



UNIVERSITY *of* MARYLAND

SCHOOL OF NURSING

Policy on Graduate Teaching Assistants

Responsible Administrators: Academic Department Chairs

Sponsoring Units: Academic Departments

Effective Date: 09/2014

Last Reviewed: 1/18/2022

Next Scheduled Review: 10/2024

POLICY STATEMENT

Graduate Teaching Assistants (GTAs) are graduate students with paid academic assignments who work under the supervision of an assigned faculty member. GTAs are assigned to a specific course(s), laboratory session(s), and/or in support of the educational mission of the University of Maryland School of Nursing (UMSON). Assigned GTA duties align with the teaching mission of the University, and the GTAs' primary focus is to assist with teaching activities as approved by the appropriate department chair.

GTAs may be assigned to the following:

- shared activities across courses (i.e., test reviews, med calculation coaching, organizing materials, entering content into electronic platforms, proctoring, tutoring)
- entry-level didactic courses with clinical/lab components and enrollment greater than 80 students
- graduate health assessment courses with enrollment greater than 80 students
- clinical placement activities not supported by the Office of Student and Academic Services
- simulation activities associated with assigned courses
- providing academic support services and supplemental instruction.

The department chair reserves the right to assign GTAs to meet other teaching needs, on a case-by-case basis.

Duties of GTAs may include:

- assisting faculty members with grading, proctoring, tutoring, and administrative duties associated with a course or courses
- managing a laboratory or discussion session of a course

- performing classroom teaching activities under direct supervision of the course coordinator/director.

GTAs will not be solely in charge of a course but may be introduced to hands-on teaching activities according to interests, skills, and developmental opportunities. The final responsibility for course content, grades, and other formal course duties remains with the supervising faculty member. GTAs may not teach at an academic level above their current degree, in their own program, or in a course the student needs to take in the future.

GTAs enroll full time in a graduate program and show evidence of making progress toward a degree (see Guidelines below for more information regarding the full-time requirement). They must maintain a cumulative grade point average of 3.0 or higher.

RATIONALE

The purpose of this policy is to ensure that all qualified students who apply for GTA positions are held to consistent standards and are reviewed and evaluated fairly. The allocation of GTAs is based on teaching and student development needs, and GTA resources are distributed equitably to meet the needs of UMSON.

SCOPE

These procedures apply to UMSON academic departments and clinical simulation labs.

RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS

UMSON

- [Procedure for Hiring and Evaluating Graduate Assistants](#)¹

UMB

- [UMB Policy on Graduate Assistants](#)²
- [Graduate Assistantships](#)³
- [UMB Policy on Confidentiality and Disclosure of Student Records](#)⁴

¹ <https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Procedure-Hiring-Eval-Grad-Assistants.pdf>

² <https://www.umaryland.edu/policies-and-procedures/library/academic-affairs/policies/iii-711a.php>

³ <https://www.graduate.umaryland.edu/Costs-and-Aid/Graduate-Assistantships/>

⁴ <https://www.umaryland.edu/policies-and-procedures/library/academic-affairs/policies/iii-630a.php>

CONTACTS

Any questions or requests for exceptions to the policy should be directed to the appropriate department chair or to the offices or administrators responsible for implementation, enforcement, or assistance. If an exception to this policy is requested, the department chair will adjudicate the request.

DEFINITION

This definition is consistent with the UMB Policy on Graduate Assistants.

“Graduate Teaching Assistant (GTA): A GTA is a graduate student whose primary focus is assisting in the teaching program. GTA duties are performed under the direction and supervision of a principal investigator or other authorized University representative. A GTA is expected to devote 100-percent effort, after completion of the 20-hour-per-week (full time) or the 10-hour-per-week (part time) teaching commitment to his or her studies or research project. Duties of the GTA may include administration of community programs, workshops, assisting a faculty member in the grading, advising, proctoring, and administrative duties associated with a course or courses; teaching responsibility for a laboratory or discussion session of a course; or teaching for a classroom section if it is a multisectional course, under the close supervision of the course director.”

RESPONSIBILITIES

The responsibilities of GTAs are outlined in the [UMB Policy on Graduate Assistants](#)⁵.

“To the extent feasible, Graduate Assistants shall be given a written description of their teaching, research, or other assignments, duties, and responsibilities at least two weeks before the beginning of the semester. However, departments retain the flexibility to adjust assignments as necessary due to loss of funding, course enrollment fluctuations, or other unanticipated events, even after the semester has begun. Graduate Assistant duties shall be determined by the faculty member assigned to supervise the course, laboratory session, or research project in which the assistant is involved. The assigned duties of a Graduate Assistant shall be consistent with the teaching and research missions of the University. The assignment depends on the graduate program’s needs and the experience and qualifications of the assistant.”

⁵ <https://www.umaryland.edu/policies-and-procedures/library/academic-affairs/policies/iii-711a.php>

PROCEDURES

The procedures for hiring a GTA are outlined in the [Procedure for Hiring and Evaluating Graduate Assistants](#)⁶.

GUIDELINES

Information about GTA opportunities are posted in the [UMSON Student Handbook](#)⁷. A GTA must be enrolled and registered as a full-time student. GTAs must enroll in ABGA 901. ABGA credits are counted toward the 9 credits required for full-time registration. If GTAs do not register for ABGA 901, the Internal Revenue Service may not recognize them as working students and may tax them for Social Security (FICA). ABGA courses carry 7 nonbillable credits. Therefore, a graduate student needs to be registered for at least 2 additional credits to meet the full-time requirement for a graduate assistantship.

FORMS AND TOOLS

GTA applications can be found [online](#).⁸

Students should follow the submission instructions on the application.

DATE AND SIGNATURE

Date: January 18, 2022



Approved by the Dean:

⁶ <https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Procedure-Hiring-Eval-Grad-Assistants.pdf>

⁷ <https://www.nursing.umaryland.edu/handbook>

⁸ <http://www.nursing.umaryland.edu/admissions/financial-aid/grad-student/>