



Graduate Teaching Assistant Stipend Process

These awards are given by The Graduate School with the goal of supporting student research.

Eligibility:

- The student:
 - is enrolled in thesis or dissertation hours.
 - has minimum 3.0 GPA.
 - is in Good Academic Standing.
 - is available to work as a Graduate Teaching Assistant on campus, or if working remotely the appropriate level of support and training is provided to justify funding from ISF.
 - who is required to submit English Language Proficiency Exam scores for admissions has submitted TOEFL scores of 86 with the following minimum scores: Writing = 19 Speaking = 27 Listening = 14 Reading = 19 or 7 on the speaking portion of the IELTS.
- The nominating faculty member:
 - has committed to supporting the student's thesis/dissertation work.
 - has the approval of the department chair to submit a nomination.

Process:

1. Deans will be notified via email when Nominations/Renewals are being solicited and will share this with their chairs/faculty.
2. Faculty student mentor will submit initial nominations and department chairs will submit renewal requests through a Qualtrics GTA Request form.
3. The Graduate School will review applications to ensure nominees meet the qualifications.
4. Upon selection, the student recipients will be notified, along with their faculty mentor and department chair, if funding is awarded.
5. Once selected and notified, student recipients must complete the GTA Award Package form, HR onboarding, and online training certification (if supporting hybrid or online instruction).
6. Funds will be transferred from The Graduate School to each program per semester after completion of required documentation. Programs will be notified when transfers are made.
7. Upon completion of semester, the faculty mentor will submit GTA Evaluation form, and the student will submit the GTA Experience survey and Progress Report form.

Special Notes:

- Students are expected to make progress in their thesis/dissertation to be eligible for continued funding.
- If your student is international or a non-Texas resident and will need in-state tuition via this award, please submit a GRA/GTA Waiver Request form to enroll@uttyler.edu.
- GTAs serving as Instructor of Record (IOR) must meet faculty credentialing criteria per Office of Institutional Effectiveness.