

Academic Affairs TA Stipend Process

These awards are given by Academic Affairs with the goal of increasing student research.

Eligibility:

- The student is available to work as a Teaching Assistant on campus.
- If international and the Instructor of Record, the student has submitted TOEFL scores of 86 with the following minimum scores: Writing=19 Speaking =27 Listening= 14 Reading= 19 or 7 on the speaking portion of the IELTS.
- The student has committed to completing a thesis and has an Approved Thesis Committee form on file. If the student is not far enough along to have a working thesis title/committee, please wait until a subsequent semester to request funds.
- The nominating faculty member has committed to supporting the student's thesis work.
- The nominating faculty member has the approval of the department chair to submit a nomination.
- The student has agreed to present their completed thesis at Grad School 180. This includes attending workshops, practice sessions, preliminary rounds, etc., each semester they receive funding.

Process:

- Deans will be notified via email when Nominations/Renewals are being accepted, and will share this with their chairs/faculty.
- Faculty will submit initial nominations and department chairs will submit renewal requests through this [form](#), making sure to select the proper category (new or renewal).
- Chairs should submit renewal requests after meeting with the faculty mentor to ensure that satisfactory progress is being made on the thesis. The chair will be required to note which Thesis Stage the student is currently in (based on the stages that each program submitted to the Grad School). The Stages of Progress document will be attached to the notification sent to the deans.
- Forms that are incomplete or incorrectly filled out will not be considered.
- Funds will be transferred from Academic Affairs to each program at the rate of \$3500 per student, per semester. Programs will be notified when transfers are made.
- Student recipients will be notified, along with their faculty mentor, of the requirements to receive funding.
- Students will receive email reminders to their Patriot account to attend each event. Since students must be on-campus to be a TA, they must attend the workshops in-person.

Expectations for Continued Funding:

- Students should be moving along the “stages of progress” submitted by each program; students who do not progress at a satisfactory rate will forfeit additional funding.
- Students who do not participate in Grad School 180 events will forfeit additional funding. Participation will be tracked by swiping Student ID card.

Special Notes

- If your student is international or a non-Texas resident and will need in-state tuition via this award, please contact scholarship@uttyler.edu. You'll need to submit this form to them: https://www.uttyler.edu/financialaid/files/RA_TA_Waiver_Request_Form.pdf
- Any questions about hiring, hours worked, offer letters, etc. should be directed to HR.