

Hiring Graduate Research & Teaching Assistants/Graduate Part-Time Instructors

(If you are interested in hiring a graduate student into an hourly position, please see the "Hiring Hourly Student Employees" guide)



Civil, Environmental and
Architectural Engineering
UNIVERSITY OF COLORADO **BOULDER**

Hiring Graduate Research Assistants (GRA)

1. Toward the later half of each semester, the HR Manager will send an email to all faculty requesting they submit their hire requests for Graduate Research and Teaching Assistants for the upcoming semester. There will be a link to a Google Form in that email to submit your request.

Timeline: 1 month

2. The information that you will need to be prepared to provide includes: Your name, title & if any additional supervisors/PIs should sign off on the letter, student name & email, if the student has passed or intends to pass their comprehensive exam prior to the start of the next semester (if doctoral), duration of appointment, percentage of time, and the speedtype(s).

- a. Salary is set by the department and is dependent upon if the student has passed their comprehensive exam or not. Salary is adjusted based on percentage of time and duration of appointment.

3. The HR Manager will use the information submitted on the form to draft the offer letter and upload the appointment into HCM. You will be asked to sign off on the offer letter via DocuSign.

Timeline: 1 week

4. The student's appointment will automatically end at the end of each semester. Should you need to make any changes to the appointment, please email the HR Manager directly.

Hiring Graduate Teaching Assistants (GTA) & Graduate Part-Time Instructors (GPTI)

1. Any requests for a TA or GPTI need to be approved by the department Chair since the department funds these appointments. Please send an email directly to the Chair and HR Manager with your request.
2. Upon approval, the HR Manager will draft the offer letter and upload the appointment into HCM. Only the department Chair and the employee sign these offer letters.

Helpful Information:

- TAs assist the primary instructor with teaching the course and office hours, preparing the syllabus & assignments, and grading. GPTIs do all of this as well but directly teach the course instead of assisting a primary instructor. If you are in need of a GPTI to cover a course, for instance, instead of a TA, please specify this when communicating your request to the Chair. **GPTIs are not eligible to cover graduate-level classes.**
- The Graduate Student Appointment Manual, as well as additional helpful resources, can be found [here](#). [This page](#) also provides a lot of basic information related to graduate student appointments.
- Graduate employees receive tuition waivers based on the percentage of their appointment (i.e. 50%-time appointment = 50% tuition waiver). Appointments above 20%-time also receive 91% coverage of the student gold health insurance, dental insurance, and full coverage of mandatory student fees. Students must work at least 12 weeks in an academic year semester and a minimum of a full summer session during the summer term to receive tuition remission.
- Graduate employees are not permitted to work more than 20 hours per week (50% FTE) during the academic year. You may petition the Graduate School to allow them to work more than 20 hours per week by submitting an [Overload Petition](#). During the summer, graduate employees are permitted to work up to 40 hours per week (100% FTE).
- For help drafting offer letters for incoming/prospective students for recruitment purposes, please work with the CEAE Graduate Advising team.