RSENR Graduate Program Policy  
GTA Stipend Support for Recruitment and Retention

**Purpose:** Clarify the process by which the RSENR prioritizes graduate teaching assistant (GTA) stipends among new student recruits and current graduate students in the Rubenstein School. (Note that there is a separate policy for GTA allocation to *courses*.)

**Rationale:** GTAs are a valuable resource for the RSENR, our graduate students, and our faculty. We offer GTAs to graduate students to promote high quality graduate education, student recruitment and retention, as well as to support research productivity. To maximize the distribution of this resource, the RSENR allocates GTAs in 10 hour GTA assignments and where possible, matches this allocation with other resources to maximize student support. The number of open GTA slots varies from year to year based on current graduate student commitments, GTA budget levels and undergraduate curricular needs. This policy outlines how the RSENR will allocate available GTA slots annually.

**Process:** Depending on available funds, 10 hour/week GTA positions will be finalized during the graduate admissions review process (January-February) for commitments in the following academic year, based on the following priority structure:

**Priority Pathway:** For existing, active awards.

1. **Full Match and Tuition:** Positions in which a 10 h/week Graduate Research Assistantship (GRA) is available and externally sponsored tuition support is allowed *and* exists in an active award.
2. **Full Match only:** Positions in which a 10 h/week Graduate Research Assistantship (GRA) is available in an active award but externally sponsored tuition support is not allowed.
3. **Completion support:** Current graduate students who need one additional semester of support to ensure successful degree completion.

*Note:* Preference will be given to new awards where the objective is to recruit an outstanding student, especially a student from an under-represented or first time graduate college applicant group.

**Alternative Pathway:** Any remaining GTA positions are open to Faculty requests, through a proposal process with review and final selection completed by the Associate Dean for Academic Affairs, the Associate Dean for Research and Faculty Development, and the Graduate Program Coordinator. This includes requests with limited match or operational support and requests for full GTA support where no match is available. Requests via the alternative pathway may be submitted at any time and will be evaluated on a first-come, first-served basis according to the following criteria:
• Quality of the targeted graduate applicant
• Advancement of RSNER DEI goals
• Availability of match / Operational support
• Benefit to the Faculty member
• RSEN R GTA course expertise match

To utilize this Alternative Pathway, submit the proposal form at the end of this document to RSENR_Grad_Coord@uvm.edu

Notes:

• Faculty may use the Alternative Pathway to supplement a proposal by a HOLD on a GTA. If a proposal has not been submitted by the time of the annual graduate application deadline, the GTA will be returned to the general pool for re-allocation. If a proposal with a GTA HOLD is still pending with the external sponsor at the annual graduate application deadline, the HOLD will be honored until March 15 or until the disposition of the proposal is known, whichever comes first. Holds released after March 15 will be available for reassignment to matriculated students who request this support.

• Requests for a GTA that are unassociated with any other form of support will only be considered after all other priorities have been satisfied and where a teaching need continues to exist.

• At any time faculty may request 10h/week GTA positions via the Alternative Pathway, using the attached form. If additional GTA positions are still open after March 15, these will be offered to any student (whether holding a 10h/week GTA or not) as best fits the need of the School.

Adopted 3/18/2022

SEE FORM BELOW
RSENR Graduate Teaching Assistantship
Faculty Request Proposal

To request consideration for limited match or unmatched GTA support please provide the following information:

Faculty Name: ______________________________

Targeted Applicant Name: ______________________________

Degree sought: ______________________________

Course alignment (which courses would this applicant be best suited to TA):

GTA Support Requested:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Hours (10/20)</th>
</tr>
</thead>
<tbody>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
<tr>
<td>______</td>
<td>______</td>
</tr>
</tbody>
</table>

Matched Support (partial GRA, summer salary, operational budget):

Briefly provide justification for this request based on the criteria listed above:

Provide the name of two additional RSENR Graduate Faculty who could evaluate this applicant:

Submit this request to RSENR_Grad_Coord@uvm.edu by the Graduate Admissions Deadline or the first working day of the new year.