Teaching Assistants/Assistant Instructors  
CNS Guidelines, Policies and Definitions  
(Revised May 2012)

New Information/Policies:

1. The HRMS assignment final approval has been delegated to the departmental level. The Dean’s Office will no longer be the final approver on these assignments.

2. The Dean’s Office will run an audit after the majority of documents should be final approved. If there are errors, the Dean’s Office will require departments to fix the errors and/or justify the document changes.

3. Regarding salary increases:
   a. Per salary rates set by the Dean’s Office, increases are only allowed once per year at time of status change. As outlined in the rates, each department has their own guidelines of status change.
   b. Best practice is to allow raises in September only so that these assignments follow the consistent schedule of general UT salary increases. However, we understand that not all student assignments begin in the Fall semester and exceptions can be made.
   c. Once a rate has been designated, the student will be locked in at this rate for the next 12-month cycle.

4. Offer condition: Please remember that all increases and changes are “subject to dean’s office final approval,” whether or not your department provides offer letters. If your department does present offer letters, this statement must be included.

Teaching Assistants:
Teaching Assistants are graduate students who help faculty with the conduct and delivery of courses. Services provided by teaching assistant include, but are not limited to, grading, monitoring, leading lab and/or discussion sessions, offering office hours assistance to students, and performing clerical tasks associated with course instruction. Teaching assistants are supervised by the course instructor of record and are subject to established departmental policies on student academic employment.

Appointments should generally be made on a semester-by-semester basis and should not exceed one academic year. If a TA has provided satisfactory service then they may be considered for reappointment, provided they still meet the scholastic requirements, and have not served in this capacity for fourteen long-session academic semesters.

TA Qualifications:

1. Nominee must be a degree-seeking graduate student without existing admissions conditions imposed by the Vice Provost and Dean of Graduate Studies

2. Nominee must be in good academic standing and making satisfactory progress toward a degree

3. Nominee must remain registered in courses that count toward the graduate degree for at least nine semester hours during the long session

4. Nominee must remain registered in courses that count toward the graduate degree for at least three summer hours during any term of the summer session

For additional information please visit: 
http://www.utexas.edu/policies/hoppm/12.C.01.html
**Assistant Instructors:**
Assistant Instructors are a non-faculty, academic position held by an eligible graduate student with the primary duties of teaching undergraduate classes and providing instruction under the supervision of University faculty member.

Appointments shall not exceed one academic year. If an AI has provided satisfactory service then they may be considered for reappointment, provided they still meet the qualifications.

**AI Qualifications:**
1. Nominee must be a degree-seeking graduate student without existing admissions conditions imposed by the Vice Provost and Dean of Graduate Studies

2. Nominee must hold a Master’s degree or have completed a minimum of 30 hours of graduate coursework

3. Nominee must have satisfactorily completed one semester of a course in teaching methods (398T)

4. Nominee must have completed at least one semester of service as a teaching assistant, or completed at least one year of teaching experience in an accredited college of school

5. Nominee must be in good academic standing and making satisfactory progress toward a degree

6. Nominee must remain registered in courses that count toward the graduate degree for at least nine semester hours during the long session

7. Nominee must remain registered in courses that count toward the graduate degree for at least three summer hours during any term of the summer session

For additional information please visit:
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**HRMS Document Remarks:**
State the course number and section that the student will be assisting/teaching.

**Transition between TA to AI or AI to TA:**
1. Each department will determine what level of title is most appropriate for the particular class (i.e. if the position should really be an AI, please hire an AI and not a TA, just to pay a lower salary).
2. Once the title has been determined, hire the student into that title.
3. If the student will be assigned into an AI position, pay at the appropriate level set by CNS Dean's Office or within the parameters of the department, as long as they are within reason of the Dean's Office levels.
4. If the department is hiring a previous AI position holder into a TA position, the rate can be decreased to the last highest rate as their last TA position. (i.e. their AI rate is $47K, their last TA rate was $42K, you cannot go lower than $42K)