**Graduate Assistantships**

**Department of English**

**Texas State University**

The Department of English awards two types of assistantships. Current graduate students and applicants for graduate study are eligible to apply for appointments as **Instructional Assistants** (IAs). Those who have already completed 18 graduate hours in English and who have sufficient teaching experience may be considered for appointments as **Teaching Assistants** (TAs). All graduate assistants must hold a baccalaureate degree on their first day of appointment.

In order to be considered for an appointment, applicants must have at least 9 required credit hours remaining to complete in their degree plan during the year in which they will hold an appointment. No exception to this requirement will be granted. Holding an appointment normally requires a student to carry 9 hours each semester during the final year.

**Instructional Assistants.** Duties of IAs vary, but most assist in large literature courses taught

by lead teachers; IAs attend lectures, operate media equipment, grade papers, and, in some cases, conduct review sessions. At midterm and at the end of the semester, lead teachers submit evaluations of IAs to the Department of English IA Coordinator.

During their initial semester in the program, IAs must take English 5372 (Practicum in English Studies), a three-credit course for instructional assistants in English. Although this course will be transcripted, it does not count toward degree credit. Enrollment in this course will be at no

cost to the IA. IAs are also required to attend a one-day training workshop before school begins in

August 2017.

Instructional assistantships are granted for one year only; IAs who wish to become TAs must complete the 18 requisite hours in English. IAs earn $13,770 per academic year (2017-18), paid in 9 monthly installments beginning the first working day of October.

**Teaching Assistants.** TAs teach their own sections of first-year English under the supervision of the Director of Lower-Division Studies.

All TAs are required to attend a one-day training workshop before school begins in August 2017 and before school begins in January 2018. During their first semester, TAs must also attend regularly scheduled workshops held on Tuesdays from 2:00 p.m. to 4:50 p.m. TAs who have not formerly been IAs in the Department of English will receive three hours of credit for English 5382 (Practicum in Composition) in conjunction with these workshops. Although this course will be transcripted, it does not count toward degree credit. Enrollment in this course will be at no cost to the TA.

First-year TAs earn $15,414.39 per academic year (2017-18), paid in 9 monthly installments beginning the first working day of October.

**Benefits.** IAs and TAs are eligible for in-state tuition rates.

**Length of Appointments.** IAs and TAs are hired during the spring and begin their duties in August. Appointments are renewable, depending on favorable evaluation, but may not exceed a total of 2 years for MA students or 3 years for MFA students. Any exception to these limits will be specified in the initial letter of appointment. Shorter limits will apply to candidates who have completed some degree requirements prior to appointment.

**Course Load.** As a condition of continuing employment, graduate assistants must take at least 6 credit hours of course work in each long semester (Fall and Spring); and at least 18 credit hours

of course work each academic year, including summer school. Graduate assistants normally take no more than 9 hours each long semester. However, with permission from their graduate

advisor, they may take 12 hours during the semester in which they are also enrolled in ENG 5372

(Practicum in English Studies) or ENG 5382 (Practicum in Composition).

In the final year of their program, graduate assistants must have at least 9 required credit hours remaining to complete in their degree plan and will normally take 9 hours each long semester, including thesis hours. No exceptions to these requirements will be granted.

**Conversion from IA to TA Status.** Those initially hired as IAs may be offered subsequent appointments as TAs. This change of status, however, depends on the student’s qualifications (including completion of at least 18 graduate hours in English), the number of available TA positions, and the needs of the Department. The change is not automatic.

**Outside Employment.** A graduate assistantship in conjunction with enrollment in a graduate English program is considered full-time work. In this respect, they are subject to the same Regents’ Rules that apply to all faculty. These rules state that “faculty should be discouraged from accepting regular employment outside the component University. . . . Any outside employment must be approved in advance by the Chair of the Department.”

**Application Procedures.** Send a single PDF attachment that includes the following four documents in this order:

1) The IA/TA Application, available at <http://www.english.txstate.edu/facultyres/iataapp.html>;

2) A résumé or CV;

3) Your statement of interest in and potential for teaching;

4) Up-to-date transcripts.

Name the PDF file LASTNAME\_FIRSTNAME2017 and email it as an attachment: engassistantapp@txstate.edu.

You also must have three recommenders email their letters directly to the Texas State University Department of English: [engassistantapp@txstate.edu](mailto:engassistanapp@txstate.edu). Your name should appear in the subject line.

If you have questions, please contact Dr. Flore Chevaillier, Department of English, Texas State University, 601 University Drive, San Marcos, TX 78666, (512) 245-7683, fc@txstate.edu.

Or you may contact the appropriate graduate director:

* Professor Doug Dorst, MFA program (512) 245-7681, [mfinearts@txstate.edu](mailto:mfinearts@txstate.edu)
* Professor Paul Cohen, MA in Literature program (512) 245-7685, [malit@txstate.edu](mailto:malit@txstate.edu)
* Professor Miriam Williams, MA in Technical Communication program (512) 245-3733, [matc@txstate.edu](mailto:matc@txstate.edu)
* Professor Rebecca Jackson, MA in Rhetoric and Composition program (512) 245-8975, [marc@txstate.edu](mailto:marc@txstate.edu)

The postmark deadline for completed applications, including all supporting material, is January

15. Those applying for assistantships must also apply for program admission by January 15.