Graduate Student Topics

• Policy for Administration of Graduate Assistantships
• Resources from Graduate School website
• Fee Waivers on Sponsored Projects
• Effort certification/timesheets?
• Questions?
Policy for Administration of Graduate Asst.

From Graduate Catalog (link on Graduate School website)

- Criteria – student must be currently enrolled in graduate study as fully-admitted degree-seeking students (see Banner transactions SAADMS and SGASTDN); students in non-degree or transient status are not eligible
- Expected course load: 6 hrs for 50% students; 9 hrs for 25% students
- Must be 25% or higher to get fee waiver
- Length of time allowed in assistantship: 3 years for Master’s, 5 years for PhD, or 8 years for PhD where students entered with BS only
- Minimum stipend scale – different if student is in a CFW position
Administration of Graduate Asst. Cont’d

• Departments should make sure grad assistants are enrolled in semesters that fall within their appointment period (except for summer). Use Argos report TWDGRNA.

• Continuous Enrollment section of Graduate Catalog.

• 9-month GRAs get summer tuition waiver, but that waiver can’t be charged to a grant.

• Some fellowships require recipients to be on assistantships. These fellowships change from year to year. All the TFGE fellowships and some of the endowed fellowships require recipients to have an assistantship.
Go to Faculty & Staff link on the right then Business Manager Resources in the middle of the page

- Requirements for assistantship letters
- Sample offer letters
- Guide for Central Fee Waivers
- Additional Pay Form
- Terminating students for poor job performance or misconduct
- Start date for new students in 12-month assistantship positions
- Employment of graduate students in assistantship positions after graduation
Additional Pay

- Approval from Dean Thompson is required whenever a student works in excess of 20 hours per week, except in summer. Use form on website.
- This includes work done between semesters and work done during fall and spring breaks
- Maximum allowed is 26 hours per week during fall/spring semester
- International students – need additional approval from CGE because they can only work more than 20 hours during weeks when there are no classes during fall and spring semesters
- In accordance with policy FI0207, additional pay can’t exceed normal rate of pay
Terminating students for poor job performance or misconduct

• Students on assistantship are considered “contract” employees (see Hilltopics)
• Contract employees may be terminated for gross misconduct or inadequate job performance
• Supervisor contacts dept head who contacts Dean Thompson
• Dean Thompson provides guidance on termination process
Start Date for New Students in 12-month Assistantship Positions

• First day of work for new students in 12-month graduate assistantships should be no earlier than the first day of the month in which the student will begin classes.

• If a department wants a student to begin work in June or July but the student will not be enrolled in classes until August, the student should be hired as a UT Student Assistant (or some other temporary position) until August 1.

• Office of Human Resources will allow the UT Student Assistant position to be used for this purpose even if the student is not taking classes if the student has been admitted into a graduate program for the fall semester.

• However, note that a UT Student Assistant who is not taking classes is not eligible for health insurance
Employing Students in Assistantships After Graduation

- Typically, students in 12-month assistantship positions should be terminated on their graduation date. However, the department may extend these appointments through the end of the calendar month, if desired, UNLESS the student is international.

- Per CGE, international students in assistantship positions are not allowed to work past their graduation date. Please contact CGE with questions.

- If department wants to continue employment into the next month, the student should be moved to a temp position. *This is not allowed for international students.* Some departments have used the position Research Scientist III.

- This does not apply to students in 9-month assistantship positions. Those students should continue in their positions through the end of their work accruals, either 7/31 or 1/31.
Appendix 1 – Graduate Student Fee Waivers and Staff Tuition Exceptions

During the semester, a student may have effort associated with more than one project, so the fee waiver should be reallocated accordingly. If this is done no more than 30 days after the semester has ended, then a “Cost Transfer Explanation” form is not required.

Be careful of students working on projects that end during the semester, or students who are working on multiple projects.
Effort Certification/Time Sheets?

**Policy FI0215 – Effort Certification**
Every monthly paid employee who has worked on a sponsored project must certify effort.

**Policy FI0930 - Payroll**
Exempt employees are required to report actual time absent. Graduate students on assistantships are considered exempt. But they may have no set schedule and don’t earn leave. Recording time absent makes no sense!

Supervisors of students who do NOT work on a sponsored project (GTA, departmental GRA) do need to ensure that students work when they are expected to.

Policy is in process of being updated.
Questions?

Please contact me if I can help.

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