UBalt Graduate Assistant Handbook

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I. INTRODUCTION

A. Graduate Assistantships are available to qualified, degree-seeking graduate students, or to students with a master's level degree seeking a degree-supplementing graduate certificate. An assistantship is awarded to a student primarily to enable him or her to obtain academic, professional or research experience while making progress toward a graduate degree or certificate. The award of a graduate assistantship is contingent on available funds and admission of the student to a degree-granting or certificate-granting graduate program.

B. Graduate Assistants (GAs) are assigned individual duties consistent with the needs of the unit in which they are hired. However, in all cases, GAs have a professional role (albeit of an apprentice nature) in the University.

C. GAs should become thoroughly familiar with the academic regulations published in the graduate catalog and on the University website. This Graduate Assistant Handbook is a compilation of University policies and practices governing graduate assistantships as required by USM policy. In addition, individual schools or hiring units within the University (such as the Schaefer Center for Public Policy) will have policies uniquely pertaining to their students with respect to the responsibilities of GAs and conditions of appointment.

II. QUALIFICATIONS, APPLICATIONS AND SELECTION

A. A GA must be a registered graduate student carrying six (6) credits or more who is enrolled in a degree or certificate program and who is making satisfactory progress toward the degree or certificate. The student must be registered in courses that lead toward the degree or certificate. Satisfactory progress is defined as a minimum cumulative GPA of 3.0. Appointments are normally given to those students who have shown superior aptitude in their field of study and who possess particular skills related to their GA appointment.

B. Applications for assistantships can be accessed in UBworks, a job search portal accessible in MyUBalt (under Tools) and coordinated by the Career & Internship Center.

C. Review of applications and offers of assistantships are the responsibility of the units where the assistantship will be held.

D. The University of Baltimore does not discriminate on the basis of race, color, religion, national origin, ancestry, ethnic background, genetics, disability, age, sex, gender, gender identity, marital status, sexual orientation, veteran status, or any other protected status in admission to and participation in education programs and activities, or employment practices in accordance with federal laws, including, but not limited to Titles VI and VII of the Civil Rights Act, Title IX of the Education Amendments, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act as amended, as well as state laws, and regulations.

III. INTERNATIONAL STUDENTS

A. International students are subject to additional rules articulated by the federal government and are strongly advised to seek the advice and guidance of the Office of Diversity and International Services when considering applying for a GA position.

IV. CATEGORIES AND DUTIES

A. There are several different categories of assistantships: Research Assistant, Administrative Coordinator, Fellow in the Schaefer Center, Teaching Assistant, and Lab Assistant.

i. Research Assistant – The duties of research assistants vary according to the nature of the research project in which they participate and the source of funding. Generally, research assistants work under the supervision of an individual faculty member or center or institute director. Work on research which is *directly* applicable to the student's thesis or dissertation submitted in partial fulfillment of the requirements for the master's or doctoral degree is not permitted. Research assistants should also not be engaged in work unrelated to their academic program or that does not further their educational experience and objectives.

ii. Administrative Coordinator – A number of campus offices employ GAs in administrative roles, where the administrative work is reasonably related to the student's academic training and expertise. GAs with appointments to perform administrative support functions should generally be assigned specific projects and not perform the duties of or replace a non-exempt Administrative Assistant.

iii. Fellow in the Schaefer Center – The Schaefer Center is an applied research center in the College of Public Affairs. Fellows in the Center work with faculty and research staff on a wide variety of applied research and professional development projects. Typical graduate fellow assignments include primary and secondary data collection, data cleaning, field interview support, data analysis utilizing SPSS, preparation of charts and graphs, and assisting with drafting and editing client reports. Fellows also provide support for the Center's professional development and facilitation activities.

iv. Lab Assistant – Various academic programs at UBalt are supported by dedicated labs and may be staffed or partially staffed by graduate students with expertise in the software and hardware provided in the labs. Where such duties extend beyond mere monitoring to academic support and mentoring functions, such positions may be staffed by GAs with the requisite experience and training.

v. Teaching Assistant –Certain UBalt programs may find it desirable to employ graduate students as teaching assistants. In accordance with UBalt's English Proficiency Requirements, all non-native English-speaking students, regardless of citizenship or visa status, must demonstrate English language proficiency. Graduate teaching assistants (GTA) may offer sections of a multi-section course, teach labs, and/or lead special seminars or workshops as directed by the dean. The GTA assigned to a multi-section course will work closely with the instructor of record in another section of the same multi-sectional course or will be supervised by the program director.

1. The GTA assignments may be of two kinds:
    a. Faculty support. The unit/division/school appointing the GTA will post a formal job description and assign the student to a faculty member as the instructional supervisor

and course instructor of record. When the GTA serves as support for the faculty, the assistant will be expected to proctor examinations, conduct workshops, assist in conferences with students, provide tutorial services, and/or lecture in the class or lead discussions at the discretion of the assigned faculty member.

b. Class instructor. The GTA who is a class instructor will be given a concomitant level of responsibility and duties to that of a UBalt faculty member. However, the GTA is not solely responsible for the evaluation and outcomes of the course. The faculty member supervising the student's teaching assignment remains responsible for course material coverage, determination of final assignment and course grades, and of resolution of any issues that may arise between the GTA and students in the assigned course during the semester.

2. Teaching assistants at UBalt must meet the following requirements:
    a. Be able to communicate effectively in both written and spoken English;
    b. When teaching a course, be supervised by a faculty member of the institution who has ultimate responsibility for the course;
    c. Be students in good standing in a graduate program leading to a degree in the academic discipline that they are assigned to teach, or to a degree in an appropriately related discipline;
    d. Only provide classroom instruction in courses at a degree level lower than the one they are pursuing.
3. The program director, associate dean or his/her designee will provide training in course and classroom management, accommodations of students with disabilities, assessment of student work, effective pedagogical strategies appropriate to the teaching assignment, professional expectations and will serve as a mentor of the GTA. The GTA is expected to follow the instructions received from his/her supervisor and to meet with the supervisor to address any problems, issues or concerns that arise in the scope of teaching the course. The program will evaluate the performance of the GTA using a standard teaching evaluation or rubric. The graduate teaching assistantship may be renewed based on interest and successful completion of an initial teaching assignment.
4. GTAs will apply 50% (10 hours per week) of their full-time assistantship to teaching the assigned course. The teaching load will be calculated as 10 hours per week for a three-credit course. The remaining hours will be used for research assignments, programmatic service and/or other duties as assigned.
5. GTAs will be limited to one three-credit course per semester, which must be at a level lower than the GTA's current course of

study.

6. GTAs are expected to comply with all UBalt and USM policies and procedures governing classroom activities, interaction with students, and professionalism as a member of the teaching staff. A GTA may be removed from the classroom at any time at the discretion of the dean or the school designee should the GTA's performance fall below expectations for successful teaching within the program and the course to which the assistant is assigned.

V. APPOINTMENT, REAPPOINMENT, AND DURATION OF APPOINTMENT

A. Each program and unit is responsible for determining and communicating its own specific criteria, consistent with University and USM policy, for assessing student qualifications for appointment and reappointment to graduate assistantships. Reappointment is dependent upon satisfactory performance, adequate progress toward a graduate degree or certificate, and the needs of the unit. As with all faculty and staff positions, appointment and reappointment are contingent on the availability of funds.

B. An assistantship appointment is considered full-time when the GA is assigned twenty (20) hours work per week. Appointments for less than full-time are permitted as stipulated in the GA's contract and are limited to either two-thirds time (13 hours/week) or half time (10 hours/week) appointments.

   i. GAs are generally appointed for a regular academic year (9.5 months) or for a single academic term (one semester of either 14 or 15 weeks). The duration of the appointment is specified in the contract.

C. Renewal of Appointments: GAs may be re-appointed to assistantships for successive terms, but renewal is not automatic or guaranteed.

   i. Students may be reappointed one or more times at the discretion of the hiring unit. To allow a larger number of qualified students to benefit from these positions, programs and units limit the number of years in which a student may serve as a GA.

   ii. Factors determining whether to reappoint a GA may include:

      1. Satisfactory academic performance and progress;
      2. Registration in appropriate courses;
      3. Satisfactory performance of assigned assistantship responsibilities and duties;
      4. Availability of funds;
      5. Unit, college, school, or institutional limits on the number of years for which an assistantship may be held; and
      6. Specific unit needs, constraints and policies, including efforts to allow a large number of qualified students to benefit from assistantships.

D. Notice of Appointments: Except under justifiable circumstances, GAs whose appointments are for more than one term will be notified of their appointments, and of decisions not to renew appointments, at least sixty (60) days before the date upon which the appointment is to begin.

   i. If a decision to renew an appointment cannot be made within that timeline, the GA will be informed at least sixty (60) days in advance of the assistantship's start date of an estimated date for the renewal decision.

ii. Circumstances which may justify fewer than sixty (60) days' notice include, but are not limited to, uncertainty in program funding and course enrollments.
iii. Nothing in this section shall prevent a program or unit from making an appointment to a GA on short notice based on changed circumstances in class enrollments, the availability of resources, or other factors.

VI. LETTER OF APPOINTMENT

A. The official letter of appointment for a graduate assistantship comes from the dean or associate dean of the school in which the GA's academic program is housed, or from the Director of the Schaefer Center in the case of Schaefer Center Fellows, or from the director of the hiring unit if the hiring unit is outside academic affairs.
B. Upon appointment, each GA will receive an appointment letter that contains detailed information concerning the terms and expectations of the assistantship. The appointment letter shall include, at a minimum:
    i. The length of the appointment;
    ii. The starting and ending dates of the appointment, including the dates during which the GA is expected to be on campus to perform the duties of the assistantship;
    iii. The average weekly time commitment of the assistantship;
    iv. The basic responsibilities of the assistantship;
    v. The economic benefits of the assistantship, including stipend and tuition waiver amounts.
    vi. The unit or office to which the student will report, including where appropriate the name of the faculty member or other individual who will supervise the assistantship;
    vii. An affirmation that the provisions of this GA Handbook apply to the assistantship;
    viii. Any special requirements of the assistantship related to leave, scheduling, or other terms (e.g., coverage over breaks and weather emergencies) that may vary from the provisions of this Handbook; and
    ix. Contact information where the GA may obtain additional information and advice concerning the appointment, the provisions of this Handbook, and the GA's grievance rights and processes.
C. When signed by the GA, copies of the appointment letter shall be forwarded to the Office of Human Resources. This process is currently automated in Workday. The GA shall also be responsible for notifying the following persons or offices of his or her appointment: graduate program director, Office of Financial Aid, and, if the GA is an international student, the Office of International Admissions and Enrollment.
D. To the extent feasible, GAs shall be given a written description of their teaching, research or other assignments, duties, and responsibilities at least two weeks before the beginning of the semester, and this description should be reviewed together with the GA's supervisor when the term of employment begins. However, units retain the flexibility to adjust assignments as necessary due to loss of funding, course enrollment fluctuations, or other unanticipated events, even after the semester has begun.

VII. TUITION WAIVERS AND STIPENDS

A. Stipends are set by the hiring unit and will vary across schools and units, and in most cases, are understood to be awarded in conjunction with tuition waivers. Stipends must meet federal and state minimum wage regulations.

B. A full-time graduate assistantship comprises up to eighteen (18) credits per year of tuition waiver, and a minimum stipend determined by the hiring unit based on the nature of the appointment. Unless otherwise specified in the GA's contract, full-time is defined by this Policy as an obligation for twenty (20) hours of work per week for thirty-seven (37) weeks over an academic year. Contracts for a single semester are permitted, and the work obligation and benefits are prorated accordingly. Semester-long contracts may be for 14 or 15 weeks, depending on whether the student will be required to work during finals week or not.

	Hours/week	Tuition remission	Minimum stipend for full year appointment (37 weeks)	Minimum stipend for semester appointment (14 / 15 weeks)
Full time	20	Up to 9 credits/semester	$11,100	$4,200 / $4,500
2/3 time	13	Up to 6 credits/semester	$7,215	$2,730 / $2,925
½ time	10	Up to 6 credits/semester	$5,500	$2,100 / $2,250

C. The stipend is disbursed in equal installments for the duration of the GA contract.

D. GAs do not record hours for pay purposes in Workday but may be required by their supervisors to keep a log of hours worked.

VIII. OTHER BENEFITS AND OBLIGATIONS

A. Tuition waivers are typically a significant portion of the assistantship. A graduate student who qualifies for tuition remission as a qualifying dependent or spouse of an individual entitled to tuition remission benefits in accordance with the Board of Regent's Policy VII-4.10 "University System of Maryland Policy on Tuition Remission for Faculty and Staff," and "Policy VII-4.20 "University System of Maryland Policy Concerning Tuition Remission for Spouses and Dependent Children of Faculty and Staff" is not disqualified for a graduate assistantship at UBalt but must agree to UBalt policies and procedures for the utilization of tuition remission and tuition waivers

B. GAs shall not use tuition waivers for courses not counting toward the completion of the student's degree or graduate certificate.

C. Payment of student fees is mandatory and is the responsibility of the GA. For admission and tuition purposes, the University System of Maryland utilizes residency requirements (See VIII-2.70 Policy on Student Classification for Admission and Tuition Purposes).

D. During the semesters of the performance of their assistantships, GAs are billed at the in-state rate for tuition in excess of the allotted waiver. Upon termination of

the assistantship, students revert to their original billing status unless they are granted in-state re-classification through the formal petition process for change of residency.

E. A UBalt student seeking to change residency classification must complete a petition and all supporting documentation and submit the completed petition and all supporting documentation. The University offers the option to upload documents through a secure connection using your UBalt login. The link to the connection can be found on the Office of Records and Registration page under the residency forms section. Students may also mail hard copies of the petition and supporting documents to the following address (faxes are not accepted):
   i. **University Residency Committee**
   University of Baltimore
   1420 N. Charles Street
   Baltimore, Maryland 21201

F. GAs at UBalt are not eligible for any health benefits, retirement programs, or unemployment insurance and receive no paid time off.

IX. ADMINISTRATION OF THE ASSISTANTSHIP

A. The GA works directly under the supervision of the program or unit that offers the appointment. The program or unit determines the assignment, supervises the work, and makes the recommendation for continuation, reappointment, and promotion. The program or unit is the primary source of information about any of the details of the assistantship. The responsibility for the GA's work is determined by the individual identified as supervisor in the GA appointment.

B. With the pre-approval of their supervisors, GAs are permitted to re-arrange weekly work hours in advance to cover vacation time (such as the traditional "spring break" or days before or after official holidays) and to accommodate any unusual scheduling hours particular to their assigned unit.

C. In the event a GA is unable to perform his or her duties due to unanticipated medical conditions or complications due to pregnancy or the care of an infant child, sudden and unanticipated changes in employment, or other exceptional circumstances, supervisors may, at their discretion, arrange for collegial coverage of the GA's duties on an informal basis, but such arrangements should not continue for more than one term. Supervisors may request additional support for such accommodations from the Provost if the student's duties include time sensitive work related to the unit's ability to fulfill its responsibilities to the University.

X. ADDITIONAL ON-CAMPUS EMPLOYMENT

A. Graduate students awarded a full-time assistantship are not eligible to work for the University beyond the 20 hours per week associated with the assistantship unless written permission has been obtained from the dean of the school in which the GA is enrolled.

B. Graduate students appointed to an assistantship less than full time are eligible to work for the University in an additional capacity, but for no more than 20 hours per week in combination.

XI. PERFORMANCE REVIEWS

A. To the extent feasible, given the nature of individual GA assignments, programs and units are encouraged to provide GAs with feedback concerning their performance in the assistantship. At a minimum, such feedback shall consist of a written evaluation by the GA's immediate supervisor each academic term that is submitted to the Associate Provost for Academic Programs.
B. Each program or unit appointing GAs should endeavor to develop sufficiently clear and detailed job descriptions to make meaningful evaluation of performance feasible and provide each GA with the appropriate job description prior to commencing each semester, and clear information regarding supervising authority and the manner of performance evaluation.
C. The results of reviews and evaluations should be discussed with the GA.
D. GAs are encouraged to document work-related experiences for future employment. Any person supervising a GA should generally be prepared to provide a letter of reference for satisfactory work suitable for inclusion in a student's program/unit file.

XII. GRIEVANCE POLICY AND PROCEDURES FOR RESOLVING COMPLAINTS

A. GAs are strongly encouraged by USM and this Policy to attempt to resolve complaints informally with their mentor(s) and/or supervisor(s). Normally this should include discussing the situation with the faculty member(s) or researcher to whom the GA is assigned, or with the director of the project to which the student has been assigned, or with the supervisor or head of the unit in which the GA is working.
B. Complaints that cannot be resolved informally shall be directed to the grievance resolution officer of the unit employing the GA according to the procedures explained below.
C. The dean of each school or the head of any unit employing a GA shall appoint a grievance resolution officer annually for a fixed term. The grievance resolution officer shall not supervise GAs directly during their term as the grievance resolution officer.
D. These procedures are designed to preserve collegiality and minimize injury to student-faculty and student-mentor relationships. Left unresolved, however, grievances threaten the learning experience. GAs, faculty, and administrators share responsibility alike to deal with them promptly according to the following rules in order to promote and effect an orderly and efficient disposition of grievances or complaints. The grievance resolution officer works confidentially within the scope of applicable laws and policies to ensure that the GA's voice is heard and that specific grievances receive prompt and impartial attention. Except as required or permitted by law, the grievance resolution officer shall not disclose any information gathered as part of his or her obligations under this Policy to any party not involved in the process, or for any other purpose other than seeking a resolution or remedy to a complaint or grievance. The grievance resolution officer seeks to ensure a fair process that promotes success, UBalt's commitment to excellence and academic integrity, and the rights as well as the dignity of all parties.
E. Procedures:
    i. Matters falling under the jurisdiction of this Policy shall include,
        1. Workload volume and scheduling;
        2. Inappropriate work assignments;

3. Termination of a graduate assistantship within the term of appointment; and
4. Non-renewal of an assistantship for arbitrary or capricious reasons, including reprisal for filing a grievance.

ii. Matters are excluded from this Policy for which there are other, more appropriate policies in place. Exclusions include,
1. Allegations of professional or academic misconduct;
2. Allegations of unlawful conduct (e.g., acts of violence, sexual harassment, discrimination);
3. Allegations of fraud or financial irregularities

iii. The decision whether to renew an assistantship, except for the reason listed above in E.i.4. remains within the discretion of the GA's supervisor and is not subject to the grievance process. However, if a GA believes that an assistantship was not renewed because of unlawful discrimination or other unlawful grounds, the GA may pursue such a complaint under UBalt's Non-Discrimination Policy, UB-II-7.3.

iv. The GA alleging a grievance under this Policy shall summarize in a brief statement the nature of the grievance and the resolution or remedy he or she is seeking. The statement shall include a reasonably specific description of the facts and evidence that support the grievance and of the efforts to resolve the matter informally, if appropriate.

v. The statement shall be signed and dated and delivered to the office of the grievance resolution officer within five (5) working days of the conclusion of an unsuccessful effort to resolve the grievance informally or where an informal resolution did not occur within five (5) working days of the act(s) that are the subject of the grievance. The GA shall retain a copy.

vi. Before five (5) working days have elapsed from receipt of the grievance statement, the grievance resolution officer shall give the GA written notice of her or his determination as to
1. whether the matter falls within her or his jurisdiction under this Policy,
2. whether there has been a sufficient effort on the part of the GA to resolve the matter informally or if no such efforts were made whether there is good cause to move to this more formal grievance procedure,
3. whether the facts and evidence alleged in support of the grievance indicate the possibility of an appropriate remedy under this Policy.

vii. Upon a determination to proceed by the grievance resolution officer, he or she shall endeavor to, within the following five (5) working days, meet with the GA, meet with one or more of the individuals identified in (or identifiable from) the GA's statement (at least one of whom should be the GA's supervisor), and then propose to the GA a course of action for resolving the grievance.

viii. If the GA agrees with the course of action, the grievance resolution officer shall attempt to affect the resolution of the grievance through consultation with the other affected parties, and if necessary, negotiation with the dean or unit head to whom the supervisor(s) or mentor(s) of the GA reports.

ix. If the GA refuses to agree to the course of action proposed by the grievance resolution officer, or to a modified course of action suggested

by the grievance resolution officer after further consultations with the parties, the GA may appeal the grievance resolution officer's determination and recommended course of action, within five (5) working days of its receipt, to the Associate Provost Faculty Affairs, or, if the Associate Provost for Faculty Affairs is the original grievance resolution officer, to the provost.

x. The associate provost for faculty affairs or the provost is empowered under this Policy to seek an equitable remedy to the situation using any of the normal administrative tools at his or her disposal under UBalt policies and procedures. If within twenty (20) working days of the original statement of the grievance by the GA to the grievance resolution officer, the GA demonstrates with new facts and evidence that the grievance complained of cannot be resolved or the behavior complained of in the original grievance statement continues, despite the effort to effect a resolution, the GA may request a specific resolution in writing to the Provost. The Provost's determination shall be final, but before the Provost makes such a determination, she or he shall personally interview both parties to the grievance and the grievance resolution officer.

xi. Reprisals against GAs for filing a grievance are prohibited and shall be considered employee misconduct and subject to disciplinary action under university policies governing faculty and other employees.

xii. Note: Nothing in this section is intended to replace any process or requirement described in Section V. of this policy, "APPOINTMENT, REAPPOINTMENT, AND DURATION OF APPOINTMENT."

XIII. SHARED GOVERNANCE

A. The Graduate Assistant Advisory Committee (GAAC) was established consistent with USM Policy III-7.11 Policy on Graduate Assistantships (USM Policy III-7.11) and ensures formal dialogue between Graduate Assistants (GAs) and university administration regarding the employment experience of students holding assistantships.

B. GAAC operates independently of the Student Government Association (SGA) and the Graduate Student Council, serving as a dedicated forum for Graduate Assistants to voice concerns, share experiences, and advocate for meaningful improvements. The GAAC's mission is to collaborate productively with university administrators to foster a fair, supportive, and positive work environment for all GAs.

C. GAAC represents all graduate students working under a formal assistantship contract, as outlined in this Handbook. Through open communication and partnership, GAAC strives to strengthen the graduate assistant experience and ensure that GA voices are heard and valued.

D. The GAAC also provides a forum for formal discussions between GAs and university administration in conformance with USM Policy III-7.11. Following this Policy, a representative from the Office of the Provost meets once per semester with graduate assistants and the GAAC to hear concerns and foster coordination between GAs and administration.

E. Consistent with USM Policy III-7.11, GAs may elect to engage a representative, which may be a labor organization, to assist them in "meet and confer" discussions with university administrators over issues of concern to graduate

assistants, including stipends, benefits and terms of appointments.

XIV. ETHICAL STANDARDS AND CODE OF CONDUCT

A. In their research, administrative, and other activities, all GAs are subject to the ethical standards of the academic profession, to federal laws such as immigration status, to all applicable laws of the State of Maryland, and to the University policies which govern their assigned duties and other institutional obligations. Violation of any of these constitutes the basis for disciplinary action, up to and including termination. The minimum expectation of GAs includes behavior in compliance with the UBalt's Code of Student Conduct and all standards affecting employees engaged in the type of work assigned to the GA.

XV. TERMINATION

A. An appointment may be terminated before expiration of the specified time under unusual and compelling conditions that include, but are not limited to:
   i. incompetence, inefficiency, or neglect of duty, including refusal to work, or discontinuance of the work for which the appointment was made;
   ii. misconduct that is job-related, including disclosure of any confidential information related to UBalt students or UBalt faculty obtained during the course of the work associated with the assistantship;
   iii. delinquency in academic work;
   iv. academic misconduct;
   v. voluntary mutual agreement;
   vi. insufficient budgetary appropriations;
   vii. violation of federal or state law;
   viii. misrepresentation or false data given on graduate application material;
   ix. violation of UBalt's Code of Student Conduct or any other applicable UBalt or USM policy; or
   x. medical condition causing inability to perform essential duties with reasonable accommodations required by law.

B. Except in the most egregious instances the GA will receive written notice at least two (2) weeks prior to the effective date of termination by the hiring official above.

C. The amount of the stipend and the tuition remission benefit will be prorated according to the termination date.

XVI. TAX STATUS

A. As a result of the U.S. federal tax code, all graduate students must pay income tax on stipends received for graduate assistantships. Reductions in tuition received by GAs are tax-exempt provided that such reductions are not received in lieu of compensation for performance by the recipient of past, present, or future service. Questions about tax liability should be directed to a qualified tax counsel or advisor or to the U.S. Internal Revenue Service. All other GAs at UBalt who receive tuition remission can only exclude up to $5,250 in tuition remission in a calendar year. If a GA has any questions, it is best, in every case, to consult tax counsel or the U.S. Internal Revenue Service.

XVII. HOURLY EMPLOYMENT (GRADUATE STUDENT EMPLOYMENT OUTSIDE THE GRADUATE ASSISTANTSHIP PROGRAM)

A. A graduate student whose primary responsibility is to assist with the administrative and support functions within the needs of a unit or University office may be paid as an hourly employee. Such student employees are not GAs and are not covered by the provisions of this Policy.
B. Hourly wage rates for graduate students may vary and are determined by the Office of Human Resources according to the various jobs performed.