

SUMMER SESSION 2009 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 2009 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.

Stipends:

TA/GA – For the 2009 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 (see Faculty Contracts/Services 2009 Summer Session 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 \$663.30, 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 **May 11, 2009**. The Assistantship Form is available on the OGS website at:

<https://www4.unm.edu/grad/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 2009** is in **Academic Year 2008**.

Examples:

Academic Year 2008 includes Fall 2008, Spring 2009, and Summer 2009.

Academic Year 2009 includes Fall 2009, Spring 2010, and Summer 2010.

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.

New Appointments:

Please attach the following hiring documents to the Summer Session Appointment Agreement or Assistantship Form for any student who was not employed at UNM during the Spring 2009 semester: Employee Demographic Form (EDF), W-4. Please instruct your new assistantship recipients that they must come to OGS **within three business days of their hire date** to complete the I-9. Federal penalties can be assessed upon audit of \$100 to \$1100 per employee if the I-9 is not completed per Federal Government Guidelines.

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 2009, *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 course work. 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) provided their assignments or combined assignments are less than 40 hours per week (1.0 FTE). Assistantship recipients who *are not* enrolled during the entire summer session for a minimum of 3 credit hours or who are employed full time (1.0 FTE) are required to pay Federal FICA tax (Social Security and Medicare) during that summer session(s) in which they are not enrolled or in which they are working full-time (1.0 FTE). The FICA tax deduction is 7.65% of the gross amount earned each pay period.

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. The summer session assignment must be approved by OGS and have a start date on or before June 15, 2009.

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.