Supplemental Graduate Teaching Assistantships
Effective date: 6/1/06
Last revised: 8/7/08

Policy Statement

Helping to meet the needs of the University’s undergraduate teaching mission is an important means by which the institution can fund graduate students as part of its equally important research and graduate educational missions. While both an important revenue stream for graduate support and an important instructional resource, undergraduate teaching needs should not be a driver for the allocation of graduate assistantships (the “graduate students exist only as a labor force” model). Rather, the primary drivers for graduate assistantship allocation should be the University’s research and scholarship and the underlying graduate educational experience in the individual programs.

In an ideal setting, the highest quality graduate programs and those of identified strategic importance would also be those where the undergraduate teaching needs exist. In this situation, the primary drivers and the need for teaching support would be perfectly aligned, and allocation of assistantships to programs would be completely straightforward. In the absence of this ideal, a request for teaching support in the form of additional graduate student assistantships, often compelling and brought forward at the last minute in “crisis mode”, runs the risk of being counter to the strategic vision for graduate education. In addition, the allocation of assistantships based solely on undergraduate teaching needs can be demoralizing to faculty in programs with strong research and scholarship, but without burgeoning undergraduate teaching loads.

Establishing a policy that prohibits the allocation of additional graduate assistantships except when made entirely on the basis of research, scholarship, and graduate program quality, while appropriate from a purely strategic perspective, would inappropriately hamper the University’s important undergraduate teaching mission.

It is critical to have a policy that strikes a reasonable balance between the strategic placement of graduate assistantships and the very real undergraduate teaching need in programs.

In formulating a reasonable policy that can be applied fairly and uniformly across campus, account was taken of the following two analogous models: 1) the routine hiring of part-time faculty to cover additional sections of courses in Departments, and 2) the funding of graduate research assistants on extramural research grants and contracts. In the case of part-time faculty hires to cover courses, funds are provided to Departments without the base budget commitment for permanent hires, allowing the teaching needs to be met without sacrificing the important strategic considerations required of permanent tenure-track faculty. In the case of extramurally supported graduate research assistants, the institution supports the increase in graduate students by providing in-state tuition differentials for grant supported students. For the most part, these students are added in programs with high research and scholarly activity since the faculty in those units would otherwise not be able to garner sufficient extramural support. For extramurally funded students, the number of graduate students added to a program is not limited
by the Graduate College. Indeed, program faculty members are strongly encouraged to add additional students to their programs by seeking such extramural funding. Tuition paid from extramural grants, as well as indirect charges on the total compensation paid to graduate research assistants (consisting of living stipend and tuition payments), provide additional institutional resources to support strategic initiatives.

The Policy on Supplemental Graduate Teaching Assistantships provides sufficient leeway to meet increased pressures for delivering undergraduate instruction on campus, while also providing appropriate resources for strategic investment in graduate education. It is expected that requests for Supplemental Graduate Teaching Assistants would receive careful fiscal review, with a determination made whether an additional graduate student or students is the most appropriate manner in which to realize the teaching need.

**General Policy**

As a basic principle, the Graduate College will view Supplemental Graduate Teaching Assistants as analogous to extramurally funded graduate students. In particular, Supplemental Graduate Teaching Assistantships are contingent on the availability of funds and will not be considered permanent allocations to the unit. While in place, Supplemental Graduate Teaching Assistants will be viewed as part of the program’s graduate population in Graduate College considerations for additional assistantship allocations based on research, scholarship, and program quality. All program quality metrics will be applied to these graduate students. Programs receiving Supplemental Graduate Teaching Assistantships are responsible for ensuring appropriate levels of continued funding for graduate students beyond the support period provided by the Supplemental Graduate Teaching Assistantship.

**Funding Source**

Funding for a Supplemental Graduate Teaching Assistant may be from any of a variety of sources (referred to as the “funding unit” below), including Departmental teaching resource funds, allocations for teaching from a Dean, or funds from the Vice President for Undergraduate Education or the Provost.

**Approval and Notification**

Since supplemental Graduate Teaching Assistantships are designed to accommodate increased undergraduate teaching needs, requests for funds to support these graduate students should be reviewed and approved by the Vice President for Undergraduate Education, in consultation with the Dean of the Graduate College. The Vice President for Undergraduate Education will be
responsible for notifying the Graduate College that the Supplemental Graduate Teaching Assistantship has been approved.

**Payments**

The unit funding a Supplemental Graduate Teaching Assistant should pay both stipend and tuition and a portion of the health care expenses for the graduate student:

1. The stipend level should be the base Graduate College Master’s or Doctoral student stipend level, as appropriate.

2. Tuition for 24 credits at in-state rates should be paid to the Graduate College. The Graduate College will pay any in-state / out-state tuition differential, if necessary.

3. Funds for 75% of the single student insurance premium should be paid to the Graduate College.

**Procedure**

As soon as possible prior to the student assuming teaching duties, the Vice President for Undergraduate Education will notify the Graduate College that a Supplemental Teaching Assistantship has been authorized. This notification should identify

- The start date for the funding,
- The expected duration of the funding, and
- A clearly identified sunset date for the funding, in order that the receiving program can appropriately anticipate their responsibility for continued funding of the graduate student.

1. The stipend payment should be made directly to the graduate student. Necessary personnel action forms should be processed by the student’s graduate program budget manager and routed through the Graduate College for approval.

2. The Graduate College will assist in the transfer of the remaining assistantship funds:

   - Tuition payments should be transferred to the Graduate College stipend account.
   - Payment for 75% of the single student insurance premium should be transferred to the Graduate College account paying this benefit.
Supplemental Graduate Teaching Assistant Application Form
Effective date: 6/1/06
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Graduate Program ___________________________    Degree _______

Name of Student _____________________________________ (please print)

Start Date for Funding __________    End Date for Funding as Supplemental __________

Anticipated Source of Continued Funding beyond Supplemental period ____________________

Budget Information

1. Stipend amount _______________

2. Funding Unit budget number from which Stipend will be paid directly to student:

3. Funding Unit budget number from which tuition for 24 credits (in-state rate) will be transferred to Graduate College budget number 49900 01 58200 100 100315 901:

4. Funding Unit budget number from which 75% of Health Insurance premium will be transferred to Graduate College budget number 49900 01 58200 100 100321 901:

Consultation/Approval

Graduate College Dean ________    __________
(initial)             (date)

Vice President for Undergraduate Education _________________________________________
(signature / date)

Please return this form to the Graduate College office and retain a copy for your records.

Date received by Graduate College: __________