

SUMMER 2009

GRADUATE ASSISTANTSHIP GUIDELINES AND RATES

1. Departments may use some of their Graduate College base allocation in support of summer graduate assistantships. However, departments who have not previously used part of their allocation during the summer should not shift funding from academic year contracts to summer contracts without the prior approval of the Dean of the Graduate College.
2. When assistantships are paid from sources other than the Graduate College allocation, the general fee must also be charged to that source. The Graduate College will provide tuition grants to cover the resident and non-resident fees as needed.
3. Graduate assistantship summer contracts will cover a period of 14 weeks beginning May 11, 2009. Students holding summer graduate assistantship contracts will be paid bi-weekly beginning May 29, 2009 provided the student's signed contract and payroll information have been received in the Graduate College no later than May 13, 2009. The Graduate College is required to forward all signed contracts to the Payroll Office by this date. Graduate assistants whose contracts are returned after this date will not receive their first stipend check until the second payment date (June 12, 2009).
4. Graduate assistants are expected to be in residence throughout the contract period. It is the responsibility of every unit to insure that all of its contract students are enrolled for at least 9 hours for the summer.
5. A graduate assistant's assignment may vary within the contract period since the contract period contains several teaching terms. For example, a graduate assistant may provide part-time service to the department while simultaneously pursuing course work during the entire summer, or may provide departmental service for a portion of the contract period and pursue course work during the remainder of the contract period. See the chart below for the overall number of hours of service expected of graduate assistants at each rate over the course of the summer.
6. Contract times, contract rates, and assignments:
 - a. Departments are expected to adhere to the established rates. Contracts for other amounts will **not** be written.
 - b. Teaching assignments are expected to adhere to the normative instructional assignments listed below unless approved by the summer dean of the college.
 - c. Research assistantships and fellowships may be up to .5 contract time but **no more than .25 time may be paid with funds from your Graduate College Allocation.**
 - d. Typically, summer GA teaching assignments will not exceed .25. In the case of unanticipated instructional needs that cannot be otherwise met, and with the approval of the Graduate Coordinator indicating that the student's degree progress would not be compromised, exceptions will be made—i.e., GA's will be allowed to teach two courses and receive a .50 teaching assignment for the summer.

<u>Contract Time</u>	<u>Normative Instructional Assignment</u>	<u>Clock Hour Assignment</u>
.12	1 credit	75
.17	2 credits	100
.25	3-4 credits	150
.33	N/A	200
.42	N/A	250
.50	N/A	300