

**UNIVERSITY AT ALBANY
GRADUATE ASSISTANTSHIPS, FELLOWSHIPS, AND
TUITION SCHOLARSHIPS**

2009-2010 GUIDELINES FOR DEPARTMENTS

It is the responsibility of the appointing officer (or designee) to inform prospective assistants, fellows, and tuition scholarship recipients of the guidelines governing assistantships, fellowships, and tuition scholarships, including the required and permissible service and study loads associated with these awards.

GRADUATE STUDENT EMPLOYEES UNION

- All State-funded teaching and graduate assistant positions are represented for purposes of collective negotiations by the Communications Workers of America Local 1104/Graduate Student Employees Union (CWA Local 1104/GSEU). Presidential Fellows and Carson Carr Graduate Diversity Scholars are also members of the GSEU bargaining unit.
- Except for Presidential Fellows, fellows are **NOT** members of the CWA Local 1104/GSEU bargaining unit. Likewise, graduate assistant positions that are funded from non-State resources (e.g., the Research Foundation or other external funds) are **NOT** members of the CWA Local 1104/GSEU bargaining unit.

JOB POSTING

- The Office of Human Resources Management posts a list of departments and administrative units that employed CWA 1104/GSEU represented teaching and graduate assistants during the previous academic year.
- Under the current *Agreement*, units identified in the above listing are required to have written policies describing the application process, selection criteria, terms of appointment, policies for renewal, and evaluation procedures for all CWA Local 1104/GSEU represented teaching and graduate assistant positions.

APPLICATION PROCEDURES

- Applications for assistantships, fellowships, or tuition scholarships should be made directly to the department chairperson in the department where the program is offered or to the dean for any school that does not have a departmental organization. In the case of new students, the appropriate admissions officer should be notified of the application for an assistantship, fellowship, or tuition scholarship so that the graduate application will be given special attention during the admission process.

TERMS OF APPOINTMENT

- A student must enter the University in good academic standing to be considered for appointment during the initial term. Likewise, a student must remain in good academic standing and must have satisfactorily performed the assigned assistantship duties to be eligible for renewal in this appointment.
- Full-time student status is required to hold an assistantship or fellowship.
- A student may receive a maximum of two years of support from State resources while pursuing the Master's degree. Doctoral students who enter the University without advanced standing are limited to a total of four years of State-funded support. Doctoral students who enter their doctoral program with a master's degree in the same field may be eligible to be appointed for a total of three years. If a student has been advanced to candidacy by the end of this funding eligibility and has been consistently funded by your department, he/she may also be eligible for an additional year of funding to support the writing of the dissertation. Requests for exceptions to this policy should be directed to the Dean of Graduate Studies.
- Assistants and fellows cannot hold more than one full assistantship or fellowship, and should not engage in additional work beyond the assistantship or fellowship, including part-time lectureships and outside employment, during the term of their appointment. The student's department chairperson, college/school dean, and the Dean of Graduate Studies all need to authorize exceptions based on educational benefits (not financial need). Approval should be received prior to the commencement of the additional responsibilities.
- In general, assistants are expected to provide their usual services following the academic calendar and, in addition, to be available to assist during the examination period when needed. However, assistants in certain administrative offices or departments may be expected to provide services over the entire period including the intersession recess, provided this arrangement is stated in the notification letter at the time of appointment.
- For payroll purposes graduate assistants are appointed for the 2009-2010 academic year from August 20, 2009, through May 26, 2010. Stipend checks are divided into twenty equal payments and are subject to the lag payroll. If the appointment papers are submitted to the Office of Human Resources Management by June 12, 2009, the first check will be issued on September 16, 2009, and the final check on June 9, 2010. Fall 2009 semester graduate assistants are appointed from August 20, 2009 through January 6, 2010. First paychecks for those appointed for Fall 2009 will be issued on September 16, 2009 and their last paycheck date is January 20, 2010. Spring 2010 semester graduate assistants are appointed from January 7, 2010 through May 26, 2010. First paychecks for those appointed for Spring 2010 will be issued on February 3, 2010 and their last paycheck date is June 9, 2010.
- Fellowship appointments are generally for the period of September 1, 2009, through May 31, 2010. Stipend checks are divided into ten equal payments and are issued once a month except in March. There are two checks issued in March. (Please refer to the ***Fellowship*** section of these guidelines for the specific payment schedule.)

GRADUATE ASSISTANTSHIPS

- Graduate assistants are those who receive stipends in association with assignments in teaching, research, administration, professional assistance, clinical duties, and specialized services. Assistants cannot receive academic credit for assigned assistantship duties. This policy includes research performed by research assistants.
- Assistantship stipends are considered to be taxable income even where there is a specific requirement for training for all students in a particular program. All assistantship stipends are subject to federal taxation, which also means that they are taxable under New York State law. Assistants may not ordinarily file as "tax exempt" on their W-4.

LEVELS

FULL ASSISTANTSHIPS WITH STIPENDS AT OR ABOVE \$8,093 (.5 FTE)

- Assistantships at .5 FTE with annual stipends at or above \$8,093 are considered standard full assistantships. Students holding these assistantships are expected to devote approximately one-half of their time to the academic program and one-half to the assistantship.
- Study: Prior to admission to candidacy, graduate assistants must register for a minimum of 9 graduate credits each semester of the academic year to meet award eligibility requirements, except that doctoral students in their last term prior to candidacy may be allowed a reduced course load to conform with remaining program credit requirements. Note, however, that such reduced enrollment will not cause the student to be certifiable as enrolled full-time. After admission to candidacy, certifiable full-time award eligibility and certification requirements can be met by registering for a minimum of one dissertation 899 unit.
- Duties: (a) Teaching assignment: teaching up to five credits (generally one or two courses each session).
(b) Laboratory teaching assignment: two or three sections each session.
(c) Non-teaching assignment: 15-20 clock hours per week.
- Tuition Scholarships: Graduate students with this type of award may qualify for a tuition scholarship of 9 or more graduate credits per semester following the application of TAP if a New York State resident.

HALF ASSISTANTSHIPS (.25 FTE)

- Students holding assistantships with annual stipends at or above \$4,047 and appointed to .25 FTE lines are expected to register as full-time students and provide half the professional assistance of full assistants.
- Study: Full-time registration (minimum of 12 graduate credits per semester) in course and seminar work each session of the award. Supported doctoral students in their last semester prior to candidacy may be allowed a reduced course load to conform with remaining credit requirements. Such reduced enrollments will not, however, be cause for full-time enrollment certifications. Supported doctoral students formally admitted to