants (GAs) as a group) encompass the following three categories, which are defined at the end of this section: GTA (graduate teaching assistant), GRA (graduate research assistant) and GPA (graduate program assistant). Hiring units wishing to employ GAs must abide by all Graduate Studies, UW-Green Bay, UW System, and State of Wisconsin policies, guidelines, and laws.

Graduate assistantships are awarded on a competitive basis to graduate students who best meet the requirements of the position and those listed below. The assistantship should not interfere with the student's educational goals; rather aid in the prompt and successful completion of the degree program while supporting the hiring department. All GA positions must encompass an applied learning experience that is directly related to their program of study. The Office of Graduate Studies will have final authority with the determination of appointment category and matters related to the applied learning experience.

Eligibility for Employment

Graduate Assistantships are competitive, and financial need is not the basis for a hiring decision. A graduate student must satisfy all the minimum requirements and conditions listed below. Exception requests should be directed to the Office of Graduate Studies.

- Admitted in full academic standing in a UW-Green Bay graduate degree program (the graduate degree is conferred by UW-Green Bay). Graduate Special, certificate students, and degree students admitted provisionally, on academic probation, or academic suspension are not eligible.
- Enrolled in a minimum 6 graduate degree credits each academic term (which constitutes full-time enrollment for a GA).
- Maintains a minimum cumulative grade point average of 3.0.
- Shows satisfactory academic progress toward degree completion, as defined by the graduate program.
- Is within the length of time-to-degree for graduation (i.e., master's students have five years to complete their degree; doctorate students have seven years to complete their degree).

Conditions of Employment

- GAs must work a minimum of 13.5 hours per week for at least one semester to qualify for benefits and typically work a maximum of 20 hours per week as a GA. Information regarding the benefits available to GAs can be found on the University of Wisconsin System's website (<https://www.wisconsin.edu/ohrwd/benefits/general-employee-info/>) (see Graduate Assistant / Short-Term Academic Staff Benefits Package section).
- Domestic students may be hired into a GA and an hourly student help position at the same time for a maximum of 40 hours per week total.
- International Students can work a maximum of 20 hours per week in any combination of on-campus employment while classes are in session. The International Education office will assist with obtaining a Social Security Number.
- GAs may be hired for a semester, an academic year, or a full calendar year depending on program needs.

Additional Considerations

- The Office of Human Resources and the Office of Graduate Studies must be consulted prior to early termination of an appointment.
- Minimum compensation rates for all graduate assistantships will be established and reviewed by the Office of Graduate Studies annually and upon implementation of a board of regents approved pay plan.
- GAs enrolled in study abroad courses are not entitled to salary during study abroad activity, except when: (1) student joins a study abroad activity as a research assistant, but does not register for the course, or (2) GAs make up for the missed time within the dates of the contract period and at the discretion of their supervisor.
- Non-resident and International GAs qualify for a waiver of the non-resident portion of their tuition if their contract is for a minimum of 13.5 hours per week (this includes summer provided that they were employed during the spring semester before and have been re-hired for the following fall semester).
- Hiring units should review the CGS April 15 resolution (<https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/>).
- UWGB employees are not eligible for GA positions, even if they are degree-seeking students.

Definitions of GA Categories

(1) **Graduate Teaching Assistant (GTA)** is a graduate student who is hired to assist faculty members with teaching or acts as an instructor of record. In this capacity, their responsibilities can include, but are not limited to the following:

- Assisting Role: Supporting a faculty member by leading discussion groups, preparing instructional materials, managing labs, grading assignments, and holding office hours to provide additional student support.

- Instructor of Record: Taking full responsibility for teaching a course, including developing the syllabus, planning and delivering lectures, creating assignments and exams, grading, and managing all aspects of classroom instruction. GTAs may not be an instructor of record for coursework that is required in their degree program.

UW-System also requires (<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/teaching-assistants-selection-training-and-evaluation/>) that all GTA (<https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/teaching-assistants-selection-training-and-evaluation/>) appointments must include minimum standards for selection; proof of English proficiency; orientation (or waiver based on experience), training, and evaluation. At UW-Green Bay, Graduate Studies has established the following minimums for international students holding GTA appointments: IELTS: 7 (speak); TOEFL iBT 22 (speak); Duolingo English Test 120. Students who were exempt from providing proof of English proficiency at the point of admission are not required to provide proof of proficiency for these positions. Hiring units will provide orientation, training, and evaluation for these positions.

(2) **Graduate Research Assistant (GRA)** is a graduate student who is hired to assist faculty members or research teams with scholarly research projects. GRAs typically work under the supervision of a professor or principal investigator and are often funded through research grants. Their responsibilities can include, but are not limited to the following:

- Conducting experiments, collecting and analyzing data, or running simulations.
- Reviewing academic literature and writing summaries or reports.
- Assisting in the development of research proposals or grant applications.
- Preparing presentations, publications, or conference materials.
- Maintaining research equipment or managing laboratory operations.

A GRA position provides graduate students with hands-on experience in their field of study, allowing them to develop technical skills, contribute to new knowledge, and build a foundation for future academic or professional careers. An appointment as a research assistant is appropriate if the activity performed by the research assistant is primarily for the benefit of the individual's course of study and research. Their work can overlap with their thesis (or other) research, making it an integral part of their academic journey.

(3) **Graduate Program Assistant** is a graduate student who assists in tasks other than teaching or research. The requirement of an applied learning experience is often critical in this category.

For more information on the application process, please visit: <https://www.uwgb.edu/graduate/students/assistantships/>