

NEW PERSONNEL POLICIES FOR GRADUATE STUDENTS & PART-TIME INSTRUCTORS

Graduate Students

Because of the University System guidelines that a graduate assistant must be at least 33.333% per semester in order to receive tuition remission, it has been the practice of Arts & Sciences to pay a graduate assistant who will have a total of 3 units for the year (either 1 unit Fall and 2 units Spring OR 2 units Fall and 1 unit Spring) equally over the two semesters in order for the student to receive tuition remission both semesters. (Full-time teaching load for a graduate assistant is 9 units; thus 3 units equally divided over the two semesters equates to 33.333%-time) This will remain the practice for those graduate students who are budgeted in this manner by their INITIAL Fall semester personnel. However, we will no longer retroactively make this arrangement available. Nor will the Dean's Office cover the shortfall for replacement teaching because of a student's being paid in advance to attain the 33.333%-time status should that student terminate prior to completion of duties. Any errors in commitments to graduate students will have to be covered by the department.

i.e. A graduate student set up for 1 unit Fall and 1 unit Spring (or 1 unit Fall only), if continued Spring for 1 unit (or more)...we will NOT retroactively charge a portion of those earnings to the Fall semester in order that the student receives tuition remission for Fall.

OR

- A graduate student set up for 2 units Fall ONLY, if continued Spring for 1 unit, we will NOT assume responsibility for the tuition remission for the Spring semester.

OR

- A graduate student is set up for 1.5 units Fall and 1.5 units Spring, with the actual assignment being 1 unit Fall and 2 units Spring; if terminates end of Fall, only 1.5 units replacement teaching will be made available from the Dean's Office. The remaining .5 units replacement teaching will be the responsibility of the department.

Instructors

Because of the University's guidelines that an employee must be at least 50% time in order to be benefits eligible, it has been the practice of Arts & Sciences to pay a part-time instructor who has an overall teaching load of five (5) units over both semesters equally over the two semesters. (Full-time teaching load for a faculty member is 10 units; thus 5 units, if equally divided over the two semesters equates to 50%-time) This will remain the practice for those part-time instructors who are budgeted in this manner by their INITIAL Fall semester personnel. However, after the initial assignment each fall, no adjustments to the teaching load may be made without prior approval by the Budget Office...with the exceptions of terminations. Further, in most cases any adjustments will not be approved! Nor will the Dean's Office cover the shortfall for replacement teaching

because of an instructor's being paid in advance to attain the 50%-time status should that instructor terminate prior to completion of duties.

i.e. A part-time instructor set up for 3 units Fall only, if continued Spring for 2 units (or less), will NOT be considered 50%-time for spring.

OR

- A part-time instructor set up for 3 units Fall & 2 units Spring...being paid 2.5 units per semester, if continued Spring, would have the possibility of ONLY 2.5 additional units, since already set up as being 50%-time for Spring.
- An instructor is set up for 2.5 units Fall and 2.5 units Spring, with the actual assignment being 2 units Fall and 3 units Spring; if terminates end of Fall, only 2.5 units of replacement teaching will be made available from the Dean's Office. The remaining .5 units replacement teaching will be the responsibility of the department.
- Any instructor whose teaching load for each semester, independent of the other semester, is 50%-time or more should be paid according to their actual assignment.

i.e. An instructor with a teaching load of 3 units Fall and 4 units Spring should be paid 60%-time Fall and 80%-time spring...NOT 70%-time for the year.

NOTE The above examples do not include all possible scenarios, but are shown only to give you an idea of the type adjustments that will no longer be approved

To read more about Graduate Teaching Assistant information please visit the GTA policy manual link below.

http://www.isd.uga.edu/teaching_assistant/ta-handbook.html