

## **DUTIES OF A GRADUATE ASSISTANT**

A graduate assistant (GA) is a person registered as a full-time graduate student, proceeding with his or her graduate program, and appointed to carry out either teaching or research duties as described below.

The GA position should be viewed as an apprenticeship for further academic or professional careers. In view of this, graduate assistant functions shall not include routine duties commonly associated with secretarial, clerical, technical, or administrative work not directly related to the GA's teaching or research duties.

### **TEACHING DUTIES**

1. Students appointed as Graduate Teaching Assistants (GTAs) will be asked to perform only teaching and related duties. These can include preparing and conducting lectures, seminars, and laboratories as well as grading assignments, reports, examinations, and performing other related duties.
2. Occasionally, if a GTA is appropriately qualified, they may be asked to take sole responsibility for the instruction of a course. If a graduate student is appointed as a GTA and is to be responsible for instruction of a course, the appointment will comply with the regulations governing graduate assistantships.
3. No GRA appointment, or combination of a GTA and GRA, involving instruction of a course will exceed the maximum number of hours permitted under a GTA's agreement (currently 12 hours per week) unless an increase and an appropriate arrangement for remuneration are agreed to by the student and are approved by the Dean, FGSR following appropriate consultation with the department and the GTA.
4. Where a GTA is fully responsible for a course, including lecturing, course and lecture planning, preparing and grading assignments and examinations, etc., the GTA shall be categorized as a *Principal Instructor*.

### **RESEARCH DUTIES**

Students appointed as Graduate Research Assistants (GRA) will be asked to perform only research and related duties. These consist of work under the direction of the Department or a staff member on a research project, the results of which may be used in the GRA's thesis. No GRA appointment or combination of a GRA and GTA will exceed the maximum number of hours permitted under the GSA agreement (currently 12 hours per week) unless an increase and an appropriate arrangement for remuneration are agreed to by the student and are approved by the Dean, FGSR following appropriate consultation with the department and the graduate student.