

**Graduate Standard Operating Procedure (SOP)**

Topic: Graduate Student Assistantships Document

#: GR-SOP-Finance-03

I. OVERVIEW OF GRADUATE STUDENT OVERLOAD EMPLOYMENT POLICY:

- A. The following policies are applicable to all graduate student assistants; departments and colleges may prescribe additional conditions of employment:
1. The normal appointment for a graduate student assistant is a Full-Time Equivalency (FTE) workload of 50% (or .50FTE). This entails a work load that may not exceed 20 hours per week including time spent in preparation, in the classroom or laboratory, reading papers and examinations, or any combination of these or other assigned activities.
  2. Requests for overload appointments will be considered on a case by case basis. Typically, overload appointments will only be allowed for one semester during a student's graduate studies. Requests for short periods of time will generally be approved and will not count toward the one semester maximum.
  3. Graduate students employed in an on campus assistantship may not engage in on-campus employment for greater than .50 FTE unless special permission is obtained prior to the start of the overload appointment.
  4. Overload requests greater than .75 FTE (30 hours/week) will not be approved.
  5. International students on F-1 or J-1 visas may not hold overload appointments during the fall or spring terms. International students should check with the International Student and Scholar Services Office (ISSSO) regarding employment regulations.
  6. A Reduced Course Load (RCL) in fall/spring term does not authorize an overload above and beyond the on-campus employment rule of 20 hours per week.
  7. An overload request is not required for winter mini session or summer appointments.
    - a. Summer appointments include those from May 1 to August 31.
    - b. Winter mini appointments include those from December 1 to January 31.
  8. \*Exception for all one-time, single payments less than \$1,000. Activities associated with this type of payment might include: proctoring of an exam, payment for participation at an athletic function, participation in a research study, and participation in a special event.

II. PROCEDURES TO REQUEST OVERLOAD:

- A. All requests for graduate student assistantship overloads (any combination of (or single) appointment(s) that exceed .50 FTE) must be completed on the Graduate

1. A written, detailed justification of the need to assign an overload must be included on/attached to the form. The justification should include the following information:
  - a. The need for the overload appointment;
  - b. The student's **current** academic progress and the impact of the overload appointment on the student's future progress towards degree completion;
  - c. The academic benefit (if any) of the overload appointment to the student.
- b. Please add proper graduate student job code 1100 Teaching Assistant, 1110 Teaching Fellow, 1120 Instructional Assistant, 3080 Research Assistant, 3160 Graduate Assistant, or 3081 Research Assistant/Tuition Eligible.
2. All information requested on the form must be provided.
3. Upon approval, the Graduate School will upload the signed form in IRIS. This form must be attached to the ePAR.

V. DOCUMENTATION

A. [Graduate Student Assistantships Overload Request Form](#)

VI. APPROVAL

Dr. Sarah Larsen  
 Vice Provost and Dean, University of Houston Graduate School

9/14/2020  
 Approval Date

**REVISION LOG**

Revision Number	Approved Date	Description of Changes
1	3/5/2019	Initial edition
2	3/4/2020	Section I.A.3 – Addition of new Assistantships language
3	7/14/2020	Section I.A.7 – Addition of sub-bullets
4	9/14/2020	Section I.A.8 – Correction of one-time payment amount