



## FACS 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 local level (referred to as “Units”) as well as the budgetary flexibility to augment with grants and funds from the Graduate School (GS) and UGA Research Incentive Assistantships (RIAS) [https://busfin.uga.edu/bursar/forms\\_rias.pdf](https://busfin.uga.edu/bursar/forms_rias.pdf). 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 Dean’s Allocation for the fiscal year (beginning in FY21):**

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 and may be continued on an availability of funds basis with adequate progress towards completion.
2. The MS Assistantships from the Dean’s Allocation can be awarded for the first two years of a student’s academic study (including first summer) 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 GAs 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 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, RIAs, etc.), students must be full time for the duration of their Assistant 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” 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 schedule” (12 month) require faculty supervision during the whole 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 FACS Human Resources Coordinator and the Units’ Business Managers.

14. Standard Letter of Offer will be completed and a signed a minimum of 30 days before the start of the semester, or earlier, as communicated by the Business and Finance Office (BFO) in the College. Copies of signed Letter of Offer are filed with the HR Coordinator.
15. FTE or changes in base rate for any graduate assistantship may be made only once during the semester regardless of the funding source. GAs being paid correctly and timely 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 BFO to the Units.
17. The Director of the Business and Finance Office of the College will communicate by January 10<sup>th</sup> 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, Graduate Coordinator and Assistant to the Graduate Coordinator 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 policy <http://grad.uga.edu/index.php/current-students/financial-information/graduate-school-based-financial-assistance/types-of-graduate-assistantships/#> for each. Funding in the correct program codes must also be applied correctly to each GA type.
  - a. Graduate Teaching Assistantship (GTA), <http://www.ctl.uga.edu/pages/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 Policy 4.07-13 may be assigned as Instructor of Record. Units are responsible for verification of academic credentials and language requirements.
20. The Unit is responsible to maintain a database (excel preferred) of all graduate students including those on Assistantship, including the Dean's Allocation and including all other funding sources that is reconcilable to data in the authority systems at UGA. The database must be clearly labeled, identified and readable. Legend is recommended for any color codes or other special identifiers.
21. The Unit is responsible for all Assistants to be hired through UGAJobs on time, paid on time, paid the correct the amount, and paid from the correct funding sources. The BFO should be copied on each Unit's submittal of the accounting of all graduate assistantships regardless of funding source.
22. The Dean will require an accurate accounting by September 1 of the students' name, type of Assistantship, % appointment, fiscal or academic schedule, faculty supervisor, and other pertinent details (major professor, anticipated graduation date, etc.) about all the graduate students in the Unit including all Assistants to begin the Fall semester. 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 strategic plan 2015-2020 and subsequent updated FACS Strategic Plan 2025.
24. Growth and/or decline in the graduate student credit hour production. Data available at Office of Institutional Research (OIR) Graduate School Dashboard <https://oir.uga.edu/data/facts/graduate/dashboard/>.
25. Performance by the Unit against the policies and responsibilities outlined above (#5 through #21).