



UNIVERSITY  
of HAWAII®  
MĀNOA

July 28, 2014

TO: Chancellors  
Mānoa Deans and Directors

FROM: Krystyna S. Aune  
Dean, Graduate Education

SUBJECT: Clarification of UH Mānoa Graduate Assistant Workload and Compensation

This memo seeks to clarify the workload and compensation for UH Mānoa graduate assistants when working for UH Mānoa or another UH campus. It will also supersede Dean Cooper's memo (December 13, 2012) and is in addition to former Executive Vice President Johnsrud's memo (June 7, 2013) regarding graduate assistants. The information briefly addresses their current 20-hour workload as well as any workload that may be above and beyond the current load in the Fall, Spring, and/or Summer terms.

Graduate assistants may be either a teaching assistant (TA) or a research assistant (RA). The GAs for whom this memo specifically applies will mostly likely be TAs and not RAs, but RAs may be asked to teach. Research assistants are typically funded by extramural grants and contracts. The issue addressed in this memo does not concern the status of a graduate assistant as a teaching or research assistant but whether the GA has a 9-month or 11-month appointment.

Per Section 6-7 of BOR Policy, Exemptions from Tuition and Other Fees, graduate teaching and research assistants fall under one of the five eligible groups for a tuition exemption. GAs are exempt from eligible tuition when appointed to at least 0.25 FTE which is an exemption from one-half of applicable tuition charges. Assistantships at 0.50 FTE are the most commonly offered type of assistantship.

The URL for the Office of Graduate Education Rules and Regulations is <http://manoa.hawaii.edu/graduate/content/rules-regulations>. Specific guidelines for graduate assistants who are close to graduating and are considered ABT or ABD GAs can be found on that webpage. This applies to domestic GAs only. They may work up to 40 hours per week if the additional work is related to their thesis or dissertation research and no approval (Petition to work more than 20 hrs) is required. Relatedly, during non-instructional periods (between semesters and during the summer), GAs may work up to 40 hours per week.

**Guidelines for Graduate Assistant Appointments:**

1. Types of appointments. Graduate assistants may be appointed for 9- or 11-months. A 9-month GA has an on-duty time of nine months with three months of off-duty time (i.e., Summer). An 11-month GA has an on-duty time of 11 months with one month of off-duty time. The off-duty time of a GA does not accumulate nor is it considered paid vacation.
2. Tuition exemptions: (Dependent on funding. Appointments at less than 0.50 FTE require annual approval from the Office of Graduate Education)
  - 0.50 FTE = 100% tuition exemption
  - 0.25 FTE = 50% tuition exemption

## Clarification of GA Workload & Compensation

As a reminder, if a graduate student is appointed as a GA then he/she may not be appointed to any other type of position (i.e., Lecturer, APT). Likewise, if a graduate student is hired as a Lecturer or APT (0.50 FTE or greater), he/she may not hold a graduate assistantship position. These are different types of employment and may not be combined, even if at different UH campuses. For Lecturer and APT positions, all union dues and applicable taxes will apply. A graduate student appointed as a Lecturer or APT can qualify for a faculty/staff tuition waiver up to 6 credits, but not qualify for a graduate assistantship tuition waiver. Multiple appointments (i.e., Lecturer or APT at one campus and GA at another campus) are not allowed. Only tuition may be covered by the tuition exemption (i.e., GA) or faculty/staff waiver (i.e., Lecturer or APT). Student fees are required and must be paid separately as tuition exemptions do not cover student fees.

3. UH Mānoa Minimum step and stipend. UH Mānoa has instituted a minimum stipend policy. This current minimum stipend is Step 6 on the new stipend schedule (E5.223 – Graduate Assistants; April, 2013). System and the other campuses must pay at least the Mānoa minimum stipend when appointing UH Mānoa graduate students where the academic home campus is UH Mānoa.
4. Start and End Dates. GAs must be on duty for a minimum of 12 weeks per term (i.e., academic year) as defined by the Office of Graduate Education.
  - TAs should report to their department supervisor the week prior to the start of the semester and end once grades are submitted and/or related duties have been completed and approved by their department supervisor. The on-duty start and end dates for faculty as stated in the Academic Calendar may be used to guide this duty time. See <http://manoa.hawaii.edu/ovcaa/calendar.htm>
  - RAs on 11-month appointments are on duty throughout the year with a minimum of 12 weeks per term as defined by the Office of Graduate Education. Actual start and end dates are based on the source of funding.
  - During the summer session terms, GAs who are teaching or fulfilling teaching related duties should follow start and end dates similar to faculty and course schedule. Duties do not officially end until all grades have been submitted and/or related duties completed as determined by the faculty supervisor (e.g., department chair).
5. Overload. Graduate assistants, regardless of FTE, must be compensated for any duties in excess of 0.50 FTE and shall only be appointed on an overload basis. Graduate assistants working beyond 0.50 FTE shall not be appointed as a Lecturer or APT title at any time and shall retain their graduate assistant title.
6. Graduate Assistant Overload Rate. Graduate assistants must meet the minimum qualifications for the Lecturer A rate; some may also meet qualifications for Lecturer B or C rates. The overload rate paid to graduate assistants shall be equal to the Lecturer rate(s) and be “pegged” to the Lecturer rates in order to avoid the necessity of frequently updating the overload rate. Please refer to the salary schedule Lecturer A, B or C rate (depending on their degree level and experience). Criteria similar to what is used to classify Lecturers should be used in determining appropriate compensation.
7. Approval of Petition to Work More than 20 Hours. GAs who work beyond 0.50 FTE during the Fall and Spring terms require approval from the UH Mānoa Office of Graduate Education. A Petition to Work More than 20 Hours form (<http://manoa.hawaii.edu/graduate/content/forms>) shall be completed by the graduate assistant for approval by the UH Mānoa graduate department and UH Mānoa Office of Graduate Education. This petition will be required only during the academic year, until further notice.

## Clarification of GA Workload & Compensation

8. Maximum for Teaching Credits. Teaching duties beyond 20 hours are capped at 6 credits for Mānoa and 7 credits for Community Colleges during the duty period.
9. Summer Workload. 9-month graduate assistants teaching in the summer do not have a cap on teaching credits, as it is their off-duty period. 9-month graduate assistants teaching during the summer are paid on an overload basis at the Lecturer rate of compensation but shall retain the graduate assistant title. Please refer to the salary schedule Lecturer A, B or C rate (depending on their degree level and experience). Criteria similar to what is used to classify Lecturers should be used in determining appropriate compensation.

11-month graduate assistants may also teach during the summer. They are still considered on-duty and thus, retain their appointment with the graduate assistant title and should be paid on an overload basis. Because 11-month graduate assistants are still on duty during the summer, they are limited to teaching 6 credits. Procedures similar to those used during the duty period (items #3, 4, 5, 6) regarding teaching on an overload basis should be followed.

## Clarification of GA Workload & Compensation

### **Situational Examples to Clarify UH Mānoa Graduate Assistant Workload and Compensation**

NOTE: [Rule of Thumb: Each campus should check to see if a GA is teaching anywhere else, before appointment on overload or to complete a 0.50 FTE appointment. These apply only to UHM graduate students teaching at a UH campus.]

*These are common examples of situations with GAs that have been encountered.*

- 9-mo GA from UHM has been approved and appointed by Dept. B as a 0.50FTE GA for an academic year (most GA appointments are for an academic year). Campus Y asks her to teach as well. Is this allowed? Yes, on overload.
  - Campus Y is responsible for checking if she has an appointment elsewhere
  - If campus Y still wants to hire, it must be on overload.
  - GA must complete Petition to Work More than 20 Hours and receive approval from the Office of Graduate Education prior to overload hire by Campus Y.
  - This scenario also applies if GA was asked to teach by another Dept at UHM. Dept C would pay overload rate (Lecturer pay scale to determine actual rate).
- 9-mo GA at UHM has been approved and appointed by Dept. B as a 0.25 FTE GA (with approval from Office of Graduate Education) for an academic year. Campus Y asks her to teach as well. Is this allowed and how is she paid? Yes it is allowed. UHM and Campus Y would contribute to a total of 0.50 FTE (campus contributions to 0.50 FTE to be determined by respective campus HR representatives).
  - This is not an overload. Overload is only when workload is over 0.50 FTE.
  - Campus Y would need to check if GA has an appointment elsewhere and work out details on contributing to 0.50 FTE with UHM Dept B.
- Campuses Y & Z would like a 9-mo GA from UHM to teach during the summer. Is this allowed and at what title and rate? Yes, at overload rate (use Lecturer pay scale to determine actual rate). Still considered a GA.
  - Any campus may hire a 9-mo GA during the summer. It is overload, but no limit to number of courses.
  - GA need not teach at home campus (UHM).
- Campus Y would like an 11-mo GA from UHM to teach during the summer. Is this allowed and at what title and rate? Yes, on overload rate (Lecturer pay scale to determine actual rate). Still considered a GA.
  - 11-month GA is still on-duty during summer.
  - Limited to 6 credits of teaching during Summer term, per term (if teaching both terms). Faculty supervisor (e.g., Department Chair) of overload assignment should ensure this overload of teaching is appropriate.
- 9-mo GA at UHM is asked to be a Lecturer during the academic year by Campus Y. Is this allowed? No, it is not.
  - GAs, once appointed as a GA, cannot be hired as a Lecturer by another UH campus.
- UHM graduate student is appointed by Campus Y to be a 0.50 FTE 9-mo GA for Campus Y, not UHM. Is this allowed? Yes, it is.
  - Current UHM minimum step and rate for 9-mo GA must be used.

## Clarification of GA Workload & Compensation

- GA (9- or 11-months) at UHM teaches during the academic year, but is asked by Campus Y to teach as a Lecturer during the Summer. Is this allowed? No, it is not.
  - GAs, once appointed as a GA, cannot be hired as a Lecturer by another UH campus, even during the Summer.
  - The title of GA and overload rate (using Lecturer pay scale to determine actual rate) must be used.
  - Doesn't matter for 9- or 11-month GAs. Title of GA must be used.
- GA (9- or 11-months) at UHM in Dept. B is asked to become a part-time APT by Dept C. Is this allowed? No, it is not.
  - GAs, once appointed as a GA, cannot be hired as a Lecturer or APT by another Dept. The title of GA must be used. Multiple appointments are not allowed.
- Can GAs retain assistantship and teach at UHM or at another UH campus if not enrolled as a graduate student at UHM? No, they cannot and should not.
  - GAs (9- or 11-months) must be enrolled in a minimum of 6 credits as a graduate student and be in good academic standing to retain assistantship.
  - If GA is hired at Campus Y to teach .50 FTE (not teaching at UHM), Campus Y may request verification of enrollment at UHM.
- UHM or another UH campus would like to hire a *former* GA to become a Lecturer and APT. Is this allowed? Yes, as long as the graduate student is no longer a GA.
  - All dues and related adjustments as required by Lecturer and APT rules would be followed.

c: President Lassner  
Vice President Itano  
Vice President Morton  
Debra Ishii, OHR  
Mānoa Vice Chancellors  
Tammy Kuniyoshi, Mānoa HR  
Mānoa AOs/POs

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