



## Graduate Assistantship Funding Assumptions and Policies

There is an assumption by the Dean that awarding Assistantships, whether for teaching or research, is best determined at the department level (referred to as “Units”) as well as the budgetary flexibility to augment with grants and funds from the Graduate School (GS) and the [Graduate Tuition Return Incentive Program \(GTRIP\)](#). The funds referred to as the “Dean’s Allocation” are provided to the Units in the College of Family and Consumer Sciences (FACS) for each fiscal year based on all the following:

### **Assumptions in Determining Funding for Dean’s Allocation for each fiscal year:**

1. The priority is for recruiting and retaining the highest quality Ph.D. students. Assistantships from the Dean’s Allocation can be awarded for the first four years of a student’s Ph.D. program academic study. Continuation beyond the fourth year may be permitted when funding is available and the student demonstrates adequate progress toward degree completion, and such support may be adjusted to comply with any applicable University directives.
2. The MS Assistantships from the Dean’s Allocation can be awarded for the first two years of a student’s academic study or up to the first 21 months.
3. Dean’s Allocation will fund obligations included in Letters of Offer for new faculty hires.
4. Dean’s Allocation will fund obligations outlined in the Graduate School Assistantship and Fellowship programs provided all conditions are met.

### **Policies and Requirements (non-negotiable):**

5. Recipients of assistantships must be fully admitted to the Graduate School in a degree seeking status in the College. There are exceptions for administrative Graduate Assistants based on the function of the office supporting such as the Dean’s Unit.
6. Recipients must be assigned to major professors who are tenure-track faculty member of the College. Temporary assistantship supervisor must also be a member of the FACS graduate program faculty.
7. Regardless of funding sources (Dean’s Allocation, grants and/or funds from the Graduate School, GTRIP, etc.), students must be full time for the duration of their assistantship assignment. Full-time status requires enrollment of at least twelve (12) hours during spring and fall semesters. Students are encouraged to register for classes during the summer especially if working as this is more beneficial for the student.
8. Under current GS policy, if a Graduate Assistant is registered full time for spring and fall semesters, they are eligible for a tuition waiver in the following summer (if registered for 9 credit hours).
9. The minimum funded by the Dean’s Allocation will be 33% assistantships on “academic schedule” (day before Fall classes begin through Spring commencement) and require a 13 hours per week work commitment.
10. Units may increase the assistantship with other funds from grants, however, the total assistantship supplement cannot exceed 50% or 20 hours of work per week.
11. Assistantships funded for “fiscal contract” (12 month) require faculty supervision during the entirety of the 12 months. No faculty can be assigned a fiscal schedule assistantship who is unwilling, unavailable, and/or unaware of this supervisory obligation.
12. Assistantships cannot be decreased or reduced to make the graduate student no longer eligible for a tuition waiver.

13. Students are hired into assistantships through UGAJobs and subject to standard hiring, onboarding, and performance evaluation procedures managed by the Office of Finance and Human Resources (OFHR) and the Units' Graduate Program Administrators and Office Managers. Unit deadlines are as follows to OFHR each semester:
  - Requests for new hires and position updates:
    - Fall: June 15
    - Spring: November 15
    - Summer: April 15
  - Completed Graduate Assistant employment performance evaluations:
    - Fall: December 15
    - Spring: May 1
14. Letter of Offer will be completed and a signed before a hire can be processed and prior to the start of the semester. Copies of signed Letter of Offer are provided to the department via DocuSign and saved to the Graduate Assistant's personnel file. In alignment with the national [Council of Graduate Schools](#), graduate students are not required to sign letters of offer for each new fiscal year prior to April 15.
15. FTE or changes in base rate for any graduate assistantship may be made only once during the semester regardless of the funding source. Ensuring that Graduate Assistants are paid accurately and on time is a high priority for the College.
16. The annual base pay for the College is confirmed in the spring semester for the upcoming fiscal year and communicated by the Office of Finance and Human Resources to the Units.
17. The Senior Director of Finance and Human Resources for the College will communicate by end of January in the form of a memo the Dean's Allocation to the Units for the upcoming fiscal year. This memo will be directed to the Department Head, Business Manager, Director of Graduate Studies and Graduate Program Administrator for each Unit.

#### **Flexibility and Unit Decisions and Responsibilities:**

18. Departments may employ and assign graduate students to any of the three types of Graduate Assistantships and must adhere to Graduate School's [Graduate Assistantship Policy](#) for each. Funding in the correct program codes must also be applied correctly to each Graduate Assistantship type.
  - a. Graduate Teaching Assistantship (GTA), [TA Policy](#)
  - b. Graduate Research Assistantship (GRA), and
  - c. General Graduate Assistantship (GA)
19. GTAs who meet the SACSCOC credentials guidelines and [UGA Academic Affairs Instructor of Records Policy](#) may be assigned as Instructor of Record. Units are responsible for verification of academic credentials and language requirements.
20. The Unit is responsible for using the template provided by the Office of Finance and Human Resources to maintain of all graduate students on assistantship, including the Dean's Allocation and all other funding sources that is reconcilable to data in the authority systems at UGA.
21. The Unit is responsible for all Graduate Assistants to be hired on time, paid on time, paid the correct amount, and paid from the correct funding sources.
22. The Dean will require an accurate accounting by September 1 of the students following the template provided by OFHR ALL the graduate students in the Unit regardless of the funding source. The Dean will require a similar updated accurate accounting by February 1 to begin the Spring semester and April 1 for Summer semester.

**Adjustments (increase or decrease) to Previous Year's Allocation of Funds for Assistantships:**

23. Growth and/or decline in enrollment of graduate students in the Unit relative to the University and/or FACS strategic plan.
24. Growth and/or decline in the graduate student credit hour production. Data available at Office of Institutional Research (OIR) [Report Index](#).
25. Performance by the Unit against the policies and responsibilities outlined above (#5 through #21).
26. Budget availability as determined by the allocated budget approved from the Central Budget Office.