

Date: 19 December 2001

To: Deans, Department Chairs, College Administrators

From: Marco J. Mariotto, Dean

Re: New Graduate Student Assistantship Title/ Instructional Assistant

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My office has developed a new graduate student assistantship title called Instructional Assistant. This title can be used to employ eligible graduate students effective as of spring 2002 semester.

The Instructional Assistant title falls under the category of instructional staff (i.e., Teaching Fellows and Teaching Assistants). Students with this appointment are eligible for continuation of summer insurance benefits as 9-month contract faculty if they are employed for the full academic year or spring semester.

The creation of this title has three primary purposes.

- 1.) To provide a title that can accommodate new foreign students who have not passed the Spoken Proficiency English Assessment Kit (SPEAK) or the Test of Spoken English (TSE) and who are expected to serve as classroom assistants. Graduate students employed in the IA title may not lecture nor be listed as instructor of record.
- 2.) To provide insurance benefits to graduate students who are paid from incidental fee accounts and who engage in instructional activities with direct student contact.
- 3.) To provide a more specific title for students who serve in an instructional support positions such as discussion group leaders, graduate technology assistants, art models, etc.

Please use job code 1120 when setting up this appointment title.

Additionally, my office has revised the job descriptions for the other graduate student assistantship categories (TF, TA, RA, GA). Please carefully read the attached [Graduate Student Assistantship Categories](#) document. Effective for the spring semester, graduate students may not be employed under the Academic Support Assistant title.

For additional information or questions, please contact Mani Kuffel at 3-9118 or [mfkuffel@central.uh.edu](mailto:mfkuffel@central.uh.edu).

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