**TA/RA Contract Approval Process: Changes beginning Fall 2017**

The current TA/RA approval process coincides with start of the fall/spring semester. With over 800 contracts processed in the year 2015-16, significant challenges arise at all levels as it overburdens the administrative system causing delays in payment of TA/RA salaries.

The proposed change in the timing of the fall semester TA/RA contract approval process is aimed at advancing the TA/RA contracts for all existing students and contract renewals to be completed by June.

| April 15 – 30 | **Department Chair for TA / Faculty Member for RA:**  
| | - Defines: Scope of work  
| | - Verifies Academic Standing: Matriculation, Minimum 3.0 GPA & Education Level, prior performance evaluation,  
| | - Completes: TA /RA contract and include course and section numbers, current enrollment  
| | - Forwards contract to Deans’ Office  
| May 1– 20 | **Dean’s Office:**  
| | - Validates: Salary Level, HR Account Code, Funding  
| | - Verifies: Scope of work & GEO Dues, Academic Standing, Appropriate Signatures  
| | - Finalizes: Contract with Dept. Chair  
| | - Forwards to  
| | • Provost Office for TA Contracts  
| | • Vice Chancellor, Research & Innovation for RA Contracts  
| May 21 - 30 | **Vice Chancellor, Research & Innovation**  
| | - Approves RA Contracts  
| | - Forwards to HR  
| June 1 – June 15 | **Human Resources**  
| | - Submits to Payroll for data entry  

Exceptions to the proposed policy will apply to:
1. TA contracts extended to new students or
2. RA contracts extended upon new grants/funds received by researchers

Forthcoming:
1. Draft template for TA scope of work & performance evaluation
2. Process for paperless Docusign for contracts
3. Process for synchronization of TA/RA matching (applicable to specific colleges)
**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.

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**Graduate Employee Organization Pay Schedule**

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

*Ranges may be established, Table 3 is the minimum stipend*
# TA/RA Allowable Additional/Total Employment Hours

**Fall and Spring Semester**

**Classes in Session**

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

<table>
<thead>
<tr>
<th>TA/RA obligation</th>
<th>Maximum CC* contract</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 +</td>
<td>13</td>
<td>= 22</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>TA/RA obligation</th>
<th>Maximum CC* contract</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 +</td>
<td>4</td>
<td>= 22</td>
</tr>
</tbody>
</table>

3) **International TA/RA (hours/week)**

<table>
<thead>
<tr>
<th>TA/RA obligation</th>
<th>Maximum CC* contract</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 +</td>
<td>11</td>
<td>= 20</td>
</tr>
<tr>
<td>18 +</td>
<td>2</td>
<td>= 20</td>
</tr>
</tbody>
</table>

**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