

# School of Industrial Engineering and Management

## RA/TA Policies and Process

The School of IE&M works very hard to provide all graduate students with an enriched academic environment and as many opportunities to interact with the faculty as possible. RA/TA assignments are a part of this experience.

We use the following process to help us establish both interest and qualifications for matching interested students with RA/TA opportunities. Every student who is seeking an RA/TA appointment (or reappointment) with IE&M is required to fill out an RA/TA application. The completed applications are collected and are made available to the IE&M faculty upon request. Every semester, each faculty member is expected to provide the Head with names of TA candidates who are most qualified to assist them. With the assistance of the Graduate Program Director, the Head then matches qualifications and interests with faculty requirements, and makes appointments subject to funds availability and other constraints. RA appointments are made by individual faculty with the approval of the Head.

It is the student's responsibility to submit a completed RA/TA application before the beginning of each semester. Appointments are considered at the beginning of each term. In order to be considered for appointment (or reappointment), several factors are taken into account:

- Technical qualifications – each appointment requires knowledge and technical skills specific to the tasks at hand. International students who wish to be considered for TA appointment are required to demonstrate proficiency in spoken English by scoring 26 or higher on the speaking section of the iBT or by becoming ITA certified<sup>1</sup>.
- Job performance – each appointment carries responsibilities for timely and satisfactory technical performance and professional behavior. Past RA/TA performance will be a critical factor for reappointments.
- Academic performance – each student appointed must be in good standing and remain in good standing during his or her period of appointment. Scholarship, as evinced by performance in IE&M graduate courses and satisfactory progress towards his or her degree (including thesis/dissertation progress), is an important factor.
- Good conduct – each appointment, whether TA or RA, requires the student to demonstrate exemplary work ethic and professional conduct. Evidence of academic dishonesty or unprofessional conduct will preclude the student from consideration for RA/TA appointments for a semester or more.
- Length of stay – unless special circumstances apply, a master's student should not expect support beyond their 4<sup>th</sup> semester in the program; a doctoral student in the 60-credit program should not expect support beyond their 4<sup>th</sup> year in the program; a doctoral student in the 90-credit program should not expect support beyond their 6<sup>th</sup> year in the program.
- Funds available – research and teaching assistantship funds vary with research project budgets and state educational budgets, respectively.

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<sup>1</sup> <https://gradcollege.okstate.edu/content/ita-policy>