



OGDEN COLLEGE OF SCIENCE AND ENGINEERING

OGDEN COLLEGE POLICY & PROCEDURE DOCUMENT

NUMBER: 6.0011 – OCSE

TITLE: GRADUATE ASSISTANT SUPPORT AND ORGANIZATION

DATE: November 6, 2024

REVISED: N/A

Authorized by: David N. Brown, Dean, Ogden College of Science and Engineering

I. Purpose and Scope

The policy is intended to establish a common set of practices concerning Graduate Teaching Assistantships (GTAs), Graduate Research Assistantships (GRAs), or more generally Graduate Assistantships (GAs) in the Ogden College of Science and Engineering (OCSE). This in turn will improve marketing of graduate programs and recruitment of graduate students, simplify administration of assistantships, reduce potential for friction among graduate students, reduce graduate assistant dependence on outside employment, and improve graduate retention, time to degree, and credential production.

II. Policy

A. Tuition

Tuition – up to 9.5 credit hours per semester for courses in the relevant graduate program, including differential tuition – will be paid for all OCSE Graduate Assistants (GAs). GAs will not be expected to pay tuition costs out of their stipends. Payment will be coordinated through the Dean's office. Faculty paying GRAs from grants should plan to pay both tuition and stipend. In parallel, they should make themselves aware of whether the sponsor allows for payment of tuition, or if there are any limits on the level of tuition support and abide by those limitations. In general, if a GA's support is split among funding sources, that split should apply to both tuition and stipend unless sponsor limitations make this impossible or impractical.

B. Stipend

The College will establish a standard/minimum monthly stipend for GAs in each of three tiers: 1st year GTA, 2nd year GTA, and GRA. The stipend levels will be communicated to departments and posted publicly. It is expected that the posted stipend level will be the

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standard or minimum stipend in effect for most GAs in the College. Departments may use available funds from their regular budgets to increase the offered stipend levels but may not decrease the stipend levels below the established College standard. Positions whose *monthly* stipends have been raised by at least 20% from the OCSE GA standard may be referred to as Graduate Teaching *Fellowships* or Graduate Research *Fellowships*. The name change will not affect workload expectations.

C. GTA and GRA sources of funding

GTAs are generally supported by funds from OCSE, Departments, and potentially the Graduate School (GS). GRAs are generally supported by funds from ARTP Centers and faculty grants. GA funds originating from OCSE and GS are assumed to be used for support of GTAs unless specified otherwise. Units that would like to use OCSE or GS funds for GRA support must obtain permission from the College with appropriate documentation of projected goals and outcomes.

D. Term

GAs are typically hired on a nine-month contract paid over ten months, from August 1 through May 31. Departments will be allowed to hire a specified number of GTAs for June and July using OCSE/GS funds. Optimally, GAs should be supported as GRAs on grants in summer months. Standard GAs on nine-month support have no workload expectations during recognized University closures, including Fall Break, Winter Break, and Spring Break. During periods in which the University is open, but classes are not in session, GTAs are expected to participate in orientations, trainings, or to continue research work toward their degrees. If a GA has a special need to work during a University closure, such as for animal caregiving, departments may make accommodations in scheduling, with notification of the Dean's Office. In some cases, a GA may be hired for a single semester. For these purposes, the Fall semester GA will be paid from August 1 through December 31 and Spring will be paid January 1 through May 31.

E. Level

Students may be assigned an assistantship at one of three levels: full, half, or quarter. A standard assistantship is expected to involve 20 hours of work per week, averaged over a semester. A half assistantship is expected to involve 10 hours of work per week, averaged over a semester. A quarter assistantship is expected to involve 5 hours of work per week, averaged over a semester.

III. Procedure

A. GTA Allocation

By November 1 each year, the Dean of OCSE will communicate to Department Chairs and Graduate Program Directors the number of GTAs to be supported by OCSE/GS funds in each department in the following academic year. If a department is unable to fill an allocated position, the position allocation will return to the Dean's office by May 31 for reutilization.

B. GRA Substitution Requests

By February 1, the Department will submit to the Dean any requests to convert OCSE- and/or OSP-supported GTAs to GRAs, with appropriate documentation of projected goals and outcomes. The Dean will communicate decisions on such requests before March 1.

C. GA Assignment

A GA assignment spreadsheet will be submitted by each Department to the OCSE Dean's Office by May 15 for the upcoming academic year. It is important to have the GAs who will be supported by OCSE or OSP funds reported at this time. Grant-supported GRAs may be added or updated as needed. The GA assignment spreadsheet template may be obtained from the Dean's Office.