

COLA Student Employment Guidelines for Fall 2020 Semester

TA/AI Job Requirements and Rates

- All TA/AI assignments should be processed for **Fall only**.
- TAs and AIs must be appointed a minimum of 20 hours (50% FTE) per course and use Employee Type: Regular Benefits Eligible – Graduate Student Academic (Fixed Term).
- Each TA or AI BP should have Comments that include:
 - Course ID
 - Unique Number
 - (TA Only) Instructor's name
 - Will this job be completed remotely? If not and onsite work is required, include business rationale and how it relates to essential core functions.
- College policy prohibits funding beyond a student's sixth year, whether or not the student is from the employing department or another department. Requests for TA/AI assignments for students beyond the 6th year must be submitted by the student's home department and pre-approved by the Associate Dean for Research and Graduate Studies. The approval and date must be referenced in the Workday BP.
- TA/AIs should be assigned to a maximum of one course per long session. Prior approval is required from the Liberal Arts Office of the Associate Dean for Research and Graduate Studies for a TA or AI to be assigned to multiple courses. The approval and date must be referenced in the Workday BP.
- Any non-standard TA/AI job must include approval information from the Liberal Arts Office of the Associate Dean for Research and Graduate Studies. The approval and date must be referenced in the Workday BP.
- **Rates:**
 - Full-Time (9 month) base rates for both new and continuing TAs/AIs are as follows:
 - TA: \$31,367 (\$3485/mo)
 - AI: \$35,462 (\$3940/mo)

Graduate Research Assistant (GRAs) Requirements

- GRA assignments can be processed for full academic year assuming funds are available. At a minimum, GRA assignments are expected to be for the full fall semester.
- GRAs are academic student jobs whose responsibilities support the university's core function of academic research; thus departments/units are permitted to hire into these titles without additional justification.
- GRA Comments should include:
 - Name of supervising faculty member,
 - Funding information (account(s), including end date(s) for 26 accounts),
 - Length of appointment
 - If job will be performed remotely. If not and onsite work is required, include business rationale and how it related to essential core functions.
 - If the student is receiving an increase in wages due to minimum TA/AI rate increases, please note/explain that as well.
- GRAs appointed for at least 20 hours for a long semester (4.5 months or longer) are considered benefits-eligible and should be appointed with the Employee Type: Regular Benefits Eligible – Graduate Student Academic (Fixed Term).

- Under Propose Compensation, GRAs should be on an Annual Basis (12 month).
- GRAs appointed on 26-accounts may receive annual rate increases effective September 1, 2020 as allowable by the terms of those project(s).
- Departments, at a minimum, must base their GRA 12-month rates on the corresponding COLA TA/AI 9-month rates.
- Grant holders or department/units are expected to cover the 12-month tuition.

Undergraduate Research Assistant (UGRA) Requirements

- UGRAs may be processed for the fall semester or for both fall and spring semesters if the student will continue in the same job at the same number of scheduled weekly hours, work for the same faculty member, full funding is available, and spring enrollment requirements are confirmed prior to Spring 2021.
- UGRAs are academic student jobs whose responsibilities support the university's core function of academic research; thus departments/units are permitted to hire into these titles without additional justification.
- UGRA Comments should include:
 - Name of supervising faculty member,
 - Funding information (account(s), including end date(s) for 26 accounts),
 - Length of appointment, and
 - If job will be performed remotely. If not and onsite work is required, include business rationale and how it related to essential core functions
- Under Propose Compensation, UGRAs should be on an Annual Basis (12 month).
- UGRAs should be appointed as Hourly pay type and Employee Type: Regular Non-Benefits Eligible (Fixed Term).