

GTA Application for Spring 2020

NOTE: Additional criteria may be used in the selection process.

Graduate Teaching Assistantships

Outstanding PhD students in the electrical engineering program are eligible to apply for graduate teaching assistantships. In addition to a monthly salary, EE GTAs are entitled to in-state tuition rates. These positions are highly competitive, and the selection process is comprehensive. Only a small percentage of applicants will be appointed. Final appointments will be determined by the needs of the department. Please read the following before submitting your application and follow the directions carefully in order to ensure that your application receives consideration.

Requirements:

In order for students to be considered for GTA positions in the Electrical Engineering Department, the following requirements must be met:

- Admission status must be unconditional.
- English proficiency must be demonstrated by students whose native language is not English by one of the following: (a) a score of 23 or higher on the TOEFL IBTSP; (b) a score of 7 or higher on the IELTS; or (c) passing the English Language Institute Developmental English Program. (Students demonstrating proficiency by passing the ITA must submit documentation from the English Language Institute certifying successful completion of the course.)
- Enroll in and successfully complete a minimum of 6 semester hours; 6 hours is full time enrollment in summer, Minimum enrollment requirement must be met at the time the application is processed.
- Students accepting GTA positions for the first time are required to be on campus before classes begin.
- Students accepting graduate assistantships are expected to devote their efforts to graduate studies and assistantship responsibilities and, therefore, agree to hold no additional employment during the semester. (No exceptions.)
- Students accepting graduate assistantships are expected to remain on campus and available to the Instructor to whom they have been assigned until the semester grades are posted or the EE Department releases them (in writing or via email).

- Students appointed to lab sections must pass a lab skills test. Failure to pass the test may result in the loss of the GTA appointment.
- GTAs not being in their designated location for required office hours will face the possibility of not being re-appointed.
- GTAs not attending required course assessment meetings with Chair of department will face the possibility of not being re-appointed.

GTA Assignment Priorities

The Electrical Engineering Department attempts to assign individuals to serve as GTAs in a manner that both meets the needs of the professors and that also respects the Graduate Students who serve. In order to balance these two needs, a priority system has been established that shows how GTAs are selected (additional criteria may be used in the selection process).

1. Eligible PhD students.
2. Recruiting commitments to new students as a means of attracting them to UTA.
3. Faculty requests for students.

We will continue to use as many GTAs as possible, but when the number of applicants far exceeds the number of available positions, the priority system shown above will guide the selection process. On average we receive about 60-70 applications for the fall semester with availability of about 30-32 hires in the fall semester.

Frequently Asked Questions:

1. **Why am I required to be on campus before classes begin?**
New EE GTAs are required to arrive early so that they may attend departmental and university training, complete paperwork required for new employees, and meet the professor he/she has been assigned to assist before classes begin. Continuing GTAs must arrive in time to meet with the professor for whom they have been assigned before classes begin.
2. **I have a 4.0 GPA, does this assure me a GTA position?**
No. GPA is one of many factors considered in the selection process but does not guarantee selection.
3. **When I apply for GTA, what are my chances of being hired?**
Please understand that we will hire as many GTAs as the class load requires and our budget allows. This does not mean that if you are interested and qualified

you should not apply to become a GTA – you cannot be considered for a position if you haven't applied for one.

4. What do I need to do if I am hired as a GTA and have other employment on campus?

As soon as you have been notified by e-mail that you have been selected as a GTA, you should immediately terminate your other on-campus employment. Failure to do so will result in your appointment being delayed in Electrical Engineering and you cannot be paid for the days it takes your previous employer to do their termination paperwork as appointments cannot “overlap”. The EE appointment cannot be approved until your previous appointment is shown as “expired” in the Human Resources payroll system.

Instructions for Completing the Application

If you are an international student, please remember to fill out a full-course waiver form if you will be enrolled less than 9 hours.

The application must be submitted on-line at <https://www.uta.edu/php-lib/machform/view.php?id=970> by the deadline of 4:00PM CST December 13, 2019. Once you have submitted on-line, the application will automatically be sent by e-mail to Gail Paniuski in the EE Department. There is no need for you to turn in a paper copy. If you have any questions, please contact Gail Paniuski at paniuski@uta.edu.