

# Graduate Assistants – Continuance of Appointment

**Reappointment/Rehire-** A Graduate Assistant that has not had a break in employment or has had a break of employment consisting of less than 30 calendar days should follow the list of steps below.

**Note:** If the Graduate Assistant has had a break in employment in excess of 30 calendar days, please review the Manager/Supervisor Guide for [Graduate Assistants – New Hires](#).

\*If a graduate student received Federal or Texas Work Study funds then the graduate student should be processed through the Student Employment Office. Graduate Assistants being paid from 100% of the department's budget should process in through the Office of Human Resources and adhere to the steps listed below. For further details on processing a Graduate Assistant through the Student Employment Office.

## Graduate Assistant (Non-Teaching)

In order to hire a Graduate Assistant (Non-Teaching), the following criteria must be met:

1. Must be enrolled as a full-time graduate student at Prairie View A&M University.
2. Must be in good academic standing.
3. Candidate should be enrolled in at least 9 credit hours of graduate courses per semester.
4. Graduate Assistants (Non-Teaching) may not work more than 62.5% effort = 25 hours per week.

**Summer** – All students must be enrolled for a minimum of six (6) credit hours of graduate courses for the Summer to be eligible for the Graduate Assistantship during the summer sessions.

## Graduate Assistant (Teaching or Research)

In order to hire a Graduate Assistant (Research or Non-Teaching), the following criteria must be met:

1. Must be enrolled as a full-time graduate student at Prairie View A&M University.
2. Must be in good academic standing.
3. Candidate should be enrolled in at least 9 credit hours of graduate courses per semester.
4. Graduate Assistants (Teaching) must have 18 credit hours of earned graduate credit in the discipline to be taught.
5. Graduate Assistants (Research) and Graduate Assistants (Teaching) may not work more than 50% effort = 20 hours per week.

**Summer** – All students must be enrolled for a minimum of six (6) credit hours of graduate courses for the Summer to be eligible for the Graduate Assistantship during the summer sessions.

- Additionally, a graduate student may not be employed holding a dual title (i.e., Graduate Assistant & Teaching/Program Coordinator), regardless of the percentage effort worked or to be worked. It is the hiring department's responsibility to interface with the Office of Human Resources in relation to the hiring of the Graduate Assistants.
- Graduate Assistants (Non-Teaching) on an F-1 Visa, may not work more than 50% effort = 20 hours per week. Hiring departments must secure this information from their hire once a verbal offer has been made. The 20 hours per week work requirement will then be reflected in the written offer of employment.

# Reappointment/Rehire Process

1. An updated written offer of employment for the current appointment should have been extended to prospective Graduate Assistant in accordance with [Offer Template](#) provided by the Office of Human Resources. All written offers of employment must be routed to the appropriate Vice President's office using the standard routing process.
2. An EGR should be routed so that it is approved by the Office of Human Resources prior to the effective date indicated for the re-appointment. The following should be attached to the EGR:
  - Copy of the accepted offer letter
  - Copy of the detailed class schedule showing enrolled in 9 SCH of graduate courses
3. If the Graduate Assistant is a re-appoint/rehire then the Graduate Assistant is not required to attend New Employee Orientation.
4. If a the Graduate Assistant has had a break in employment to exceed 30 calendar days, the Graduate Assistant is considered a new hire and all required new hire documents must be completed as indicated in the Manager/Supervisor's Guide for [Graduate Assistants – New Hires](#).