

From: Dr. Gergely Záruba
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Re: Memorandum on Concurrent Employment for TA/IA Positions

To: All CSE Students, Faculty, and Staff

The Teaching Assistant (TA) and Instructional Assistant (IA) positions in our department exist to support the academic mission of the University of North Texas and to ensure student success in our courses. These positions come with a financial stipend and for some graduate students, tuition benefits and employment waivers (enabling to pay Texas instate tuition). In exchange, TAs and IAs are expected to devote their professional efforts to their assigned instructional duties (20hrs/week), their own academic progress, and their research.

Effective immediately:

- TA and IA positions will only be offered to students who do **not** have any other concurrent employment — paid or unpaid — during the same semester.
- Any violation of the guidelines put forward in this memorandum will result in the termination of the TA/IA offer for the semester. Students in violation may not be offered again TA/IA positions.
- This includes external work (e.g., internships, OPT/CPT positions, part-time or full-time industry roles) and internal work (e.g., positions with other UNT units outside our department).

Rationale:

- TA/IA roles are 20-hour-per-week commitments. Duties include assisting instructors, holding student hours, supporting laboratories, grading, and other instructional responsibilities.
- Holding another job — even part-time — has repeatedly led to situations where TAs/IAs were unavailable for their assigned duties, negatively impacting courses, faculty supervisors, and students.
- We must ensure that all TA/IAs are able to fulfill their obligations without conflicts of interest or divided priorities.

Expectations:

- TA/IAs should dedicate their professional time to their studies, research, and assigned duties within the department.
- Any outside commitments must be disclosed to the department prior to accepting a TA/IA role.
- Students who wish to pursue private-sector or other employment opportunities should do so without simultaneously holding a TA/IA assignment.

Guidance for Faculty:

- Faculty members hiring Research Assistants (RAs) are encouraged to follow a similar mindset, ensuring RAs devote sufficient time to research responsibilities and do not have competing work commitments.

Our goal is to protect the quality of instruction, maintain fairness in workload distribution, equity in providing assistantships, and ensure that the funding provided by our department directly supports the education of our students.

If you have any questions about this policy or need clarification on allowable work arrangements, please contact me directly.

