



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.3060

DIVISION: Academic Affairs

TITLE: Winter Term and Graduate Assistants

DATE: July 19, 2005

REVISED:

AUTHORIZED: Gordon Emslie, Provost and Vice President for Academic Affairs

I. Purpose and Scope

This policy establishes workload and stipend policy for graduate assistants employed during the winter term.

II. Policy

1. For graduate assistants appointed for the academic year or for spring semester, Winter Term has no impact other than delaying starting date for spring semester.
2. For graduate assistants who serve as assistants in Winter Term courses, their work period would be advanced by approximately two weeks (one-eighth of a regular semester).
3. The Winter Term supplement for graduate assistant would equal 1/16 of the academic year stipend or one-eighth of the following spring stipend; e.g., a GA appointed for \$10,000/academic year would receive \$625, a GA appointed for the following spring semester at \$4,400 would receive \$550.
4. In lieu of the additional stipend, the GA may prefer comp time later in the semester.
5. Graduate assistants working both Winter Term and spring semester courses must work with faculty to coordinate Winter Term activities with preparation for spring semester.

III. Procedure

1. Faculty using a graduate assistant will include the supplement cost in the request to offer a Winter Term course.

IV. Related Policies