A category of part-time instructor referred to as a PTI-GA was officially established Fall semester 1997. This is essentially a graduate assistantship that is paid for out of part-time instruction funds. These GAs receive the same pay and fee waiver as other GAs. The only differences between your hard-money GAs and the PTI-GAs are that:

(1) The PTI-GAs must teach twelve credits per year (i.e., they will be freeing up 12 credits of PTI funds which can then be used to pay them). This would normally mean two three-credit classes per semester. However, for those departments in which they are teaching four-credit classes they should teach 8 credits in the fall semester and 4 credits in the spring semester, or vice versa. Regardless of the variable credit value of courses, graduate students cannot, under Graduate College rules, teach more than twelve credits in an academic year and they cannot, under the Provost=s rules, teach fewer than twelve credits in an academic year. Similarly, if a PTI-GA is fully responsible for teaching laboratory classes, then they must be assigned 6 laboratory contact hours per semester (e.g. two one-credit labs). Fully responsible for lab classes means that the GA does the lecturing, designing and set-up of lab activities, supervises the activities, grades all assignments, and assigns class grades.

For the PTI-GAs teaching requirement, they are normally NOT to be assigned the following; teaching discussion sections, assisting in labs, grading papers, etc. To request an exception for unusual situations, email Dr. Michael Bowers, Vice Provost Academic Affairs.

(2) The Graduate College creates the contracts for your hard-money GAs, as well as your PTI-GAs. However, based upon what you submit on your PTI funding request each semester, those funds are transferred from the Provost=s Office AInstructional@ funds to the Graduate College to pay for these PTI-GAs, so you must account for the funds each semester as you do for part-time instructors.

The current salary for a Graduate Assistant or PTI-GA working on a master=s degree is $10,000 per year ($5,000 per semester) and the salary for a Graduate Assistant or PTI-GA working on a doctorate degree is $12,000 per year ($6,000 per semester).

(3) Each college that utilizes PTI-GAs is responsible to see that their PTI-GAs teach the required load each semester as outlined above in number one and is responsible for documentation of the courses that the PTI-GA teaches.

Departments should contact their dean=s offices for questions or explanations regarding PTI-GAs. If the dean=s offices have questions, please contact either the Vice Provost for Academic Resources Office, ext. 50404 or the Graduate College, ext. 53970.

Vice Provost Academic Resources Office/July 2006