DATE: August 29, 2008

TO: Academic Directors

FROM: James R. Pratt, Vice Chancellor for Academic Affairs

SUBJ: Guidelines for graduate assistantship appointments

Following is information related to the appointment of graduate assistants. These guidelines correspond, in general terms, to graduate assistantship appointment information for WSU Pullman issued in June by the Vice President for Research and Dean of Graduate Studies. Appointment of graduate assistants at WSU TC requires approval by the Vice Chancellor for Academic Affairs.

WSU TC does not currently budget for graduate teaching assistant stipends, tuition waivers, and student fees, since the campus is still developing its four-year undergraduate program and demand for teaching assistants varies and is linked to enrollment. Nevertheless, teaching requirements sometimes are suited to coverage by graduate teaching assistants. Employment of graduate research assistants on grants and contracts follows conventional requirements for stipends and tuition and fees. Because the various campuses retain their own generated tuition, policies for tuition waivers at WSU Pullman do not automatically apply to the urban campuses. Additionally, WSU Pullman may be asked to provide tuition waivers for Pullman graduate students appointed at WSUTC.

Given all these considerations, the following guidelines apply to graduate assistant appointments at WSU TC.

1. Graduate students enrolled full time (10 - 18 credit hours), who are on assistantship appointments for a semester or academic year, are eligible for fee waivers as follows.

Assistantship appointments for 50% may receive a full operating fee waiver/qualified tuition reduction and non-resident waiver (if applicable).

Assistantship appointments for 25% may receive one-half of an operating fee waiver/qualified tuition reduction and non-resident waiver (if applicable).
2. Graduate students must be living in the State of Washington to be eligible for waivers (based on RCW 28B.15.014).

3. Graduate teaching assistants appointed on state funds (fund 001) and F&A funds (fund 148-02) will receive a tuition waiver (both in-state and out of state). The waiver will be assigned when the personnel action form is processed. Any appointment of graduate assistants on other funds should expect to cover tuition and, if applicable, health insurance fees from those funds.

4. Non-resident waivers cannot be guaranteed beyond one year. Students who qualify as residents should seek residency status.

5. Waivers are irrevocable once a student is being paid from state funds. That is, an approved waiver is granted on a semester-by-semester basis. For a student with an academic year waiver who terminates early or changes FTE, the waiver will be withdrawn and the student will be responsible for tuition and fees in a succeeding semester.

6. Students remain responsible for payment of various student activity fees and health fees not covered by waivers or departmental support.

7. The FY09 salary grid is to be used for all graduate assistant appointments. The starting values (September 2008) for typical levels are as follows for academic year appointments. These would be adjusted for semester appointments. See the attached salary matrices for future appointment dates.

   a. Step 26 (MA/MS), 50% appointment: $12,894 plus $1521 for health insurance.
   b. Step 32 (PhD), 50% appointment: $13,683 plus $1521 for health insurance.
   c. Step 42 (MS, COS), 50% appointment: $15,109 plus $1521 for health insurance.
   d. Step 47 (PhD, COS), 50% appointment: $15,893 plus $1521 for health insurance.

8. Graduate students employed during the summer term or in positions for which effort does not exceed 10 hrs/wk should be paid wages. No tuition or fee waivers apply.

Questions concerning employment of graduate students can be directed to my office.

Encl.

c: L. Selby, A. Weaver