



THE UNIVERSITY OF ARIZONA®
GRADUATE COLLEGE

GRADUATE ASSISTANTSHIPS/ASSOCIATESHIPS

The University of Arizona Graduate College

2007 - 2008 GA HIRING MANUAL

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Table of Contents

CHAPTER 1 - GRADUATE ASSISTANTSHIPS/ ASSOCIATESHIPS

Academic Eligibility	1
Employment Status & Limitations	1
Enrollment Limitations	2
Minimum Training Requirements	2
<i>GATO</i>	2
<i>Departmental Orientation</i>	3
<i>TOEFL</i>	3
<i>TSE/ SPEAK</i>	3
Additional Requirements	4
<i>Commercial Activity</i>	4
<i>Assignment to Graduate Level Classes</i>	4
<i>Important Links</i>	4

CHAPTER 2 - BENEFITS

GA Remission	5
Nonresident Tuition Waiver	7
GA Payroll Deduction Plan (PDP)	7
A.S.U.A Bookstore Discount	7
Student Health Insurance	7

CHAPTER 3 - SALARY RANGES 8

CHAPTER 4 - HIRING DOCUMENTS

Forms	9
Titles.	10
Allowed FTEs.	10
Hiring Priority Dates & Appointment periods.	10
Social Security Numbers.	11
Recruitment Process.	11
Resignation Process.	11
Termination before end of Appointment	11
Sample Application for Graduate Appointment	13
Sample Graduate Appointment Offer Letter	14

CHAPTER 5 - ADDITIONAL ON-CAMPUS EMPLOYMENT

Eligibility and Employment Limits.	15
Semester Breaks.	15
Summer Limits.	16
Using Supplemental Compensation	
Authorization Form.	18
Step by Step - Completing a Sup Comp Form	18
Approvals.	19
Distribution.	19
Results.	19
Cancellation/ Registration.	19

Please contact the Graduate College if you have any questions or comments regarding this manual or the procedures therein. Questions can be directed to Julie Treanor (621-5193, jtreaanor@grad.arizona.edu) or Judy Goosherst (621-7785, jgoosherst@grad.arizona.edu).

Graduate Assistantships/ Associateships

ACADEMIC ELIGIBILITY

GRADUATE ASSISTANTS/ASSOCIATES (GAS) MUST:

- Be a student and enrolled in a graduate degree program at The University of Arizona. Students admitted in an International Special status may hold an assistantship for no longer than one year. GAs in this status are, however, subject to the same enrollment and academic requirements as any degree candidate holding an assistantship.
- Have an admitting GPA of 3.0 or higher if a new student or maintain a 3.0 cumulative GPA for all University of Arizona graduate credit courses.

GRADUATE ASSOCIATES MUST, IN ADDITION TO THE ABOVE:

- Be enrolled in a doctoral degree program with either a master's degree or 30 units of doctoral work.
- Retain associate status unless converted to a non-doctoral degree program as a Graduate Assistant or change hiring departments.

EMPLOYMENT STATUS AND LIMITATIONS:

GAs are salaried employees and the hours reported for them may not be reduced in most cases. Contact the Graduate College for further information.

GAs are classified as student employees. As such, they are:

- Limited to no more than 30 hours per week in total campus employment during periods of enrollment to maintain student employee status. Employment for *International Students* on F-1 or J-1 visas must be limited to **20 hours per week** while school is in session (Summer sessions are voluntary and are not limited.) **This is a Federal regulation and the department is responsible for adhering to it.** For any questions regarding this regulation, please contact International Student Programs and Services at 621-4627.
- Exempt from deductions for Social Security taxes (FICA) during semesters or summer sessions when officially enrolled. **Minimum enrollment for the exemption is six (6) units per semester for Fall/Spring or three (3) units per summer session.**

- Required to discuss with their supervisor any employment outside of The University of Arizona as this may interfere with their ability to carry out their duties effectively.
- Not eligible for participation in The University of Arizona’s employee benefits program or the State of Arizona Retirement Program.
- GAs on academic appointments are not required to work before the start of the semester, after finals, or during break periods as part of their appointment. Any hours worked must be paid via supplemental compensation (see section 5, page 12 for details).
- GAs are not required to work during Spring Break as part of their appointment. Any hours worked must be paid via supplemental compensation (see section 5, page 12 for details).
- Students may hold appointments as a GA in a maximum of three departments simultaneously as long as the combined FTEs do not exceed .75.
- According to Arizona Board of Regents policy, GAs are not eligible for concurrent employment as staff or faculty. They may however, be eligible for additional compensation on Supplemental Compensation. See Chapter 5, page 13 for further information.

ENROLLMENT LIMITATIONS

Academic Year: (FALL & SPRING SEMESTER)

- **Minimum Enrollment:** GAs are required to enroll for and complete a minimum of **six** (6) units of **graduate credit** each semester or a higher number if required by the college. **Undergraduate and/or officially audited graduate courses are NOT included in this total.**

SUMMER SESSION

- **Minimum Enrollment:** GAs are not required to enroll during the summer session to maintain student employment. GAs who are not enrolled for at least **three** (3) units per session **will** have Social Security taxes (FICA) withheld from their paychecks.

MINIMUM TRAINING REQUIREMENTS:

- **GATO:** All GAs who will have direct instructional contact with students are required to FULLY participate in the Graduate Assistants/Associates Teaching Orientation (“GATO”), presented by The University Teaching Center and The Graduate College. The GATO is made up of the half-day on-site presentation **and** two (2) online components. All parts must be completed before a GA is considered in compliance with this requirement. Students who have previously completed the GATO need not attend again. Screen 8 in SIS indicates if the GA has attended previously. Information about GATO can be found at <http://www.utc.arizona.edu/>.

- **Departmental Orientation:** GAs are also required to attend a minimum of eight hours of departmental training. This is to cover specific information relevant to the individual department and the course(s) to be taught.
- **TOEFL:** All GAs whose native language is not English and who do not have a degree from a U.S. institution must demonstrate proficiency in English as one of the conditions for admission. Submission of a minimum score of 550 (or a computer-based score of 213) on the Test of English as a Foreign Language (TOEFL) is required. Departments may require a score higher but not lower than 550 (CBT 213). The International English Language Testing System (IELTS) examination can be submitted in lieu of the TOEFL. The minimum IELTS score requirement for admissions consideration is a score of 7, with a score of no less than 6 on any individual module. In the case of both the TOEFL and the IELTS, test scores must be dated within two years of the date of enrollment.
- **TSE/ SPEAK:** All GAs engaged in direct student contact whose NATIVE language is NOT ENGLISH and who are NOT CITIZENS OF THE U.S. OR PERMANENT RESIDENTS must demonstrate proficiency with spoken English. Verification of a passing score on the Test of Spoken English (TSE), administered by the Educational Testing Service or the SPEAK test, administered by the University of Arizona, is required *before* the student's hiring paperwork will be processed. Screen 221 in SIS shows TSE scores, when available. Guidelines for International Teaching Assistants are as follows:

<i>TSE/SPEAK</i>	<i>ELIGIBILITY & REQUIREMENTS FOR COMPLIANCE</i>
50 OR HIGHER	This student may hold a Teaching Assistantship in any department with unlimited student contact.
45	This student may hold a Teaching Assistantship in their NATIVE LANGUAGE ONLY <i>OR</i> this student can be approved for Teaching Assistantship as a Grader with office hours and INDIVIDUAL STUDENT CONTACT ONLY.
40 OR BELOW	THIS STUDENT IS <u>NOT ELIGIBLE</u> FOR A TEACHING ASSISTANTSHIP.

If the candidate does not meet the UA required English oral proficiency level on the TSE/SPEAK test, he/she will have to register for classes to improve his/her oral skills before he/she is allowed to retake the SPEAK test.

If he/she scores a 40 or 45 he/she should sign up for the GRAD 697D course (College Teaching for ITAs) and take the teaching audition at completion of the course in lieu of retaking the SPEAK test. Please note that if there is a schedule conflict and he/she cannot take GRAD 697D, the student may opt to take approved evening English classes at Center for English as a Second Language (CESL), and then retake the SPEAK test. Please check with Dr. Marcia Wong at marciac@email.arizona.edu for the appropriate classes.

If he/she scores less than 40, he/she will have to sign up for English classes at CESL or any other place that offers ESL classes.

Students not meeting the above requirements will be removed from their classroom duties and reassigned to a position in which they have no direct instructional contact with students.

ADDITIONAL REQUIREMENTS:

- **No commercial activity:** The Graduate Council has ruled that GAs not be allowed to engage in any commercial activity relative to the courses with which they are assisting at this university (e.g. selling course materials or conducting paid review sessions for courses in which they are directly involved as a GA).
- **Assignment to graduate level classes:** GAs may not be the instructor of record for classes giving graduate credit. Duties of GAs involved in graduate level classes should be restricted to non-subjective grading, lab setup, web site maintenance and general advising.

IMPORTANT LINKS:

- Arizona Board of Regents (general policies) : <http://www.abor.asu.edu/>
- Dean of Students (Student Code of Conduct and Code of Academic Integrity): <http://dos.web.arizona.edu/policies.html>
- University Handbook for Appointed Personnel (intellectual property, conflict of interest, equal opportunity and affirmative action policies): <http://uhap.web.arizona.edu/index.html>

Benefits for Graduate Assistants/Associates

GA REMISSION:

- GAs are eligible for partial payment of their **base** in-state tuition (AKA registration fees). The remission amount is dependent on FTE. GAs appointed at half time or higher will receive a 90% remission of **base** in-state tuition charges and those appointed at less than half-time will receive a 50% remission. The remission amounts will be applied to the GAs' student account approximately three (3) weeks after the start of classes, or at the time that the hire is complete if hired later in the semester. Students whose accounts are paid in full before the remission is applied may request a refund by contacting the Bursar's Office. Any other pre-existing and/or outstanding charges must be paid before a refund will be issued.

NOTE: THIS BENEFIT IS NOT AVAILABLE FOR WINTER AND/OR SUMMER SESSIONS.

GA hired at .50 FTE (1/2 time appointment) or higher

Units	Base In-State Tuition per semester	GA Tuition Remission Amount (90%)	GA's out-of-pocket expenses (including miscellaneous charges)
6	\$1,740.00	\$1,566.000	\$ 273.92
7>	\$2,772.00	\$2,495.00	\$ 388.92

GA hired at less than .50 FTE (1/4 or 1/3 appointment)

Units	Base In-State Tuition per semester	GA Tuition Remission Amount (50%)	GA's out-of-pocket expenses (including miscellaneous charges)
6	\$1,740.00	\$ 870.00	\$ 969.92
7>	\$2,772.00	\$1,386.00	\$1,497.92

- Any GAs leaving their appointments, for any reason, before the end date of the appointment will be billed for a prorated amount of the remission (see chart below). The amount due will be charged to their student account.

FALL 07	FTE .50 or higher		FTE less than .50	
Pay Periods	6 units	7 or more units	6 units	7 or more units
End by 8/20	\$1,566.00	\$2,495.00	\$870.00	\$1,386.00
PPE 8/26	\$1,409.40	\$2,245.50	\$783.00	\$1,247.40
PPE 9/9	\$1,252.80	\$1,996.00	\$696.00	\$1,108.80
PPE9/23	\$1,096.20	\$1,746.50	\$609.00	\$970.20
PPE 10/7	\$939.60	\$1,497.00	\$522.00	\$831.60
PPE 10/21	\$783.00	\$1,249.50	\$435.00	\$693.00
PPE 11/04	\$626.40	\$998.00	\$348.00	\$554.40
PPE 11/18	\$469.80	\$748.50	\$261.00	\$415.80
PPE 12/2	\$313.20	\$499.00	\$174.00	\$277.20
PPE 12/16	\$156.60	\$249.50	\$87.00	\$138.60

SPRING 08	FTE .50 or higher		FTE less than .50	
	6 units	7 or more units	6 units	7 or more
End by 01/16	\$1,566.00	\$2,495.00	\$870.00	\$1,386.00
PPE 01/27	\$1,409.40	\$2,245.50	\$783.00	\$1,247.40
PPE 2/10	\$1,252.80	\$1,996.00	\$696.00	\$1,108.80
PPE 2/24	\$1,096.20	\$1,746.50	\$609.00	\$970.20
PPE 3/09	\$939.60	\$1,497.00	\$522.00	\$831.60
PPE 3/23	\$783.00	\$1,249.50	\$435.00	\$693.00
PPE 4/06	\$626.40	\$998.00	\$348.00	\$554.40
PPE 4/20	\$469.80	\$748.50	\$261.00	\$415.80
PPE 5/04	\$313.20	\$499.00	\$174.00	\$277.20
PPE 5/18	\$156.60	\$249.50	\$87.00	\$138.60

- GAs hired after September 10, 2007 (fall) or February 5, 2008 (spring) will be credited a prorated amount (see chart below).

Fall 07	FTE .50 or Higher		FTE less than .50	
	6 units	7 or more units	6 units	7 or more units
Hired by 9/10	\$1,566.00	\$2,495.00	\$870.00	\$1,386.00
PPE 9/23	\$1,331.11	\$2,120.75	\$739.50	\$1,178.10
PPE10/07	\$1,096.20	\$1,746.50	\$609.00	\$970.20
PPE 10/21	\$861.30	\$1,372.25	\$478.50	\$762.30
PPE 11/04	\$626.40	\$998.00	\$348.00	\$554.40
PPE 11/18	\$391.50	\$623.75	\$217.50	\$346.50
PPE 12/2	\$156.60	\$249.50	\$87.00	\$138.60
Spring 08	FTE .50 or Higher		FTE less than .50	
	6 units	7 or more units	6 units	7 or more units
Hired by 2/5	\$1,566.00	\$2,495.00	\$870.00	\$1,386.00
PPE 2/10	\$1,331.11	\$2,120.75	\$739.50	\$1,178.10
PPE 2/24	\$1,096.20	\$1,746.50	\$609.00	\$970.20
PPE 3/09	\$861.30	\$1,372.25	\$478.50	\$762.30
PPE 3/23	\$626.40	\$998.00	\$348.00	\$554.40
PPE 4/06	\$391.50	\$623.75	\$217.50	\$346.50
PPE 4/20	\$156.60	\$249.50	\$87.00	\$138.60

- GAs that are eligible for use of the Qualified Tuition Reduction (QTR) due to spousal or dependent status should note that coordination of these benefits is a manual process and will occur after the beginning of each semester. Please contact the Graduate College at 621-7785 or 621-5193 for details at that time.

NONRESIDENT TUITION WAIVER:

- All GAs who are not residents of the State of Arizona receive a nonresident tuition waiver. They are responsible for paying any and all charges not covered under the GA Remission benefit (see above) and/or the Payroll Deduction Plan benefit (see next page). Students whose accounts are paid in full before the waiver is applied may request a refund by contacting the Bursar's Office. Any other pre-existing and/or outstanding charges must be paid before a refund will be issued. GAs hired after October 7, 2007 (fall) or March 9, 2008 (spring) will receive one-half (1/2) of the scheduled amount. Any GAs leaving their appointments, for any reason, before these dates will be billed for one-half (1/2) of the waiver amount. The amount due will be charged to their student account. **NOTE: NONRESIDENT TUITION IS NOT ASSESSED DURING SUMMER SESSIONS; THEREFORE, IN SUMMERS, THIS BENEFIT DOES NOT APPLY.**

A.S.U.A. BOOKSTORE DISCOUNT:

- Officially hired GAs receive a 10% discount at all ASUA Bookstores, with a valid CATcard. Please call 621-5888 for details.

PAYROLL DEDUCTION PLAN (PDP):

- Graduate Assistants/Associates can elect to have their remaining portion of base in-state tuition (AKA registration fees) deducted directly from paychecks. ***Graduate Assistants/Associates electing this benefit must enroll on-line at https://grad.arizona.edu/My_GradColl.*** GAs must contact the Graduate College directly to cancel the PDP once it is in effect. The amount of in-state tuition not covered by the GA Remission, excluding college specific charges, will be divided into eight payments, starting with the second pay cycle of the academic year. GAs that sign their NoA at a later date in the semester will have their charges taken out in equal payments for the number of deductions remaining. Students signing NoAs after September 28, 2007 (for fall) or March 5, 2008 (for spring) will not be eligible to participate in the plan for that semester. **STUDENTS ARE RESPONSIBLE FOR PAYING THEIR ENROLLMENT CHARGES. SHOULD THEY LEAVE THEIR ASSISTANTSHIP, FOR ANY REASON, THEIR STUDENT ACCOUNT WILL BE CHARGED FOR ANY UNCOLLECTED BALANCE.**

STUDENT HEALTH INSURANCE:

Individual health insurance coverage will be paid by The University of Arizona. To be eligible for this benefit the GA must:

1. Have signed and filed with The University of Arizona, the official Graduate Assistant/Associate employment contract called the Notice of Appointment for Graduate Assistants/Associates;
2. Be registered for a minimum of **SIX UNITS** of graduate credits each semester of appointment; and
3. Have ordered the insurance coverage through Student Link. Effective Fall 2007, students must enroll in the plan through Student Link. Once enrolled, they will be automatically re-enrolled in future semesters upon class registration. The enrollment deadlines are Tuesday, September 4, 2007 for fall and Wednesday, January 30, 2008 for spring. Students cannot add, cancel, or change their insurance coverage after these dates. Information is available at <http://www.health.arizona.edu/Information/gradbenefit.html>. The student's University of Arizona account will be credited the full premium for individual coverage once the Graduate College is notified that they have enrolled in the plan and that the hiring documents have been processed. Should any student's official start date fall after the hiring priority date, their account will be credited a prorated amount and the student will be responsible for the difference. **STUDENTS ENROLLED IN THE PLAN CANNOT CANCEL THEIR COVERAGE AFTER THE INSURANCE ENROLLMENT PERIOD, EVEN IF THEY RESIGN OR ARE TERMINATED. STUDENTS THAT RESIGN OR ARE TERMINATED DURING THE PERIOD OF COVERAGE WILL BE PERSONALLY RESPONSIBLE FOR THE PAYMENT OF THE PREMIUM FOR THE REMAINING COVERAGE.**

Salary Ranges

<u>ACADEMIC</u>	.25	.33	.50	.66	.75	<u>ANNUALIZED</u>
Assistant	\$4,570 to \$8,529	\$6,032 to \$11,258	\$9,139 to \$17,058	\$12,063 to \$22,517	\$13,709 to \$25,587	\$18,278 to \$34,116
Associate	\$5,239 to \$9,804	\$6,915 to \$12,941	\$10,477 to \$19,608	\$13,830 to \$25,882	\$15,716 to \$29,411	\$20,954 to \$39,215
<u>FISCAL</u>	.25	.33	.50	.66	.75	<u>ANNUALIZED</u>
Assistant	\$5,239 to \$9,814	\$6,915 to \$12,954	\$10,477 to \$19,628	\$13,830 to \$25,908	\$15,716 to \$29,441	\$20,954 to \$39,255
Associate	\$6,042 to \$11,351	\$7,975 to \$14,983	\$12,084 to \$22,702	\$15,951 to \$29,966	\$18,126 to \$34,052	\$24,168 to \$45,403

Colleges and/or departments can hire within ranges listed above. A detailed policy should exist within the authoritative units as to the salary equity. Salaries of the individual GAs should in no case be reduced without prior approval of the Graduate College.

Hiring Documents

- **Application for a Graduate Assistantship Form:** *see page 13 for a sample of this form.* This is an example of the type of application you may use in determining who will be appointed as a GA in your unit. This form complies with University Affirmative Action policies and applicable provisions of State and Federal law relating to the equality of employment opportunity for all persons.
- **Offer of Appointment Letter:** *see page 14 for a sample of this letter.* This is a *Sample* only. Each department should tailor their offer letters to their own needs. Important items to include are: salary amount, FTE, training requirements and contacts.
- **Graduate International Student Awards Letter (GISAL):** The GISAL must be completed by hiring department if the GA is international and does not have a valid Social Security card or has not already applied for one. Please go to https://grad.arizona.edu/My_GradColl/ , log into My Grad Coll and look for forms to view the documents.
- **Notice of Appointment (NoA):** This form, including student signature, is required for nearly all GA transactions, including new hires, reappointments, FTE changes, and title changes. **Departments are responsible for making and keeping their own copies.** The NoA is available on the Human Resources web site at <http://uabis.arizona.edu/eforms/Launcher.asp?FormID=187> **Older versions of the NoA will NOT be processed.**
- **Employee Information Packet:** Students on the university's payroll for the first time must complete information packets that may be obtained from Human Resources web site at http://www.hr.arizona.edu/03_hire/forms/new_hire_packet.doc . **Paychecks will NOT be processed until this requirement is fulfilled.**
- **Employment Eligible Verification Form (I-9):** Departments who are hiring students new to the university's payroll system must verify their identity and work eligibility by completing an I-9. **NoAs will NOT be processed until this requirement is fulfilled.**
- **Student must read all forms before signing.** The student must sign the NoA (as well as the Employee Information Packet and I-9 Form for new hires). Copies of all hiring documents, including the turn-around PAF, should be retained by the hiring department. Copies must be given to the student for their records as well.
- Send the completed hiring packets (with the original NoA, Employee Information Packet, and I-9 Form) to the Graduate College, Administration Building, Room #322. **Please do not forward incomplete packets, as they cannot be processed.**
- **PCFs:** to be used ONLY for funding changes.
- **PAFs:** to be used ONLY for changes of name/address, etc.

TITLES:

- Approved titles for GAs are: Graduate Assistant, Teaching, Graduate Assistant, Research, Graduate Assistant, Other, Graduate Associate, Teaching, Graduate Associate, Research, and Graduate Associate, Other. Please do not confuse these with titles of “Teaching Assistant”, “Teaching Associate” and “Research Associate”, which are the titles for appointed personnel, not graduate appointments.

ALLOWED FTEs:

- The Arizona Board of Regents has approved five possible FTEs and maximum workable hours for GAs. Dual appointments cannot exceed .75 total FTE.

FTE	.25	.33	.50	.66	.75
Hours/Pay Period	20	26.4	40	52.8	60

HIRING PRIORITY DATES AND APPOINTMENT PERIODS:

- **The priority dates for hiring are September 10, 2007 (Fall) and February 5, 2008 (Spring). GAs hired after these dates will NOT receive the full GA Remission or full insurance credit. Their accounts will be credited with a prorated amount, based on their start date.**
- NoAs should be received by the Graduate College 10 working days before the beginning date of the appointment.
- GAs hired after October 21, 2007 (Fall) or March 23, 2008 (Spring) will receive only one half (1/2) of Assistantship Tuition Waiver.
- **Academic Year Appointments:** The possible periods of appointment are listed below. GAs that are hired after the priority date listed will **NOT** be eligible for the full GA remission or full insurance credit. GAs signing their Notice of Appointment after September 28, 2007 (Fall Semester) or March 5, 2008 (Spring Semester), will **NOT** be eligible to participate in the Registration Payroll Deduction Plan for the designated semester.

PERIOD	EARLIEST START DATES	END DATES
Full Academic Year	August 13, 2007	May 18, 2008
Fall Semester	August 13, 2007	December 30, 2007
Spring Semester	December 31, 2007	May 18, 2008

- **Fiscal Year Appointments:** GAs hired in Research or Unspecified positions may be appointed on a fiscal year (12 months) basis for one of the following periods.

PERIOD	EARLIEST START DATES	END DATES
Full Academic Year	July 1, 2007	June 30, 2008
Fall Semester	July 1, 2007	December 31, 2007
Spring Semester	January 1, 2008	June 30, 2008

SOCIAL SECURITY NUMBERS:

All students are required to have a valid Social Security Number (SSN) in order to be paid for work by The University of Arizona. New international students that do not have an SSN can apply for one using the Graduate International Student Awards Letter (GISAL). Please see the form, instructions and general information in Section 6. Students must be referred to the Office of the International Student Programs and Services for further information.

GAs have three weeks to present a valid SSN card to the Financial Services Office/Customer Service desk. If the SSN card has not been presented the GAs paycheck will be re-routed to FSO/Customer Service until the original SSN card or proof of SSN receipt has been provided.

RECRUITMENT PROCESS:

Departments are expected to strive to hire the most highly qualified individuals for graduate appointments. When making a selection, departments should consider a candidate's past academic coursework, success in teaching, research and publication, relevant professional experience and professional references. In support of The University of Arizona's commitment to Equal Opportunity Employment and Affirmative Action, employing departments are expected to consider all eligible applications.

Graduate Assistants/Associates are subject to pre-employment screening in accordance with ABOR policy 6-709 if being hired in a security sensitive position and/or working with direct access to select agents. Please go to http://www.hr.arizona.edu/02_sel/ for further information.

RESIGNATION PROCESS:

- GAs are required to tender a letter of resignation if they are leaving their position before the end of their employment contract (e.g., degree completion, withdrawing from the university, changing from salary to wages or changing status from student employment to faculty or staff). The GA submits the letter to the appropriate departmental payroll representative for completion of a term report or PAF. Departments should submit PAFs indicating services completed for any students for who continued employment is not planned but full termination is not desired. **The original letter and the termination report or PAF must be forwarded to the Graduate College, P.O. Box 210066.**
- Students leaving appointments early generally will owe charges due to withdrawal of benefits. It is strongly advised that the department or the student contact Julie Treanor at 621-5193 or jtreanor@grad.arizona.edu to determine what effect the end of the appointment will have.

- Students who will be inactive for more than one semester but will be returning should be reported to Systems Control as a “term flag = R” on the PAF.

Termination Before End of Appointment

In some circumstances, a GA’s supervisor may find it necessary to terminate a GA before the end of his or her appointment period. The reasons for a premature termination may include, but are not limited to:

- Academic misconduct
- Excessive absences
- Misconduct in assigned duties
- Breach of the UA Code of Conduct

Except in cases of gross misconduct that require immediate termination, a GA supervisor must follow the procedure outlined below in order to end an appointment early. The GA must continue to be paid throughout this process.

1. Verbal warnings—The student must be given multiple specific verbal warnings indicating the problem and steps to correct it. The supervisor must keep written documentation, with dates, summarizing what was said to the GA and the GA’s response.
2. Written warning—If the verbal warnings do not correct the problem, the supervisor must issue a written warning again stating the problem, corrective measures, and a time frame in which action must be taken. Both the GA and the supervisor should sign the document. The warning must include information indicating to the student the fiscal ramifications of the premature end of the appointment (i.e. loss of GA benefits) and the effective date of the end. A copy of this letter must be attached to the PAF or Termination Report should this action be necessary.
3. The Graduate College will process the early end, including application of charges to the student’s account for lost benefits. A billing letter will be sent to the student detailing the charges. The Bursar’s Office will also send their normal billing statement and the student’s account may incur additional charges associated with that process.

THE UNIVERSITY OF ARIZONA
APPLICATION FOR GRADUATE ASSISTANTSHIP/ASSOCIATESHIP
IN THE DEPARTMENT OF _____

Send this application directly to the head of the department in which you seek an appointment. Please list on a separate sheet courses for which you are currently enrolled and which will not therefore appear on your transcripts. Date: _____

 (Last name) (First Name) (Middle Name)

Current Phone Number: _____

Present Address _____ City, State & Zip: _____

Permanent Address: _____ City, State & Zip: _____

Place & Date of Birth: _____ Authorized to Work in U.S.? ____ Yes No ____

List in order all institutions of college or university standing which you have attended:

Name of Institution	Dates Attended	Degree Received	Year
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Undergraduate Major Subject: _____ Undergraduate Minor Subject: _____

Graduate Work to Date, Major Subject: _____ Minor Subject: _____

Have you ever been on probation or found it necessary to withdraw temporarily for academic reasons? ____Yes __No. If yes, explain in full on the back of this sheet.

Numerical rank or percentile rank in graduating class: _____

Advanced degree sought at The University of Arizona: _____ Proposed Major Subject: _____

What is your specific interest in these fields (high school teaching, college teaching, research, government, business, industry, etc?)

 If both were available, would you prefer a teaching assistantship or a research assistantship? _____

List titles of all publications (including thesis titles), giving full bibliographic references: _____

List all teaching and other professional positions held to date, beginning with the most recent:

Employer:	Position:	Dates:
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all honors, scholarships, prizes, honorary societies, etc.: _____

Applicant's Signature: _____ Date: _____

Recruitment and Selection Process: Departments are expected to strive to hire the most qualified individuals for graduate appointments. When making a selection, departments should consider a candidate's past academic coursework, success in teaching, research and publication and relevant professional references. In support of The University of Arizona's commitment to affirmative action, employing departments are expected to consider all eligible applications. The University of Arizona is an EEO/AA employer.

OFFER OF APPOINTMENT LETTER

Dear Student:

It is my pleasure to offer you employment as a (fill in the blank: graduate assistant or graduate associate) in (fill in the blank: teaching or research) for (fill in the blank: academic year 07-08, fiscal year 07-08, Fall Semester 2007, or Spring Semester, 2008). We congratulate you on receiving this (fill in the blank: assistantship or associateship) position. We are impressed by your record of achievement that led to this appointment and hope that you will accept this offer.

This is a (fill in the blank: .25, .33, .50, .66, .75) FTE appointment with an annualized salary of (fill in the blank: \$_____). You will be paid through The University of Arizona's payroll system and you will receive a paycheck every two weeks.

We are pleased to note that this appointment includes a partial remission of in-state tuition (AKA registration fees) and a waiver of non-resident tuition, if needed. You will be responsible for paying the remaining enrollment charges, including non-optional fees for Arizona Financial Aid Trust, the Campus Recreation Center, Campus Radio and the Arizona Student Association, which will be approximately \$_____ (see chart on page 5). Additional benefits include a payroll deduction option for payment of the majority of your remaining enrollment charges, payment of individual insurance benefits through Campus Health Services, if you elect to carry the coverage, and a 10% discount at any campus bookstore. You are not expected to perform any additional services for the University or receive less compensation for the services you perform as a result of those benefits. This employment offer is contingent upon the satisfactory outcome of any pre-employment screening activities or criminal background checks that may be required under University policy or Arizona Board of Regents policy 6-709. We need you to complete hiring paperwork prior to the start of your employment. We will coordinate this with you at a later date.

Now in the body of this letter, you will need to include paragraphs here describing generally or specifically the teaching or research assignment and who the supervisor will be. Include dates and location of any department orientations/trainings that may be required. For graduate assistant/associate in teaching hires, include the information regarding the mandatory GATO training. Offers being made to international students from non-English speaking countries must also include information on the Test of Spoken English (TSE and/or SPEAK Tests). A minimum score of 50 on the TSE/SPEAK must be achieved to be eligible for unlimited/instructional student contact. For additional information on the TSE/SPEAK Test please check the University Teaching Center Website at www/utc.arizona.edu and click on the International TA link.

We hope you will accept this offer and we need to hear of your decision by (insert a date). We are pleased to offer you (fill in the blank: graduate assistant or graduate associate) employment and appreciate your interest in our program and faculty. If you have any questions about this offer or our program, please feel free to contact (fill in the blank for contact person).

Sincerely,

Department Head
Department

Additional On-Campus Employment

Additional employment of GAs must be paid using a *Supplemental Compensation for Graduate Assistants/Associates Form*.

EMPLOYMENT ELIGIBILITY:

A student must be employed concurrently as a GA. If sup comp is to be earned during the summer months, students must be employed as a GA, either concurrently (fiscal appointments) or during the preceding spring semester. A GA may not receive supplemental compensation past the end of their appointment if they have graduated the previous spring semester.

ACADEMIC YEAR EMPLOYMENT LIMITS:

To maintain a student employee status, graduate students are limited to no more than thirty hours per week *total* employment (this includes their GA position and any additional on-campus employment) during periods of enrollment.

- Employment for **International Students** on F-1 or J-1 visas **must be limited** to twenty (20) hours per week (.50 FTE) while school is in session. **This is a federal regulation and departments are responsible for compliance.** Please contact the center for International Student Programs and Services at 621-4627 for additional information.

FISCAL YEAR EMPLOYMENT LIMITS:

Allowed hours for student wages are the difference between full-time and appointment FTE.

SEMESTER BREAKS:

1. **Winter Break (12/17/07 - 01/15/08)** - School is not in session but the students are being paid for their GA appointments. Departments may report hours up to full time. **Student employees cannot be paid for Christmas Eve, Christmas Day or New Year's Day. *GAs on academic appointments are not required to put in hours during the break.* Any hours worked must be paid via supplemental compensation. Only departments approved by the provost's office to be open may pay students for the winter closure. Students on J-1 or F-1 visas are not normally eligible for the maximum.** If you have any questions, please contact Julie Treanor at 621-5193 for additional assistance.

Maximum hours for winter break are as follows:

PAY PERIOD ENDING	.25%	.33%	.50%	.66%	.75%
December 30-open unit	64	64	64	64	64
December 30-closed unit	40	40	40	40	40
January 13-open unit	72	72	72	72	72
January 13-closed unit	64	64	64	64	64
January 27	44	39	30	21	16

- **Spring Break (3/17 - 3/21)-** Students (including F-1 and J-1 visa holders) are eligible for sup comp hours as follows:

APPOINTMENT	.25%	.33%	.50%	.66%	.75%
March 13-17 (5 days)	30	26.8	20	13.6	10

S U M M E R L I M I T S

- **Enrollment:** Graduate Students on supplemental compensation are not required to enroll during summer session to maintain student employment. Students who are not enrolled, or are enrolled less than three (3) units per session will have social security taxes (FICA) withheld from their paychecks.
- **Academic:** Students on an **academic contract** can be employed for a total of 80 hours per pay period (exceptions: pay periods ending June 1 and July 14 due to holidays) on supplemental compensation. Students enrolled for summer classes are limited to a maximum of 60 hours per pay period during the period of enrollment. The official start date is the first business day after **commencement** (May 16, 2008) and continues until the day before classes begin (August 20, 2007).
- **Available supplemental compensation hours- ACADEMIC:**

PAY PERIOD DATES	ENROLLED	NOT ENROLLED
May 19 – June 1	54	72
June 2 – June 15	60	80
June 16 – June 29	60	80
June 30 – July 13	54	72
July 14 – July 27	60	80
July 28 – August 10	62	80
August 11 – August 24	74	80

- **Fiscal:** allowed hours for sup comp are the difference between full-time and the appointment (FTE). Refer to the chart above and subtract the FTE hours from the number in the appropriate column. Students on **fiscal** contracts are limited to a total of eighty hours per pay period (salary and supplemental compensation) with the following exceptions:

PAY PERIOD ENDING	MAXIMUM SUP COMP HOURS				
	.25%	.33%	.50%	.66%	.75%
June 1 (9 days)	54	48.24	36	24.48	18
July 13 (9 days)	54	48.24	36	24.48	18

USING THE SUPPLEMENTAL COMPENSATION (“SUP COMP”) AUTHORIZATION FORMS:

- This form is used to pay a GA for duties performed in addition to the assistantship and is available on the web at <http://uabis.arizona.edu/eforms/Launcher.asp?FormID=132>. If a new sup comp position control number is needed, leave that space blank and Systems Control will assign one. The PAF and PCF are not required with the sup comp form.

STEP BY STEP - COMPLETING A SUP COMP FORM :

As mentioned above, the sup comp form is used to pay a GA for duties performed in addition to the assistantship. When reviewing this, it would be handy to have a hard copy of the form in front of you for reference. Forms can be obtained on-line. Once you have the form you can get started with the step-by-step instructions listed below:

1. **Original/Revision/Continuation:** check the appropriate box to indicate if this is an original, revision or a continuation to a prior sup comp authorization request.
2. **Date:** Enter current date.
3. **Employee Name:** Enter the employee’s name (last/first/middle initial).
4. **Employee Identification Number:** Enter the employee’s EIN.
5. **FTE:** Enter the GAs FTE.
6. **Primary Title:** Enter the title from the GA position.
7. **Home Department’s Name:** Enter the name of the department employing the Student as a GA.
8. **Home Department’s Number:** Enter the 4-digit number of the department employing the student as a GA.
9. **Academic/Fiscal:** Check the appropriate box to indicate if the assistantship is an academic or fiscal appointment.
10. **Hiring Dept. Name:** Enter the name of the department hiring the student into the sup comp position.
11. **Dept. Number:** Enter the 4-digit number of the hiring department.
12. **Job Description:** Enter the specific description of duties that are to be performed for the sup comp.
13. **Position Start Date:** Enter the start date of the sup comp position.
14. **Position End Date:** Enter the date that the sup comp position ends.
15. **Position Control Number:** Enter a “Supplemental Compensation, Graduate” position control number. This number is to be used even if a department uses a student wage rate (A, B or C). The only exception is for summer session when the “Summer Session, Assistant” position control number may be used.
16. **Hourly Rate:** Enter the hourly rate to be paid.
17. **Account:** Enter the 6-digit FRS account number(s) that will fund the student in this position.
18. **Amount:** Enter the dollar amount to be expended from each account.
19. **Account Dates:** No entry is approved if each account covers the entire working period as specified in number 13 above. Otherwise, enter the start dates of each account. The total funding shown must completely cover the working period specified for the employee and should agree with the amount shown in number 18, above. If state funds are not involved, the funding period may encompass portions of two different fiscal years (summer funding).

20. **Total Amount to be Earned:** Enter the total amount of supplemental compensation the student is to earn in this position during the total period specified.
21. **Total Number of Hours to be Worked:** Enter the total number of hours the employee is to perform sup comp work during the total period specified.
22. **Initiator Name:** Enter the preparer's name.
23. **Phone Number:** Enter the preparer's phone number.
24. **Required Signatures:** The department head, as well as the dean and/or director (when required) of the sup comp department.

APPROVALS:

THE GRADUATE COLLEGE FINANCIAL ASSISTANTSHIP AREA WILL NO LONGER BE SIGNING OFF ON SUP COMP FORMS! SYSTEMS CONTROL WILL PERFORM SUP COMP PROCESSING. PLEASE SEE THE SECTION TITLED "RESULTS" BELOW FOR DETAILED INFORMATION CONCERNING THIS NEW CHANGE.

- Required signatures on sup comp forms for graduate assistants are: the head of the department where the work will be performed (as mentioned in number 24 above)

DISTRIBUTION:

- The original form should be sent to Systems Control. The initiating department should retain a copy for their records. **YOU DO NOT NEED TO FORWARD A COPY TO THE GRAD COLLEGE!**

RESULTS:

- Systems Control will perform system processing. A copy of the approved sup comp will be returned to the initiating department. A turnaround PCF will be sent to the originating department showing the new funding and the incumbent's placement in the position. A turnaround PAF will be sent to the student's home department showing the addition of the sup comp position.

CANCELLATION/REGISTRATION:

- The turnaround PAF document may be used to cancel a sup comp. List the effective dates and write **"CANCELLATION/ REGISTRATION"** in the comment section.

Please note that **STAFF** SUP comps are processed by employee services in Human Resources. **Faculty** sup comps are processed by systems control.