**Philosophy Graduate Assistantship Policies**

**(as of Jan 2024)**

**Note: Additional information about Graduate Assistantships and graduate instructors of record can be found in sections 8.1–8.10 of the** [**Philosophy Graduate Handbook**](https://www.luc.edu/philosophy/Graduate_Student_Handbook.shtml)

**Overview of Graduate School Policies**

Graduate assistantships are divided into Teaching Assistantships and Research Assistantships. Assistantships may not exceed an average of 16 to 19.5 hours per week. The duties associated with these positions should provide students with educational and professional benefits while enhancing their pedagogical, research, and/or administrative skills. Graduate students may not be assigned duties to support the administration of the graduate program.

Students may be assigned one full-time TA or RA position (average of no more than 19.5 hours per week) or two part-time positions (average of 9.75hrs per week). Students may not be assigned research and teaching responsibilities in the same semester. For more on these policies, please see the Graduate School’s webpage on [Graduate Assistantships.](https://www.luc.edu/gradschool/FundingGrad.Education.shtml)

**Philosophy Department Graduate Assistantship Policies**

The Graduate Program in Philosophy follows the Graduate School Policies regarding graduate assistantships. While the Graduate School prohibits splitting graduate assistantships across one part-time TA position and one part-time RA position, it is to the advantage of our students to develop multiple skills each semester that contribute to their development as teachers, scholars, and mentors. For this reason, the Philosophy Graduate Program is permitted to split TA assignments across one part-time TA assignment focused exclusively on classroom work and one part-time TA assignment focused on building research, mentorship, and advising skills outside the classroom.

Part-time TA assignments focused on classroom work will be designated as TA classroom (TA-CL) assignments.

Part-time TA assignments focused on work outside the classroom will be designated as TA-non-classroom (TA-non CL) assignments.

TA-non CL assignments should contribute to the student’s ability to mentor and advise their students in the future but should not involve any classroom work. These assignments may include duties associated with undergraduate mentorship for organizations like MAP, editorial work for academic journals or manuscripts, conference organization, grant writing, interdisciplinary collaboration, etc.

*Students in graduate assistantships are not faculty assistants.*These assignments must serve the students, and no faculty person is guaranteed a TA or RA at Loyola. If a student report reflects that a faculty person has treated the position this way, faculty will not be permitted to work with students in this capacity.

**Full-Time Teaching and Research Assistantships**

Students may hold the following full-time TA or RA positions:

1. Full-time TA position (16 to 19.5 hrs/week): The student’s duties focus on developing pedagogical skills by working with one faculty person for one 100-level or 200-level class. This may include attending class meetings, facilitating student participation and writing workshops, holding office hours, teaching one or two class sessions, learning how to design assignments and assess student performance, meeting with supervising faculty to discuss syllabus design, pedagogy, etc. The student may not be assigned any research duties in this assignment.
2. Full-time RA position (16–19.5 hrs/week): The student’s duties focus on the development of scholarly and administrative skills. This may include editorial work for journals or scholarly manuscripts, indexing work, grant writing work, conference organization, mentorship, program management, etc.

The following rules apply to full-time assignments:

1. The workload for a full-time assignment may not exceed an average of 19.5 hours per week.
2. Full-time TA positions must focus solely on work inside the classroom.
3. Full-time RA positions must focus solely on work outside the classroom.
4. Students in a full-time assignment are prohibited from doing TA and RA work for the same faculty person during the same semester.

**Part-time Teaching and Research Assistantships**

Students may hold the following part-time positions:

1. Part-time TA-CL position (no more than 9.75 hrs/week): The student’s duties are classroom-focused and should look like the duties associated with the full-time TA position described above. The student may not hold two part-time TA-CL positions in one semester.
2. Part-time TA-non CL position (no more than 9.75 hrs/week): The student’s duties focus on work outside of the classroom that builds skills associated with scholarship, mentorship, advising, and/or leadership. This can include MAP work, editorial work for an academic journal or manuscript, grant writing, conference organization, etc.
3. Part-time RA position (no more than 9.75 hrs/week): Students may serve in two part-time RA positions so long as the positions are sufficiently different.

The following rules apply to two part-time assignments:

1. The total workload for both part-time positions may not exceed an average of 16–19.5 hours per week or 8–9.75 hours per week per assignment.
2. Each part-time assignment must be sufficiently different.
3. Each position must be supervised by different faculty.
4. Students may not TA for two different classes. Part-time TA positions can only be split across one classroom-focused assignment (a TA CL assignment) and one non-classroom focused assignment (a TA non-CL assignment).
5. The position may only be split across two RA positions when each assignment focuses on sufficiently different skills (e.g. one focuses on editorial work, and one focuses on undergraduate mentoring).

**Student Policies**

1. All students on assistantship who are not instructors of record must either hold one full-time or two part-time assignments. The total amount of time students spend on these assignments will not exceed an average of 18-20 hours per week.
2. Students must hold one full-time TA position for one faculty person for at least one semester during their time in the PhD program.
3. Students may serve in two part-time assignments only when the emphasis is different enough in each assignment to ensure a balanced workload that does not exceed an average of 16–19.5 hours per week.
4. A student may not TA for more than one class. If the student has a part-time TA-CL assignment, the other assignment must be a part-time TA-non CL assignment.
5. The student must fulfill the responsibilities of the assignment so long as those responsibilities accord with the graduate assistantship policies stated above.
6. Students have the responsibility to consult the GPD if their duties exceed the number of hours they should dedicate to the assignment.
7. Faculty will report on the student’s progress at the end of the semester. A student’s failure to fulfill the duties of their assignment may result in reconsideration of their eligibility for assistantship.

**Faculty Policies**

1. Loyola does not guarantee TAs or RAs to any faculty person.
2. Graduate students in these assignments are not faculty assistants and may not be treated this way.
3. Grading should comprise only a portion of the work a student does each week in a classroom-oriented TA assignment.
4. The workload for a part-time position may not exceed an average of 9.75 hrs per week.
5. The workload for a full-time position may not exceed an average of 19.5 hrs per week.
6. A student may not be a part-time TA and a part-time RA for the same faculty person in the same semester. This means that faculty who are assigned a full-time TA may not assign research work to that student. Faculty who are assigned a full-time RA may not assign teaching work to that student.
7. Faculty must clearly explain how the TA or RA assignment they are requesting benefits the student pedagogically and/or professionally in the TA/RA request form. This includes:
   1. Clearly articulating the expectations of the position.
   2. Indicating what sorts of activities *directly* contribute to the student’s development as a teacher, mentor, and/or scholar.
   3. Laying out a plan to meet with the student to discuss their goals and progress in the position throughout the semester.
8. TA and RA requests that prioritize student development over faculty need will be prioritized.
9. Students will report on whether this has taken place in their TA/RA reports, and faculty may be denied TA or RA assignments in the future if the position does not benefit the student pedagogically and/or professionally.