SUMMER SESSION 2013 GUIDELINES
for
Teaching Assistants, Graduate Assistants, Teaching Associates, Research Assistants, and Project Assistants

Assignments for graduate students who will be employed during the Summer Session 2013 as Teaching Assistants (TA), Graduate Assistants (GA), Teaching Associates (TAssoc), Research Assistants (RA), or Project Assistants (PA) are to be submitted for approval through the Office of Graduate Studies (OGS).

**Definitions:**

Teaching Assistant (TA)/Teaching Assistant Special (TAspec) - is directly involved in producing student credit hours, i.e., responsible for one or more classes or lab sections. Teaching Assistants may not teach courses offered for graduate credit.

Graduate Assistant (GA)/Graduate Assistant Special (GAspec) - one whose duties are related to instruction but who is not directly involved in producing student credit hours.

Teaching Associate (TAssoc) - an advanced teaching assistant who holds the master’s degree (or equivalent) and who directly produces student credit hours. Students who have been advanced to doctoral candidacy may be approved, as Teaching Associates, to teach courses offered for graduate credit through the graduate unit’s submission of an Approval for Graduate Instruction Form to the OGS.

Research Assistant (RA) – assists in research work that is relevant to the assistant’s thesis, dissertation, or other requirement for a graduate degree.

Project Assistant (PA) – performs work required by a research grant, contract, or special project that is not necessarily directly related to degree requirements. Employment associated with administrative/office support should not be classified as a project assistantship.

**Stipends:**

TA/GA – For the 2013 Summer Session, there will be a minimum stipend amount of **$2000** for TAs and GAs employed at .50 FTE or 20 hours per week. This stipend assumes a TA will teach one 3 credit hour course during any portion of the summer session (2CH course = $1333.33 and 33% FTE; 1CH = $666.67 and 17% FTE) or that a GA will work 20 hours/week during the 8-week session.

TAssoc – Paid according to the established college or unit’s temporary, part-time faculty salary guidelines.

RA – Paid according to approved contract budget and departmental salary guidelines.

PA – Employed at an hourly rate, determined by the principal investigator based upon departmental salary guidelines.

**Tuition:**

TA/GA – In addition to the stipend, it will be necessary for the colleges and units to set aside in their summer session budgets $830.19, plus any increase, to cover tuition costs for 3 credit hours for each .50 FTE TA or GA employed.

TAssocs - may, at the discretion of the hiring unit, receive a tuition waiver.

RA/PA - are eligible for a tuition waiver provided it is included in the grant award budget. UNM considers this tuition waiver as payment for services rendered. As such, this tuition waiver is subject to tax with holdings.

*Tuition waivers may only be used for courses approved by the graduate program in which the student is currently enrolled.*
**Deadlines/Procedures:**

The deadline for the submission of Summer Session Appointment Agreements to OGS is **April 22, 2013**. The Assistantship Form is available via One Source on the OGS website or at: [https://ogsadmin.unm.edu/assistantship/logon.php](https://ogsadmin.unm.edu/assistantship/logon.php)

Note: When creating a new assignment, the Academic Years are set up to begin in the Fall term and end in the Summer term, so **Summer of 2013 is in Academic Year 2012**.

Examples:

- Academic Year 2013 includes Fall 2013, Spring 2014, and Summer 2014.

The Office of Graduate Studies will review each assignment, verify eligibility, post the tuition waiver to prevent disenrollment (provided that the form is submitted by the deadline), and process insurance coverage.

Paydays for TA/GA/TAssoc/RA will be the last working day of each month. Paydays for PA will follow the Bi-Weekly Payroll Schedule.

**Performance Period Dates for Contracts:**

The contract start and end dates should reflect the actual dates of the work performed. It may be necessary to split the performance period onto several sections of the Assistantships Form as follows:

<table>
<thead>
<tr>
<th>Performance Period</th>
<th>Section to Complete</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/1/2013 – 8/18/2013</td>
<td>Fall 2013 section</td>
<td>2013*</td>
</tr>
</tbody>
</table>

*Note: work performed from 8/1/2013 onwards must be put on a separate Academic Year 2013 contract.

For TAs/GAs, stipends are paid in equal monthly installments across the performance period, as during the academic year. For example, a TA contract with a semester total of $2000, a start date of June 3, 2013 and an end date of July 26, 2013 will be paid in two monthly installments of $1000 in June and July.

**Hiring Documents:**

Please instruct any students who are new hires and students who have had a break in employment for 3 months/90 days consecutively or more to come to OGS to complete the I-9 (Section 1 must be completed by the employee no later than the end of his or her first day of work. I-9 Form Section 2 must be completed in person with OGS staff within three (3) business days of the employee’s first day of work, as indicated by contract start date.), as well as the W-4 and Employee Demographic Form. Federal penalties can be assessed upon audit of $100 to $1100 per employee if the I-9 is not completed per Federal Government Guidelines. If hiring paperwork is not received by above deadline, the contract will be cancelled.

**Eligibility Requirements:**

To be employed as a TA, GA, TAssoc, RA, or PA a student must meet the following criteria:

1. Have been formally admitted to Graduate Studies at the University of New Mexico.
2. Entering graduate students, admitted in Summer 2013, must be enrolled for a minimum of 3 credit hours in coursework that will apply to the degree. Courses taken for AUDIT are not accepted as part of the minimum hours. Continuing graduate students, including international students, are eligible to work up to full-time (1.0 FTE) during the summer session and are not required to be enrolled.
3. Maintain a 3.0 grade point average in graduate coursework. Students on Types 1 and 2 probation are ineligible to hold an assistantship. Students on Type 3 probation may provisionally hold an assistantship for one semester.
4. Be within the time limit for completion of the degree sought.
a. Master’s Students: All work used to meet degree requirements for a master’s degree, including transfer credit, must be completed within a seven-year period immediately preceding the granting of the degree.

b. Doctoral Students: Doctoral candidates have five (5) calendar years from the semester in which they pass their doctoral comprehensive examination to complete the degree requirements.

Criteria for FICA exception/deductions:

Assistantship recipients who are enrolled throughout the eight-week summer session for a minimum of 3 credit hours are exempt from Federal FICA tax (Social Security and Medicare). Assistantship recipients who are not enrolled during the entire summer session for a minimum of 3 credit hours are required to pay Federal FICA tax (Social Security and Medicare) during that summer session(s) in which they are not enrolled.

Insurance:

The University of New Mexico provides full payment of the assistantship recipient’s insurance coverage through the Student Health Center, provided the FTE is 25% or higher and all other eligibility criteria to hold the assistantship is met. Information on Graduate Student Employee Health Insurance Coverage can be found on the OGS website at http://www.unm.edu/~shc1/GraduateInsurance.htm Please have this information available to your students at the time they sign their assistantship form.

If you need additional information please contact the Office of Graduate Studies at 277-2711.