Student Employment Policies

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General Information

Graduate student positions are either academic or non-academic. EDP does not typically hire for non-academic positions. Graduate students typically hold academic positions related to their program of study. They may be assigned up to 14 long semesters while pursuing a graduate degree at UT. To be eligible for academic student employment during a long semester (Spring or Fall), a graduate student must remain enrolled in at least 9 semester credit hours; for Summer, they must be enrolled in at least 3 semester credit hours for at least one summer session. Graduate student employment may not exceed 20 hours per week during the first two long semesters of graduate study at UT, and 30 hours per week during the subsequent semesters.

More detailed information about graduate student employment is available via the Graduate School, and UTHR's very helpful Student Employee FAQ.

Types of EDP Student Employees

Teaching (TA/AI)

TAs are not permitted by the university to be primary instructor for a course. TAs generally assist with labs, review sessions, grading, and classroom management, with occasional teaching as-needed. See UT's rules regarding TA hiring and duties >

- EDP TA Assignment Policy >

AIs serve as the primary instructor and instructor of record for the course, handling all instruction, grading, and classroom activities. They are assigned a faculty supervisor, who will evaluate the student at the end of the semester, provide guidance when needed, and step in to manage the course in case of emergency. See UT's rules regarding AI eligibility, hiring and duties >

Research (GRA)

Graduate Research Assistant (GRA)s are expected to contribute, under supervision, to a program of departmental or interdepartmental research, with the understanding that the experience will contribute to the professional training of the student. A GRA may carry out independent research under the guidance of a faculty member, and their work may be used as part of their report, thesis, or dissertation research to the extent approved by the faculty supervisor. See UT's rules regarding GRA eligibility, hiring, and duties >

Other (GA, Administrative TAs)

Graduate Assistants: on rare occasions EDP hires GAs, typically for short-term assignments (e.g. special projects, event assistance, etc).

EDP Administrative TA Positions:

- EDP Human Subjects Pool Coordinator, 20 hours/week per long semester
  Serves as the coordinator, under faculty supervision, for the human subjects pool for student dissertation researchers primarily in the HDCLS and QM areas of study. Proposed to be a multiyear TA assignment renewable with satisfactory annual job performance reviews. In final year position will be split between the incoming and outgoing TA. HDCLS or QM students are prioritized for the position.

- EDP Assessment Materials Coordinator, 20 hours/week per long semester
  Serves as the coordinator of the psychological assessment kits and materials library currently located in the Information Technology Office. Duties involve periodic inventory of the materials, liaison with students in classes using materials, trouble-shooting, assisting in preparation of purchasing requests. Proposed to be a multiyear award renewable with satisfactory annual job performance reviews. In final year this position will be split between the incoming and outgoing TA. SP & CP students are prioritized for the position.
• **Department Assistant, 10 hours/week per long semester**  
  Provides support for the department chair, associate department chair, graduate adviser, and staff.

• **Program Assistant, 10 hours/week per long semester**  
  Provides program-related support for a specific program area within EDP. Program TAs are assigned at the discretion of the Department Chair, pending available funds.

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**Student Requirements to Attain and Maintain Employment in EDP**

In addition to [UT graduate student employment criteria](#), EDP requires students to:

- Complete the online EDP application and submit appropriate credentials as requested for review.
- Attend, or complete online, the EDP student employee training prior to their appointment year. (Once students have completed the training, they do not need to repeat it unless requested by their supervisor).

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**Student Job Performance Evaluations**

University policy requires that TAs and AIs work under the supervision of a regular faculty member, who is required to prepare and file a written evaluation of the individual’s performance with the Department Chair at the close of each semester. EDP Executive Assistant will send evaluation links to faculty supervisors near the end of each semester. Completed evaluations are kept on file digitally in UT Box.

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**Hiring a Student Employee**

Faculty who have received a notification email from the EDP Executive Assistant regarding permission to hire a student employee must submit the name and EID of the student, as well as the details of their assignment (e.g. which course or research project the student will be working on) to the EA by the deadline requested.

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**Estimating GRA Costs**

**Salaries** for Graduate Research Assistants (GRA) are calculated on a 12-month rate. The standard rate used for GRAs in Educational Psychology is currently $33,815. For one long semester (4.5 months,) a 10-hour (25% time) assignment will pay an approximate total of $3155 in wages ($704/month).

**Tuition Reduction Benefit** is a standard rate set by the Graduate School, of $1892.

**Fringe and health insurance premiums** are difficult to estimate but a good rule of thumb is to estimate high. A low estimate would be 28%, with high at 40% (average at 33%). Estimating at 40% would amount to $1262 for a 10-hour TA. A chart of medical coverage rates can be found on the [Human Resources Graduate Student Employment webpage](#).

Please also be aware of the [Conditions for Student Employment](#) that apply to all Student Academic Employment positions, including Graduate Research Assistants.

<table>
<thead>
<tr>
<th>Rates Example for 1 long semester (Spring or Fall)</th>
<th>10-hour (25% time) GRA with EDP</th>
<th>20-hour (50% time) GRA with EDP</th>
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<tr>
<td>Wage:</td>
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<tr>
<td>Tuition Remission:</td>
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<td>Fringe Cost Estimate (at 40%):</td>
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<table>
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<th>Rates Example for 1 Summer semester</th>
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<th>20-hour (50% time) GRA with EDP</th>
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</thead>
<tbody>
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<td>Wage:</td>
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<td>$TBD</td>
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<tr>
<td>Tuition Remission:</td>
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<td>Fringe Cost Estimate (at 40%): $TBD</td>
<td>Fringe Cost Estimate (at 40%): $TBD</td>
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