



Policy Library

[Alphabetical Listing](#)[By Category](#)[By Location](#)[Resources](#)

GRADUATE STUDIES POLICY

Graduate Teaching Assistant Appointment Eligibility

PURPOSE:

To describe the eligibility requirements that govern GTA appointments at the University of Kansas, Lawrence

APPLIES TO:

Graduate Teaching Assistants, Appointing Officers

CAMPUS:

Lawrence, Edwards

POLICY STATEMENT:

The following eligibility requirements govern all graduate teaching assistant (GTA) appointments at the University of Kansas, Lawrence.

Graduate Teaching Assistants are salaried student employees whose job duties consist primarily of direct involvement in classroom or laboratory instruction. The duties are performed under the supervision of faculty. The University also requires that a GTA's teaching assignment be in his/her own field of study or one that is closely related. Out-of-field appointments require consultation with the student's home academic unit and the explicit approval of Graduate Studies or the Dean's Office of the College of Liberal Arts and Sciences.

In accordance with the Memorandum of Agreement between the University of Kansas and the Board of Regents and the Kansas Association of Public Employees (MOA), in order to be eligible for a GTA appointment, a graduate student must meet all of the following conditions:

- I. During the term of appointment, the person is admitted to and enrolled in a graduate degree program offered by the University of Kansas;
- II. During the term of appointment, the person is enrolled in no fewer than six graduate credit hours per semester or other credit hours as required for the student's graduate degree and as approved by Graduate Studies or the Dean's Office of the College of Liberal Arts and Sciences as appropriate.
[Note: GTAs on summer session appointments may enroll but are not required to do so unless they are doctoral candidates, who are required to be continuously enrolled.]

- A. Enrollment and Medical Leave: Should the person be unable to enroll in six graduate or other approved hours for reasons of medical condition or other hardship, that person may, with supporting documentation and the approval of the department of employment (and the department of study in cases in which the two are different), petition Graduate Studies or the Dean's Office of the College of Liberal Arts and Sciences as appropriate that this requirement be waived. Final approval rests with the Graduate Studies or the Dean's Office of the College of Liberal Arts and Sciences as appropriate.
 - B. Enrollment and Post Comps: Upon successful completion of the doctoral comprehensive examination and all other Graduate Studies and departmental requirements for candidacy to the doctoral degree and upon completion of eighteen post-comprehensive credit hours, the person may enroll in one or more dissertation, thesis, or equivalent credit hours as approved by Graduate Studies or the Dean's Office of the College of Liberal Arts and Sciences as appropriate to qualify for a graduate teaching assistantship appointment. [Note: Candidates for the professional doctoral degrees may enroll in dissertation-equivalent hours as approved by Graduate Studies. More detailed information about post-comprehensive enrollment is included below.]
- III. During the term of appointment, the GTA must be in academic good standing and making satisfactory progress toward a graduate degree, as determined by Graduate Studies and the department in which the person is enrolled. [Note: Students who are admitted to a degree program on probationary or provisional status are not considered to be in academic good standing for the purpose of GTA appointments. A graduate student must maintain a cumulative grade point average (GPA) of 3.0 to remain in academic good standing. However, if a department judges that a graduate student whose GPA falls below 3.0 after the first semester at KU is nonetheless making satisfactory progress, the department may recommend to the Dean of Graduate Studies or the Dean of the College of Liberal Arts and Sciences that the student be allowed to keep his/her GTA position for one additional semester.]
 - IV. The graduate student must satisfy any and all English proficiency criteria established by the Regents and/or the University. [Note: Prior to finalization of a GTA appointment, every prospective GTA must be interviewed and have his or her spoken English competency certified by no fewer than three institutional personnel, at least one of whom should be a student. Non-native speakers of English must achieve a minimum score of 50 on the SPEAK (Speaking Proficiency English Assessment Kit), a score of 22 on the iBT (Internet-based TOEFL), or an 8 on the IELTS (International English Language Testing System).]
 - V. During the term of the appointment, the person's assigned responsibilities consist primarily of direct involvement in classroom or laboratory instruction.
 - VI. The person has satisfactorily completed all of the components of the orientation and training as specified in section 7 of the MOA within the timeframes established by the University.
 - VII. The department may require a graduate teaching assistant to be on campus to assume the responsibilities of his/her employment, not to exceed five weekdays (excluding weekend days) prior to the first day of classes each semester [Note: In accordance with Article 5, Section 1, of the MOA, "Individuals who are being reappointed as GTAs, regardless of whether the appointment is for an academic year or a shorter period, shall begin work on the first day of classes of each semester for which they are appointed, unless notified by the GTA's department of earlier required assignments. Attendance at GTA orientation prior to the start of the semester is required as a condition of employment for any person who has not previously served as a GTA at the University of Kansas or for any returning GTA who has been identified as needing to attend GTA orientation."]
 - VIII. The person must successfully pass a background check established by the University.

In addition to the conditions of appointment set forth in the MOA, the University has established the following condition:

- A student who has earned a graduate degree may not continue in a GTA appointment after the graduation date unless he or she has just completed a master's degree and is enrolled in a doctoral program in the same field or a closely related field or is a doctoral graduate who has been accepted into another graduate program.

Enrollment Exceptions for GTAs who are Doctoral Candidates

In accordance with Graduate Studies requirements, after passing the comprehensive oral examination for a doctoral degree, the candidate must be continuously enrolled, including summer sessions, until all requirements for the degree are completed, and each enrollment must reflect as accurately as possible the candidate's demand on faculty time and University facilities. Until 18 post-comprehensive hours are completed, the candidate must enroll in a minimum of six hours each semester and three hours during the summer session. Doctoral candidates may be enrolled in fewer than six post-comprehensive hours in the fall and spring semesters and in fewer than three hours during the summer session if all of the conditions described in [II.B](#) (above) are met.

Please note that different enrollment criteria may be used in determining eligibility for student financial aid and student loan deferments. GTAs are advised to consult the Office of Financial Aid and Scholarships.

Process

In order to certify that a GTA is eligible to enroll in fewer than six credit hours, campus departments must submit the [Certification of Eligibility to Enroll in Fewer than Six Hours Form for doctoral students](#).

CONTACT:

Graduate Studies

213 Strong Hall
1450 Jayhawk Blvd.
Lawrence, KS 66045
785-864-8040
graduate@ku.edu

College of Liberal Arts and Sciences, Dean's Office

200 Strong Hall
1450 Jayhawk Blvd.
Lawrence, KS 66045
785-864-3662
coga@ku.edu

Human Resources

103 Carruth-O'Leary Hall
1246 W. Campus Road
Lawrence, KS 66045
785-864-4946
hrdept@ku.edu

APPROVED BY:

Provost and Executive Vice Chancellor

APPROVED ON:

Wednesday, December 12, 2012

EFFECTIVE ON:

Wednesday, December 12, 2012

REVIEW CYCLE:

Annual (As Needed)

RELATED POLICIES:

[Memorandum of Agreement between the University of Kansas and the Board of Regents and the Kansas Association of Public Employees »](#) (representing Graduate Teaching Assistants at the University of Kansas, Lawrence).

[Out-of-Field GTA Appointments: Policy and Procedures](#)

[Employee Eligibility Requirements for the Affordable Care Act \(ACA\)](#)

[Student Employee Eligibility Requirements and Appointment Limits](#)

[GTA, GRA, and GA Appointments: General Guidelines and Eligibility](#)

RELATED FORMS:

[Master's Level Certification of Eligibility to Enroll in Fewer than Six Hours](#)

[Doctoral level Certification of Eligibility to Enroll in Fewer than Six Hours](#)

KEYWORDS:

GTA Appointments, Graduate Teaching Assistants

REVIEW, APPROVAL & CHANGE HISTORY:

Originally disseminated and posted by the Provost on December 12, 2002, as part of a memorandum to deans, directors, and chairs and other administrators and staff regarding GRA and GTA eligibility.

Revised 2011 to focus specifically on GTA appointment eligibility; revisions approved by the Senior Vice Provost for Academic Affairs August 11, 2011.

Revised 2012 in order to adjust the minimum score on the TOEFL iBT; revision approved by the Senior Vice Provost for Academic Affairs October 24, 2012.

Minor formatting and content revisions were made in July 2014 to reflect appointment limits in the policy on [Student Employee Eligibility Requirements and Appointment Limits](#).

Personnel: Student Employees Categories: *Hiring*

[LEAVE FEEDBACK](#)

Policy Library Search



Can't Find What You're Looking For?

[Let Us Help »](#)

New Policies in the last 30 days

- Debt Policy
- Index to Dispute Resolution Procedures for Unclassified Professional Staff (UPS)
- Master's Student Oral Exam Committee Composition
- Graduate Studies Representative on Doctoral Exam Committees
- Bylaws, Department of Women, Gender, and Sexuality Studies

[more »](#)

Policies Revised in the last 30 days

- Retirees Handbook, University of Kansas
- Grievance Procedure, African and African-American Studies
- Applicability of the Associate of Arts Degree to the KU Core
- Undergraduate Application Fee Grant: Office of Admissions and Scholarships
- Undergraduate Admission Appeal: Office of Admissions and Scholarships

[more »](#)

KU Today

Earliest-known lamprey larva fossils unearthed in Inner Mongolia — *All KU News* »

[Why KU](#)

[Apply »](#)

*23rd nationwide for service to veterans
— "Best for Vets," Military Times*

FAR ABOVE

The Campaign for Kansas

[Give to KU »](#)

Contact Policy Library

✉ policy@ku.edu
☎ 785.864.9600
Strong Hall, Room 115
1450 Jayhawk Boulevard
University of Kansas
Lawrence, KS 66045

KU THE UNIVERSITY OF KANSAS



[Contact KU](#)
[Lawrence, KS](#) | [Maps](#)

[Academics](#) [Admissions](#) [Alumni](#) [Athletics](#)
[Campuses](#) [Giving](#) [Jobs](#)

The University of Kansas [prohibits discrimination](#) on the basis of race, color, ethnicity, religion, sex, national origin, age, ancestry, disability, status as a veteran, sexual orientation, marital status, parental status, retaliation, gender identity, gender expression and genetic information in the University's programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies and is the University's Title IX Coordinator: the Executive Director of the Office of Institutional Opportunity and Access, IOA@ku.edu, 1246 W. Campus Road, Room 153A, Lawrence, KS, 66045, (785)864-6414, 711 TTY.