

GRADUATE ASSISTANTSHIP

Informational Document

TO: Deans, Directors, Chairpersons, Principal Investigators of Contracts and Grants,
and Administrative Staff

FROM: Nasser H. Zawia, Dean, Graduate School

DATE: February 1, 2012

RE: 2012-2013 Graduate Assistantships: Teaching, Research or Administrative

This memorandum provides documentation and critical information with respect to the hiring of Graduate Assistants at the University. The following table of contents provides you with an organized summary of all the information that you will need for the appointment of Graduate Assistants.

Table of Contents

Preface

I. University of Rhode Island Graduate Assistantships	Page 2-3
A. Graduate Teaching Assistant	
B. Graduate Research Assistant	
C. Graduate Administrative Assistant	
II. Levels of Appointment	Page 3
A. Level I	
B. Level II	
C. Level III	
III. Stipends and Tuition	Page 3-4
A. Stipends	
B. Tuition and Standard Fees	
C. New England Regional Status	
D. Graduate Research Tuition Differential Fellowship	
IV. Period of Appointments	Page 4
A. Academic Year	
B. Summer	
C. URI Payroll/Employment Dates	
V. Graduate Assistantship Employment Procedures	Page 4-5
A. Employment Documentation	
B. Drug Free Work Place Policy	
C. W-4	
VI. International Graduate Assistant Procedures	Page 5
A. English Proficiency	
B. Payroll	

VII. Student Tuition and Fee Payment Form (SGA-2)	Page 5
A. Teaching Assistantships	
B. Research & Administrative Assistantships	
VIII. Summer Graduate Assistantships	Page 5-6
IX. Additional Employment on the Student Payroll	Page 6
A. Academic Year	
X. Terminations	Page 6

The following procedures are to be used in the appointment of Graduate Assistants during the 2012-2013 academic year. Graduate students must be fully matriculated and in good academic standing. 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. Students must complete a [Bar of Claims form](#) if one is not already on file. They must register for at least six (6) credits each semester and will be billed as full-time students.

Official letters of appointment are required for all Graduate Assistantships. Appointment letters are available on the URI Graduate School web site <http://www.uri.edu/gsadmis>. A signed original copy of the appointment letter must be forwarded to the Graduate School. The letters serve as the 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.

Once the departments receive the signed appointment letter from the graduate student, the letter is held in the department until after July 1, 2012 at which time the job is entered into the e-Campus system. Once the job is entered, the URI employment record number (Empl Rcd) is added to the appointment letter. The letter is then forwarded to the Graduate School (along with the SGA-2 form if applicable, see VII). The appointment letters should not be sent to the Graduate School until the graduate student is hired in e-Campus. Upon receipt, the Graduate School will verify the letter and forward it to the Office of Human Resource Administration. This completes the appointment process.

I. University of Rhode Island Graduate Assistantships

A. Graduate Teaching Assistant: Fully matriculated graduate students assigned to positions allocated by the University 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. The Graduate Assistantship includes a tuition remission (up to 12 credit hours per semester that will be prorated to the percentage of the appointment) and health benefits. Students appointed to full-time assistantships receive tuition and a 20% waiver of the standard fees, which include: registration, health services, and the student services fee. Students appointed to half-time assistantships (10/hrs week) receive half the tuition paid by the University. These students are responsible for 100% of the standard fees.

For the 2012-2013 Assistantship Stipends, visit:
http://www.uri.edu/gsadmis/assistantship_stipends.html

B. Graduate Research Assistant: 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 Assistantship includes a tuition remission (up to 12 credit hours per semester that will be prorated to the percentage of the appointment) and health benefits. For tuition and standard fee information see VII (SGA-2 form). Grants supporting Graduate Research Assistants are charged a rate to a percentage of the student's stipend rate to cover the cost of health insurance. See the Projected Stipend and Tuition Rates for Graduate Research Assistants, Handout No. 5 on the URI Research Office web site

<http://www.uri.edu/research/tro/forms/sponproj/gradtuitrates.pdf>.

For the 2012-2013 Assistantship Stipends, visit:

http://www.uri.edu/gsadmis/assistantship_stipends.html

C. Graduate Administrative Assistant: 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. The Graduate Assistantship includes a tuition remission (up to 12 credit hours per semester that will be prorated to the percentage of the appointment) and health benefits. For tuition and standard fee information see VII (SGA-2 form). Departments/offices supporting Graduate Administrative Assistants are charged a rate to a percentage of the student's stipend rate to cover the cost of health insurance. See the Projected Stipend and Tuition Rates for Graduate Research Assistants, Handout No. 5 on the URI Research Office web site

<http://www.uri.edu/research/tro/forms/sponproj/gradtuitrates.pdf>.

For the 2012-2013 Assistantship Stipends, visit:

http://www.uri.edu/gsadmis/assistantship_stipends.html

II. Levels of Appointment

A. Level I: All Graduate Assistants in master's programs and those in Ph.D. programs who do not have the equivalent of a Master's degree in the field of study on the date of appointment.

B. Level II: All those who have completed at least 30 credit hours (exclusive of entrance deficiencies, language research tools and research) of graduate work certified by the Chairperson of the student's department and the Dean of the Graduate School as creditable towards their Ph.D. program of studies before the date of appointment, **and** have passed the Ph.D. qualifying examination; or are enrolled in a Ph.D. program and have a master's degree.

C. 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.

III. Stipends and Tuition

A. Stipends: For current academic year and summer stipend rates refer to the "Student and Graduate Assistant Salary Plan" document on the URI Human Resources eCampus web site http://www.uri.edu/ecampus/hr/documentation/Student_Grad_Salary_Plans.pdf.

Students appointed to half-time assistantships (10/hrs week) receive half the stipend.

-Please note: This document is being updated with current information and will be published as soon as possible. For current stipend amounts visit:

http://www.uri.edu/gsadmis/assistantship_stipends.html

B. Tuition and Standard Fees: The tuition and standard fees for academic year and semester appointments are available on the URI Enrollment Services web site <http://www.uri.edu/es/acadinfo/acadyear/tuition.html>. Please note that students are responsible for 80% of their standard fees, which include: registration, health services, and the student services fees. Students appointed to half-time assistantships (10/hrs week) receive half the tuition. These students are responsible for 100% of the standard fees.

C. New England Regional Status: Students who are eligible for New England Board of Higher Education (NEBHE) regional status must apply for and be certified as a regional student prior to the beginning of the semester for this tuition rate to be applicable. Additional information is available at the NEBHE web site <http://www.nebhe.org/>.

D. Graduate Research Tuition Differential Fellowship - This initiative will provide a fellowship for the difference between out-of-state (OS) tuition and in-state (IS) tuition for graduate students supported by externally funded graduate research assistantships who begin their graduate study at URI in FY 2010 and thereafter. For information go to the URI Research Office web site <http://www.uri.edu/research/tro/offices/sponproj/graduitres.pdf>.

IV. Period of Appointments

A. Academic Year: The academic year begins five days before Advising Day in the fall and runs through Commencement. For specific dates for the current academic year refer to the “Academic Calendar” on the URI web site <http://www.uri.edu/es/calexams/detailedcalendar.pdf>

B. Summer: For specific dates for the summer refer to the “University Calendar for Summer Sessions” on the URI web site <http://www.uri.edu/summer>.

C. URI Payroll/Employment Dates: For payroll dates refer to the “In-House Payroll Appointment Dates Chart” available on the URI Human Resources eCampus web site <http://www.uri.edu/ecampus/hr/documentation.html>.

V. Graduate Assistantship Employment Procedures

A. Employment Documentation: The Immigration Reform and Control Act of 1985 requires that you provide the Department with documentation verifying your identity and eligibility to be employed in the United States before beginning work. In order to comply with Federal I-9 employment regulations, new Graduate Assistants must provide their departments with original identity and employment eligibility documents by August 27, 2012 for the first semester and December 30, 2012 for the second semester. Failure to supply the necessary employment documentation may result in termination of employment by Human Resources as outlined on the URI Human Resources eCampus web site http://www.uri.edu/ecampus/hr/documentation/I-9_termination_policy.pdf. Returning Graduate Assistants are responsible for verifying that the documentation on file with the department is correct and up to date. For a list of required employment documents please visit URI Human Resources eCampus web site http://www.uri.edu/ecampus/hr/documentation/student_employment_forms.pdf. All non-U.S. citizens must come to the Payroll Office prior to starting work.

B. Drug Free Work Place 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.

C. W-4: Graduate Assistants are responsible for completing a W-4 Form online through the URI e-Campus system. All non-U.S. citizens are responsible for completing a different tax document. For information please refer to the URI Foreign National Tax Compliance Office web site at http://www.uri.edu/controller/foreign_national_tax_compliance.html.

D. Bar of Claims: Graduate Assistants are responsible for completing a **mandatory** Bar of Claims Form available at <http://www.uri.edu/gsadmis/GradFormsPage.html#GSA>. This requirement is for anyone hired or rehired on 5/22/11 or after. This includes any one on the grad assistant payroll that has been here previously but is being rehired for next semester.

VI. International Graduate Assistant Procedures

A. English Proficiency: In order to comply with the Board of Governors' "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 web site <http://www.uri.edu/iss/International%20Teaching%20Assistants/index.php>; e-mail issoff@etal.uri.edu; or call (401) 874-2395.

B. Payroll: Students must have a Social Security number before their appointment can be entered into 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. In addition, their tuition waivers will be posted to their account without delay, but they should make arrangements to pay their fees on time so that late charges will not be assessed. All non-U.S. citizens must come to the Payroll Office prior to starting work.

VII. Student Tuition and Fee Payment Form (SGA-2)

A. Teaching Assistantships: Does not apply.

B. Research & Administrative Assistantships: Tuition and standard fee payments may be included on the SGA-2 form only for students appointed to assistantships. Students appointed to full-time (20hrs/wk) assistantships receive tuition and 20% of the standard fees, which include: registration, health services, and the student services fee. The tuition and fees are paid directly to Enrollment Services via an SGA-2 form. Students appointed to half-time (10hrs/wk) assistantships pay half the tuition and receive half the appropriate stipend. Students on half-time assistantships pay 100% of their standard fees. The SGA-2 form must be submitted along with the Graduate Assistantship Appointment Letter to the Graduate School after July 1, 2012 when the job is entered into the e-Campus system. The Graduate School will forward the SGA-2 form

to the appropriate office. The SGA-2 form is available on the URI Human Resources eCampus web site <http://www.uri.edu/ecampus/hr/forms.html>.

VIII. Summer Graduate Assistantships

Graduate Assistantships are offered during the summer primarily for research and administrative duties. Summer Graduate Assistantships are contract positions like academic year assistantships, however they have no tuition waiver or other associated benefits. Summer Graduate Assistantships are available contingent on funding through individual departments/offices. Summer assistantships are offered in 40, 35 (administrative only), 20 and 10 hour appointments. Offer letters for summer assistantships are drafted by the employing department/office.* The letter is then forwarded to the Graduate School. The appointment letters should not be sent to the Graduate School until the graduate student is hired in e-Campus. Upon receipt, the Graduate School will verify the letter and forward it to the Office of Human Resource Administration. This completes the appointment process.

**Academic year appointment letters are not used for summer assistantships.*

IX. Additional Employment on the Student Payroll

A. Academic Year: Graduate students who are Graduate Assistants are eligible to work additional hours on the student payroll with the approval of their major professor and the Graduate School. Level I and Level II Graduate Assistants may be approved to work an additional five hours a week on the student payroll. Level III Graduate Assistants may be approved to work an additional ten hours a week on the student payroll. Requests for approval for additional hours on the student payroll are made using the Graduate Student Hourly Request Form available on the URI Human Resources eCampus web site <http://www.uri.edu/ecampus/hr/documentation.html> or Graduate School web site http://www.uri.edu/qsadmis/Assistantships/grad_hourly.pdf

X. Terminations

Early termination of appointments (termination during the period of appointment indicated) should occur only under extraordinary 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.

For early termination the 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 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. The Graduate School is responsible for forwarding the termination request to Enrollment Services.

It is imperative that the department/office contact Wendy Belue in the Payroll Office to terminate the job in e-Campus. The department/office should email her at wbel@uri.edu with the student's name, ID, record number and last day worked.