

*TA contracts are funded out of the Dean's TA budget.
 TA Match contracts include the Dean's TA budget and any other funding source.
 RA contracts are funded out of discretionary, research or any funding source other than the Dean's TA budget.*

TA Contracts

RA Contracts

- 1) Graduate Coordinator**
- Completes the TA or RA contract for student
 - Verifies: Matriculation, minimum 3.0 GPA and education level
 - Verifies funds availability
 - Forwards the contract to the Dean's Office
 - Timesheets are maintained by supervisor or department

- 2) Dean's office validates:**
- Salary level
 - HR account code
 - Funding availability

- 3) Dean's office verifies:**
- Contract page 2 Scope of work is attached
 - Contract page 3 GEO dues is attached
 - All appropriate signatures are included

- 4) Dean's office**
- Finalizes contract with Grad Coordinator for student signature
 - Forwards TA contract to:
Academic Affairs for Vice Provost of Graduate Studies approval

- 4) Dean's office**
- Finalizes contract with Grad Coordinator for student signature
 - Forwards RA contract to:
Academic Affairs for Vice Provost for Research approval

- 5) Academic Affairs**
- Forwards completed contract to:
Human Resources

- 6) Human Resources**
- Process I-9

- 7) Human Resources**
- Submits contract to **Payroll** for data entry

- 7) Human Resources**
- Submits contract to **ORA** for approval
 - Submits contract to **Payroll** for data entry

- 8) Graduate Coordinators / Dean's office**
- Graduate Coordinators perform Fall semester evaluations in December and Spring evaluations in May. Completed evaluations are submitted to the Dean's office.
 - Dean's office maintains confidential files for all Graduate Assistant evaluations.

Notify Human Resources/Payroll office immediately if a TA or RA contract is terminated



Graduate Employee Organization Pay Schedule

Current Rates (Since 9/2011)	Academic Year Full Time 18 hours per week		One Semester Full-time 18 hrs per		Academic year Part Time 9 hours per week		One Semester Part time 9 hours per	
	Total Stipend	biweekly if 18.5 ppds	Total Stipend	biweekly if 8.5 ppds	Total Stipend	biweekly if 18.5 ppds	Total Stipend	Biweekly if 8.5 ppds
*Table 3 Step 1	\$13,800.23	\$745.96	\$6,900.12	\$811.79	\$6,900.12	\$372.98	\$3,450.06	\$405.89
*Table 3 Step 2	\$15,680.39	\$847.59	\$7,840.20	\$922.38	\$7,840.20	\$423.80	\$3,920.10	\$461.19
*Table 3 Step 3	\$17,005.38	\$919.21	\$8,502.69	\$1000.32	\$8,502.69	\$459.61	\$4,251.35	\$500.16

**Ranges may be established, Table 3 is the minimum stipend*

Definition of TA/RA Stipend Levels

1. Level 1 stipends are for master's degree or first year doctoral students.
2. Level 2 doctoral stipends are awarded to:
 - a) Matriculated doctoral students who have demonstrated satisfactory degree progress after their first year and have been recommended by department/college reviewing authorities;
 - b) New doctoral students holding the master's degree; or
 - c) New doctoral students with special achievements upon recommendation by the college dean.
3. Level 3 doctoral stipends are only awarded to students who have passed all area and language examinations (oral and written), who have completed all course work, successfully defended their research proposal(s), and who are registered full-time for dissertation research.

TA/RA Allowable Additional/Total Employment Hours

Fall and Spring Semester

Classes in Session

1) Half-time TA/RA (hours/week)

<u>TA/RA obligation</u>		<u>Maximum CC* contract</u>	<u>Total</u>
9	+	13	= 22

2) Full-time TA/RA (hours/week)

<u>TA/RA obligation</u>		<u>Maximum CC* contract</u>	<u>Total</u>
18	+	4	= 22

3) International TA/RA (hours/week)

<u>TA/RA obligation</u>		<u>Maximum CC* contract</u>	<u>Total</u>
9	+	11	= 20
18	+	2	= 20

Semester Break/Spring Break 37.5 hours/week

*This assumes a typical 9 course credit hour week. If graduate students fail to maintain an acceptable grade point average or do not meet all the criteria in their contracts in terms of quality and quantity of work performed, their college deans are authorized to reduce or eliminate CC contract hours.

Please note: INS regulations prohibit international students from working more than 20 hours/week during the academic semester. However, during intersession and the summer months, they may work 37.5 hours/week.

*CC = concurrent contract