

HCAP Graduate Assistant Funding Guidelines

HCAP is committed to fairness and equity in graduate student support. These guidelines apply to student assistantship¹ positions, tuition support², and health insurance coverage for graduate students regardless of the funding source.

Eligibility

- Must be in ‘good standing’
- Enrollment in at least nine (9) credit hours in long semesters and three (3) credit hours in the summer (9/9/3)³

Minimum Requirements

- No student employees can be hired for more than 19 hours per week
- Student employees must be compensated at or above rates as listed in Table 1.

Table 1: Student Employee Hiring Guidelines

	PhD Students	Master’s Students
Minimum Employee Pay⁴ (12 months preferred)	4.5 months: \$9,375 9 months: \$18,750 12 months: \$25,000	4.5 months: \$5,625 9 months: \$11,250 12 months: \$15,000
Tuition	Equivalent to enrollment hours (9/9/3) (roughly \$11,350 for 12 months)	<u>Optional</u> : same support level as PhD students
Health Insurance⁵	Up to \$3,313 per year	Up to \$3,313 per year

Optional support for PhD or Master’s students:

1. *\$1,000 Competitive Scholarships*: Enables in-state tuition eligibility for the student; Supplied as direct financial support to provide for the student’s living expenses; Not considered compensation for services.
2. *Stipend*: Supplied as direct financial support to provide for the student's living expenses; Not considered compensation for services.

An appointment letter including responsibilities and compensation should be signed by the Supervising Manager and the student before hiring. No students should begin working until notification of an approved appointment. No change of pay structure or hours will be allowed once an appointment is entered; a new appointment will be required.

¹ Student receiving compensation based on completion of expected work. Salaried positions: Research (GRA); Teaching (GTA I or II); Service (GSA); Paid hourly: Administrative (GAA).

² Financial support for tuition and fees based on enrollment hours.

³ Exemptions can be requested in a student’s graduating semester.

⁴ PhD students must be hired for 4.5, 9, or 12 months at 19 hours per week regardless of funding.

Institutional-funded MS students must be appointed for 4.5, 9, or 12 months for 10, 13, or 19 hours per week.

Sponsored funded MS students can be appointed for a length of time that aligns with the project scope and timeline, but the appointment must adhere to the minimum level of pay per hour even if hired in a salaried position (i.e., GRA, GTA, GSA).

⁵ Minimum appointment is one semester @ 19 hours/week; students must enroll in the UT System Health Insurance Plan (SHIP).

HCaP Graduate Student Hiring Options

PhD Students

1. **Assistantships** (Cannot exceed 19 hours/week; 9/9/3 enrollment; ‘Good standing’)
 - *Length*: 4.5 months (1 semester), 9 months (2 semesters), or 12 months only
 - *Pay*: At least \$25.30 per hour (transformed to a salary¹)
 - *Tuition & Health Insurance*: Supported by funding source² and aligned with employment length
2. **Non-Student Positions**
 - Teaching a single course: Lecturer (not a GTA II³)
3. **Staff Positions**: Part-time students ONLY; Processed through OPE hiring process⁴

MS Students

1. **Assistantships** (Cannot exceed 19 hours/week; 9/9/3 enrollment; ‘Good standing’)
 - *Length*: 4.5 months (1 semester), 9 months (2 semesters), or 12 months; May vary if sponsored project funded
 - *Pay*: At least \$15.18 per hour (transformed to a salary⁵)
 - *Tuition*: Institutionally funded students-None; Sponsored project supported students-Optional
 - *Health insurance*: Must be at least 19 hours/week for at least one semester⁶
2. **Student Positions**
 - See list: [UTSA Student Titles](#) (e.g., Lab Assistant; Reader/Grader)
 - All positions must be paid at the minimum rate: \$15.18 per hour
 - Cannot exceed 19 hours per week; Must be enrolled in at least one class
3. **Non-Student Positions**
 - Teaching a single course: Lecturer (not a GTA II⁷)
4. **Staff Positions**: Part-time students ONLY; Processed through OPE hiring process⁸

¹ Salaried positions: Research (GRA); Teaching (GTA I or II); Service (GSA); Paid hourly: Administrative (GAA).

² Institutionally funded students paid by College; Sponsored project funded students paid by sponsored projects.

³ Students assigned to multiple sections/courses should be hired as GTA II (see Assistantship above).

⁴ Position must be advertised and interviews completed to select candidate.

⁵ Salaried positions: Research (GRA); Teaching (GTA I or II); Service (GSA); Paid hourly: Administrative (GAA).

⁶ Institutionally funded students paid by College; Sponsored project funded students paid by sponsored projects.

⁷ Students assigned to multiple sections/courses should be hired as GTA II (see Assistantship above).

⁸ Position must be advertised and interviews completed to select candidate.

Frequently Asked Questions

- *If I use my start-up/F&A/salary recovery cost center, do I have to employ someone at 19 hours? Yes, if they are a PhD student. No, if they are an MS student, but they need to be paid at the minimum rate (see above) for at least one semester.*
- *If I am using external funding, do I have to employ someone at 19 hours? Yes, if they are a PhD student. No, if they are an MS student, but they cannot exceed 19 hours per week.*
- *If I am using external funding, do I have to employ them for a whole semester? Depends - All PhD students and MS students supported with institutional funds must be supported for 4.5, 9, or 12 months. MS students supported with sponsored project funds may be employed for a period of time that aligns with the project scope and timeline.*
- *My external funding source is ending and I only have enough F&A to cover another month for my GRA. Can I extend their contract for 1 month? Yes, if they are an MS student. PhD students must be appointed for 4.5, 9, or 12 months.*
- *Does the College cover the health insurance payment for a student funded by a sponsored project? Yes, for the 22-23 academic year only and only if they are employed for a minimum of one full semester at 19 hours per week. After the 22-23 AY, students funded by sponsored project funds will have to have their insurance funded by the sponsored project.*
- *How are students reimbursed for health insurance? For masters level students or doctoral students who are not fully-funded, **who are eligible for reimbursement**, they will need to enroll through the UTSHIP website and submit the confirmation/receipt of payment in order to be reimbursed. The reimbursement will be processed through the Notice of Award process and be applied to their student account. The reimbursement will go towards any current balance first. For full-time/fully funded doctoral students, they will be automatically enrolled in UTSHIP by the Graduate School and the college will be billed.*
- *Can a student be hired if they are enrolled in less than 9/9/3 semester credit hours? No, unless it is their last semester then a petition must be submitted. The Petition for Graduate Assistantships form is located on the BSC website.*
- *Can I submit a hiring request without a Position ID number? No, all hiring requests must include a Position ID number. Department Admins are provided a list of these numbers, please contact them prior to submitting your hiring request.*
- *When should I submit a request to hire a student? At the minimum 2 weeks in advance of the intended start date. Earlier during busy seasons.*
- *When should I request tuition funding or scholarship funding for a student? Refer to the Stipend Office website for information on busy processing periods and timelines:
https://www.utsa.edu/enrollment/facultystaff/finaid/Stipend.html#_ga=2.267762379.415200871.1661782907-881574626.1630702942 There are two high peak periods which occur in May to mid-October, and January to mid-February. Turnaround time can extend up to three weeks during these times.*
- *When do I request a Criminal Background Check (CBC) for a student I want to hire? Before you submit the hiring request form. On the form you will need to include the date and type of CBC you submitted.*