

## **UVM Graduate College**

# **GUIDELINES FOR FUNDED GRADUATE STUDENTS**

### PREAMBLE

The purpose of the following general guidelines, applicable to graduate student positions at the University of Vermont, is to provide direction to departments and programs establishing and administering such funding. By their nature, graduate student teaching, research, and training positions require flexibility, in that specific responsibilities vary within and between departments and disciplines, in addition to which graduate student programs include coursework and other responsibilities.

The following general guidelines govern graduate student positions.

#### 1. ELIGIBILITY FOR SUPPORT

- A. Funding as a Graduate Teaching Assistant, Graduate Assistant, Graduate Teaching/Research Assistant, or in a Fellowship/Traineeship position requires full-time enrollment in one of the master's or doctoral degree programs offered at the University.
- B. Graduate student positions are temporary and awards are based upon both academic performance and potential, related experience and availability of funds. The positions are not included in the University's affirmative action plan. The University is committed to increasing the diversity of its student body, and departments and programs are encouraged to consider this commitment in their funding decisions.

#### 2. FUNDED GRADUATE STUDENT WORKLOAD (work-based positions)

- A. Students receiving a full stipend devote, on average, .50 FTE effort (20 hours per week) to their teaching, research, or training duties during the term of their appointment. The workload for any specific week may vary.
- B. Students on partial appointments devote proportionately fewer average hours per week to their duties.
- C. Partial appointments carry proportionately reduced stipend payments and tuition payment provisions.
- D. Student work schedules will be adjusted, when possible and as appropriate in the judgment of the faculty supervisor, to accommodate academic program needs, within the overall work

expectation of .50 over the term of the appointment.

### 3. STIPEND/PAYMENT LEVELS

General guidelines for stipend and payment levels will be determined by the Graduate College each year. Individual units may establish alternate payment and workload levels consistent with the Graduate College guidelines.

### 4. EXTRA PAYMENTS FOR STUDENTS ON ASSISTANTSHIPS OR FELLOWSHIPS/TRAINEESHIPS

Graduate students funded on Assistantships and Fellowships/Traineeships are full-time students. They and their advisors are expected to assign primary importance to the student's educational activities, including coursework, research, comprehensive examination, and preparation and defense of the thesis or dissertation.

To ensure sufficient time for these activities, funded students may not work at UVM more than a total of .50 FTE or 20 hours per week, on average, during the period September 1 through May 31.

Students on partial funding may be hired for additional pay up to .50 FTE equivalent via an Additional Pay Voucher. Students on Assistantships may not also be on temporary wage appointments for the University.

Students wishing to work more than .50 FTE equivalent must have prior permission approval from the Dean of the Graduate College.

In cases where services are performed in a department other than the student's home department or program, the student's Advisor, Department Chair, and Graduate Program Coordinator must be made aware of and approve in advance any Assistantship and Fellowship/Traineeship commitments, and any additional extra payments.

### 5. HOLIDAYS/VACATION/MEDICAL LEAVE

- A. Whenever possible, students will be entitled to the University's administrative holidays. Time off does not include University academic breaks.
- B. Occasional sick days will be accommodated according to the flexibility described above. In the event of a need for more significant time off due to documented medical need, departments and programs will fund students for a minimum of one pay period (half of a monthly stipend). This may be extended in individual cases and in the judgment of the

department or program where the funding source and job duties reasonably allow.

- C. Students on nine-month appointments will receive, in addition to administrative holidays, a minimum of one week of time off during Christmas break, wherever possible. Students on 12-month appointments will, in addition, receive a minimum of one additional week during the summer.

## 6. PROCEDURES

- A. Departments and programs will annually provide students with an appointment letter setting forth the term of appointment, salary, and any departmental conditions attached to the appointment. Significant changes in any of the terms will, similarly, be documented in writing.
- B. Students and their supervisors will, whenever possible, give each other advanced notice of changes in time or duties, extra time or duties, or any need for time off, to facilitate effective planning and completion of both the student's program and responsibilities of the position.

## 7. TERMINATION OF APPOINTMENT (work and non-work based positions and non-service)

If a student's performance in a funded position is judged inadequate by the advisor, department or program, the student will be informed of the deficiencies and provided with a chance to respond and reasonable time, opportunity, and support to improve performance, prior to termination of funding. In serious situations, for example, gross negligence, dishonesty, and theft, only opportunity to respond is given.

## 8. GRIEVANCE PROCEDURE

- A. Each department or program with funded graduate students is advised to establish a process for dispute resolution in matters of student funding or to include such situations within existing departmental processes.
- B. Students may appeal the decision of the department or program to the unit dean and, from there, to the Graduate College.