

2023-2024 GRADUATE ASSISTANTSHIP GUIDE

Teaching, Research, and Administrative

This guide provides critical information and links with respect to the hiring of Graduate Assistants at the University of Rhode Island. The following procedures are to be used in the appointment of Graduate Assistants during the 2023-2024 academic year. It is informed by the current GAU contract and Graduate School Policies and Procedures.

The April 15 Resolution

The University of Rhode Island participates in the Council of Graduate Schools' (CGS) "[Resolution Regarding Graduate Scholars, Fellows, Trainees and Assistantships](#)" also known as the "April 15 Resolution." The deadline for acceptance of financial aid remains on that date, at midnight in our time zone.

Participation in the resolution obliges us to **allow enrolled or prospective graduate students to consider all offers of financial support through April 15**. In turn, the resolution binds students to their decisions made or held in place after April 15. Over 325 U.S. institutions offering graduate degrees have agreed to abide by this resolution. Your cooperation ensures that both students and programs conduct their admissions in an ethical manner, and that they receive equal treatment and consideration in the financial support decision-making process.

Here are some important aspects of the Resolution:

- The April 15 deadline applies only to acceptance of an offer of financial support such as a graduate scholarship, fellowship, traineeship, or assistantship.
- It applies only to offers of financial support for the following academic year.
- Although you can send out your offers well before the deadline, prospective or enrolled graduate students are under no obligation to respond to offers of financial aid prior to April 15.
- Acceptance of an offer of financial support made after April 15 is conditional upon presentation by the student of a written release from any previously accepted offer.
- All offers of financial support should include a copy of or link to the "April 15 Resolution":
<http://cgsnet.org/april-15-resolution>

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I. Graduate Assistantship Eligibility

To fill a graduate assistantship position, a graduate student must be fully matriculated and in good academic standing (3.0 GPA or above). They must register for at least six (6) credits each semester and will be billed as full-time students. Doctoral students who have completed all their requirements except their dissertation defense and are approved by the Graduate School as ABD (All But Dissertation) Status for tuition and assistantship eligibility, are required to register for three (3) credits. To be granted ABD Status, a student needs to submit the [ABD Request Form](#) each semester. Students must possess a valid social security card and submit a completed I-9 in accordance with established procedures within three days of starting the appointment (*see section VI*).

Official letters of appointment are required for all Graduate Assistantships. Appointment letters are available on the [URI Graduate School Assistantship website](#). **The signed appointment letter with specific duties and responsibilities listed must be submitted to the Graduate School after the job is entered in HR e-Campus.** Scanned appointment letters with original or digital secured signatures will be accepted to expedite the process (*see section X*). The letters serve as a contractual agreement between the University and the graduate student. These letters cover expectations and duties as well as specific information regarding the stipend rate, graduate level, work period, and work dates along with applicable policies and procedures. Please note that assistantships are university jobs with benefits and thus require a position number granted by the Budget Office.

*Important: Paying a student hourly and providing tuition support **DOES NOT** make an assistantship. Hourly paid students are not eligible for benefits.*

Additional International Student Eligibility Requirements:

- **English Proficiency:** In order to comply with the Council for Postsecondary Education's "Oral Proficiency Policies for Instructional Personnel" adopted 4/16/93, the oral proficiency of international students being appointed to Graduate Teaching Assistantships must be evaluated and certified. Procedures for meeting this requirement are detailed in the "[University of Rhode Island English Proficiency Policy](#)." For detailed information, go to the [Office of International Students & Scholars website](#) ; e-mail jsoff@etal.uri.edu; or call (401) 874-2395.
- **Payroll:** Students must have a Social Security number before their appointment can be entered into HR e-Campus and finalized through Human Resources. For international students who do not already have a Social Security number, this could mean a delay of up to two months before they are eligible to receive their first paycheck. Please communicate this to your international Graduate Assistants. Contractual benefits may be prorated to the date of hire. All non-U.S. citizens must go to the Payroll Office prior to starting work.

II. Graduate Assistantship Classifications & Benefits

- **Graduate Teaching Assistants** are fully matriculated graduate students assigned to positions allocated by the Provost or other colleges/departments to assist primarily in the teaching activities of the department. Students may be appointed to full-time (20 hrs/week) or half-time (10 hrs/week) assistantships. Graduate Assistantships funded by the Provost include a tuition remission (up to 12 credit hours per semester that will be prorated to the percentage of the appointment) and health and dental benefits. **Teaching Assistantships funded by colleges/departments must provide an SGA-2G form (see section VII) for tuition and fee payments.**
- **Graduate Research Assistants** are fully matriculated graduate students who are assigned to individual research projects sponsored by outside sources or by the University. Students may be appointed to full-time (20 hrs/week) or half-time (10 hrs/week) assistantships. The Graduate Research Assistantship includes a tuition remission (up to 12 credit hours per semester that will be prorated to the percentage of the appointment) and health and dental benefits. **Grants supporting Graduate Research Assistants must provide an SGA-2G form (see section VII) for tuition and fee payments.**
- **Graduate Administrative Assistants** are fully matriculated graduate students who are assigned to positions in the department/office to assist with administrative activities. Students may be appointed to full-time (20 hrs/week) or half-time (10 hrs/week) assistantships. Graduate Administrative Assistantships funded by the Provost include a tuition remission (up to 12 credit hours per semester that will be prorated to the percentage of the appointment) and health and dental benefits. The term “Graduate Hall Director” refers to a Graduate Administrative Assistant who is assigned to the Department of Housing and Residential Life in the Division of Student Affairs and who, as a condition of employment, resides in University housing. **Administrative Assistantships funded by colleges/departments must provide an SGA-2G form (see section VII) for tuition and fee payments.**
- **Tuition and fee waivers** for students appointed to a full-time assistantship (20 hrs/week) receive 100% tuition remission and a 25% waiver of the standard fees, which includes: registration, health services, technology and the student services fee. Students appointed to a half-time assistantship (10/hrs week) receive 50% tuition remission. Half-time assistantship students are responsible for 100% of the standard fees. Full-time assistantships provide 100% parking permit and a prorated parking permit for half-time assistantships. [Click here for tuition rates.](#)
- **Health and Dental Insurance** is a contractual benefit and cannot be waived. Students appointed to full-time and half-time assistantships receive 100% health and 75% dental insurance waiver covered by the University. If the student currently has health and dental insurance, they can use their personal health insurance as secondary insurance.

III. Period of Appointments

- **Academic Year:** The academic year begins five days before classes begin in the Fall and runs through the commencement ceremony. For specific dates for the current academic year refer to the “Academic Calendar” on the [Graduate School website](#).

- **Fall or Spring Semester:** The Fall semester term begins one week prior to the start of classes and runs through the last week of December. The Spring semester term begins the first week of January and runs through the commencement ceremony. For specific dates for the current semester term, refer to the “Academic Calendar” on the [Graduate School website](#).
- **Summer Appointments:** The summer term begins after the commencement ceremony and ends six days before the Fall semester begins. Refer to the [Summer Appointment webpage](#) for the summer employment appointment letter templates. (See section IX for additional information)
- **URI Payroll/Employment Dates:** For the payroll schedule refer to the “In-House Payroll Appointment Dates Chart” provided by Human Resources or visit the [Payroll Department website](#).

IV. Levels of Appointment

Levels of appointment are used to determine a graduate student’s pay rate.

- Level I:** All graduate students without a master’s degree.
- Level II:**
 - Graduate students with a master’s degree
 - INCOMING (new to URI) graduate students who have 30 graduate credits
 - Graduate students who have passed a PhD qualifying examination or departmental equivalent. Promotion to level II takes effect immediately upon the Graduate School receiving the exam results.
- Level III:** All Graduate Assistants who are enrolled in a Ph.D. program and have passed both the oral and written portions of the Ph.D. comprehensive examinations prior to the date of appointment. Promotion to level III takes effect immediately upon the Graduate School receiving both written and oral exam results.

V. Stipend Rates

With prior approval from the Graduate School and Office of the Provost, a college, department, program or unit may set a higher stipend rate than the minimum indicated in the GAU contract. All stipend rates above the minima will be from college, department, program, unit, external, or donated funds. Rates cannot be individually negotiated. The higher stipend rate request form can be found on the [Graduate School website](#).

2023-2024 Stipends							
Academic Year Full-time (20 hrs/wk) (1 FTE)		Academic Year Half-time (10 hrs/wk) (0.5 FTE)		One Semester Full-Time (20 hrs/wk) (0.5 FTE)		One Semester Half-time (10 hrs/wk) (0.25 FTE)	
Level I	\$21,480.00	Level I	\$10,740.00	Level I	\$10,740.00	Level I	\$5,370.00
Level II	\$22,255.00	Level II	\$11,127.50	Level II	\$11,127.50	Level II	\$5,563.75
Level III	\$23,290.00	Level III	\$11,645.00	Level III	\$11,645.00	Level III	\$5,822.50

VI. Hiring Documentation Requirements

- **Employment Documentation:** In order to comply with Federal I-9 employment regulations, new Graduate Assistants must provide their departments with original identity and employment eligibility documents prior to the start of the assistantship appointment. Failure to supply the necessary employment documentation may result in termination of employment by Human Resources as outlined on the [URI Human Resources website](#). Returning Graduate Assistants are responsible for verifying that the documentation on file with the department is correct and up to date. All Non-U.S. citizens must go to the Payroll Office prior to starting work.

The forms listed below are submitted through the [Graduate Assistant Payroll I-9 and supporting documentation Submission Link](#):

- **I-9 Employment Eligibility Form**
- **Bar of Claims:** Graduate Assistants are responsible for completing a **mandatory** Bar of Claims Form. This includes anyone on the graduate assistant payroll that has been here previously but is being rehired for next semester.
- **Drug Free Workplace Policy:** In accordance with the Governor's Executive Order No. 89-14, Graduate Assistants are required to complete a Drug-Free Form and return it to their department/office.

The forms listed below are submitted directly to Susan Ryan, sryan@uri.edu (Payroll Office)

- **W-4 State & Federal Forms:** Graduate Assistants are responsible for completing a W-4 Form for both State and Federal. Forms can be found on the [HR website](#) under NEW EMPLOYEES section and submitted to Susan Ryan (sryan@uri.edu) in the Payroll Office. All non-U.S. citizens are responsible for completing a different tax document.
- **Graduate Assistant To-Do Checklist:** Hiring departments may provide the student with the [Graduate Assistant To-Do Checklist](#) which sets forth the student's assistantship action items to subscribe to their assistantship benefits. Examples include submitting hiring documentation, enrolling in graduate courses, self-enrolling/confirming health and dental insurance coverage, obtaining their parking permit, and paying their financial obligation.

VII. SGA-2G/1G Form Requirements & Procedure

Once the assistantship job is entered in HR eCampus, a complete packet including a signed appointment letter with specific duties and responsibilities listed (*reference [section 3.3](#) of the Collective Bargaining Agreement*) and a SGA-2G form (*when applicable*) must be uploaded to the Graduate School's [online portal](#) starting July 1st. All SGA-2G/1G forms are also submitted directly; links can be found on the [Graduate School webpage](#). The Graduate School will initiate the approval workflow for all SGA-2G/1G forms. The SGA-2G form is available on the [Office of Budget and Financial Planning website](#).

SGA-1G form is used to make a correction to an already processed SGA-2G. You may use the form to update a chartfield string and/or funding amount.

The following will require an SGA-2G form:

- **Research & Administrative Assistantships (excluding Provost funded):** Tuition and standard fee payments are to be included on the SGA-2G form.
 - **Graduate Research Tuition Differential Fellowship** - This program will provide a tuition scholarship for the difference between out-of-state (OS) tuition and in-state (IS) tuition for graduate students supported by externally funded graduate research assistantships. [Click here](#) to review the Tuition Differential Fellowship Policy for specific guidance. Include the tuition differential chartfield string on the SGA-2 form.
- **College/Department Funded Teaching Assistantships:** All Teaching Assistantships not funded by the Provost Office, must submit a SGA-2G form to pay for tuition and fees.
- **Tuition and fees included on the SGA-2G form should be the following** (refer to the Graduate School [Cheat Sheet](#) for specific amounts):
 - Full-time (20 hrs/wk) assistantships receive 100% tuition remission, 25% waiver of the standard fees (registration, health services, technology and student services fee), 100% health insurance, and 75% dental insurance.
 - Half-time (10 hrs/wk) assistantships receive 50% tuition remission, 100% health insurance, and 75% dental insurance. Students on half-time assistantships pay 100% of their standard fees.

VIII. Assistantship Codes

Assistantship job codes are established to differentiate funding sources that support assistantships.

Job Codes	Description
GT5252	Graduate Teaching Assistantships allocated from the Provost (Fund 100) with tuition & fee waiver from central Fund 100 CFS
GT5221*	Graduate Teaching Assistantships that are supported by colleges/other areas
GR5253*	Graduate Research Assistantships that are funded from Federal and/or State Grants (Fund 500) - may be eligible for tuition differential
GR5223*	Graduate Research Assistantships that are supported by colleges/other areas (Non-Fund 500) - may be eligible for tuition differential
GR5211	Land Grant funded Graduate Research Assistantships where URI supports the tuition & fee waiver as a match to the Land Grant funds
GA5222	Graduate Administrative Assistantships allocated from the Provost (Fund 100) with tuition & fee waiver from central Fund 100 CFS
GA5212*	Graduate Administrative Assistantships that are supported by colleges/other areas

****Please note that all job codes, with the exception of job codes GT5252, GR5211, and GA5222, must have a SGA-2G form submitted with the scanned assistantship appointment letter.***

IX. Summer Appointments

The summer term begins after the commencement ceremony, Sunday May 21, 2023 and ends six days before the Fall semester begins, Saturday, August 26, 2023. The Graduate School will be responsible for approving each submission for the summer research and teaching appointments. Once approved, the Office of Human Resources will create the job record for the summer appointments. If the Graduate School receives an appointment letter that is not eligible, they will notify the Department/College. All other hourly job codes will continue to be handled by the Department/College. Refer to the [Summer Appointment webpage](#) for the summer employment appointment letter templates.

Must have held an assistantship during the 2022-2023 academic year (Spring or Fall) as either full-time or half-time. Additional eligibility criteria:

A. Research Appointments:

- Job assignment is research based
- Must work for at least 2 consecutive pay periods
- Must be hired for at least 10 hours/week and not more than 40 hours/week
- Will be paid at the effective Graduate Student hourly rate

B. Teaching as Instructor of Record Appointments:

- Job assignment is Teaching at least one three (3) credit course for at least one term of summer session
- Instructors of record shall be paid \$1,575 per credit hour taught from Summer Session funds, unless it is not a summer session course.

C. Teaching Assistant (Not Instructor of Record) Appointments:

- Job assignment is assisting in a Summer Session term for a minimum of ten (10) hours per week for at least one term of summer session
- Shall be paid \$1,575 (\$31.50 hr) per summer term for a ten (10) hour work week from college, department or other non-Summer Session funds. The rate of pay for hours in excess of ten (10) is to be prorated at \$1,575 (\$31.50 hr) per ten (10) hours, not to exceed \$6,300 per summer term at forty (40) hours per week.

Additional Information:

- Union members will be deducted union dues.
- There are no fringe benefits beyond those accrued during the academic year assistantship.
- Registering for any credit-bearing activity during the summer is not required and there is no tuition remission during the summer term.

X. Submitting Appointment Letter Procedures

IMPORTANT: Job record cannot be created until a signed contract is received signed by both the department and student and all Human Resources and Payroll documents have been received/approved.

Graduate Assistantship Hiring Process:

1. The Department completes the contract through the Adobe Sign workflow. We are no longer using a fillable PDF format. The new format will send the contact to the designated signers. The person (form filler role) initiating the contract will assign the department and the student signature workflow. All parties will receive a copy of the final contract. Reference the [step-by-step guide](#).
2. Department uploads Human Resources documents through the [HR portal](#).
 - a. W-4 State & Federal Forms are submitted to Susan Ryan (sryan@uri.edu) in the Payroll Office.
3. The department is responsible for entering the assistantship job into HR eCampus starting July 1st once the signed contract and hiring documents are received.
 - a. The job is to be entered in HR e-Campus no later than July 26, 2023 for academic year and Fall assistantships or November 29, 2023 for Spring assistantships.
4. After the job record has been created, the department uploads the contract and a SGA-2G form (*when applicable, see VII*) through the Graduate School [online submission portal](#).
 - a. Teaching assistants should be assigned a specific teaching duty. The teaching assistant should be listed as either the instructor of record or as a co-instructor in eCampus for the course(s) to which they are assigned.

Summer Appointment Hiring Process:

1. The Department completes the contract through the Adobe Sign workflow. We are no longer using a fillable PDF format. The new format will send the contact to the designated signers and then automatically send to the Graduate School and Human Resources for approval. The person (form filler role) initiating the contract will assign the department and the student signature workflow. All parties will receive a copy of the final contract. Reference the [step-by-step guide](#).
2. Graduate School will verify eligibility.
3. Human Resources will create the job record for all approved contracts as contract pay.
 - a. For any changes after the job record is created, a contract change form must be submitted.
4. Human Resources will create the initial budget table, if applicable.
 - a. Any edits to the budget table after creation are handled by the department/college.

XI. Additional Employment on the Student Payroll

Domestic graduate students who are Graduate Assistants or are hired on Graduate Student Hourly Payroll are eligible to work additional hours on the Graduate Student Hourly Payroll with the approval of their major professor. Domestic Graduate Assistants may be allowed to work an additional five (5) hours a week on the Graduate Student Hourly Payroll and do not need approval from the Graduate School.

Level III domestic graduate students who are Graduate Assistants or are hired on Graduate Student Hourly Payroll must be approved by the Graduate School to work an additional ten (10) hours a week on the graduate student hourly payroll by submitting the [Additional 10 Hour Request Form](#).

Per Homeland Security regulations, international students are not allowed to work more than 20 hours per week during the academic year. The Graduate School will monitor these additional hours to ensure compliance with eligibility requirements.

XII. Leave & Terminations

Early termination of appointments (termination during the period of appointment indicated) should occur only under extenuating circumstances. Early terminations of Graduate Assistantships can occur for two reasons, i.e. personal (request of student) or professional (request of department/office).

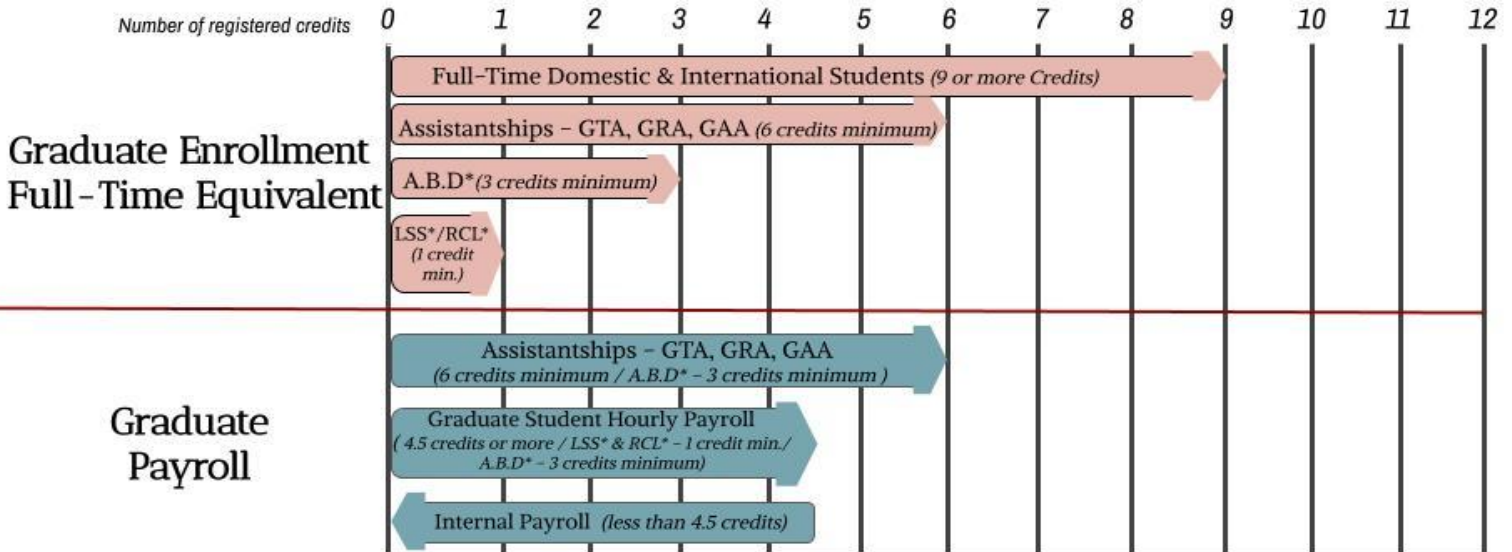
If the department/office requests the termination of the Assistantship, the department/office must show that the appointee has received periodic advice related to those areas of inadequate performance that have led to the request for early termination. Upon the issuance of discipline, a Graduate Assistant shall receive a written statement of reasons for any disciplinary action. If the Graduate Assistant considers such disciplinary action to be improper, they may appeal the decision in accordance with the grievance procedure. Grievance procedure is outlined in [Article XII](#) of the URIGAU contract.

If the student requests the termination of the Assistantship, they must provide notice in writing to their supervisor which includes their last date of employment.

For all early terminations, the hiring department/office or Principal Investigator must inform the student in writing that the stipend and tuition will be prorated for the period of the appointment (early termination date) and that the student is responsible for the remainder of the tuition and standard fees. The Graduate School must be notified in writing in the event of an early termination by providing a copy of the [URI Payroll In-House Request for Contract Change](#). The hiring department is responsible for completing a [URI Payroll In-House Request for Contract Change](#) form to notify the Payroll and Human Services offices. The Graduate School is responsible for forwarding the termination request to Enrollment Services.

XIII. Graduate Student Enrollment & Payroll Eligibility Chart

Graduate Student Enrollment & Payroll Eligibility Chart



* **A.B.D** - 'All But Dissertation' For Domestic and International Doctoral students who have completed all comprehensive exams, required courses, submitted their research proposal, and other program specific requirements. Charged per credit hour.

* **LSS** - 'Last Semester Status' Only for Domestic students. Can be reported as full-time degree students on their last semester of their degree program.

* **RCL** - 'Reduced Credit Load', Only for International Students. Can be reported as full-time degree students for any one semester only throughout their graduate school period.

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GRADUATE STUDENT PAYROLL OPTIONS

Assistantships - GTA, GRA, GAA

1. Full time (20 hours) or Part Time (10 Hours)
2. Per Semester or full academic year contracts
3. ABD Status is eligible for assistantships

Graduate Student Hourly Payroll Includes:

1. Assistantships with additional hours (5 or 10 hours)
2. Non-assistantships - students hired on an hourly basis.
3. Last Semester Status, Reduced Course Load, and ABD students since they are considered full time

Internal Payroll - Temporary positions (Full time first 30 days then drops to 15 hrs after 30 days) Includes:

1. Part-Time Faculty
2. Non - Students
3. Domestic Students with less than 4.5 credits

ASSISTANTSHIP CATEGORIES

Teaching & Administrative Assistantships (6 credits minimum-12 Credits Maximum) *In-state and Out of State tuition rate is considered*

- 10 hr TA / AA
 - ◆ ½ Tuition covered by URI
 - ◆ ½ Tuition covered by Student
- 20 hr TA / AA
 - ◆ Full tuition covered by URI

Research Assistantships (6 credits minimum-12 Credits Maximum) *All receive In-state tuition rate*

- 10 hr RA
 - ◆ ½ Tuition covered by Grant
 - ◆ ½ Tuition covered by Student or Grant
- 20 hr RA
 - ◆ Full tuition covered by Grant

ABD - (3 credits) *Domestic and International students.*

- Limited time period - Four (4) semesters
- Tuition per credit hour