

CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

SUBJECT GRADUATE TEACHING ASSISTANTS GRADUATE RESEARCH ASSISTANTS AND GRADUATE LABORATORY ASSISTANTS	MEMO NO. <u>10-4</u>
	PAGE <u>1</u> OF <u>4</u>
	DATE <u>10/1/76</u>
APPROVED <i>[Signature]</i> VICE PRESIDENT FOR BUSINESS & FINANCE & TREASURER	

(This supersedes Memo No. 19, dated 8/22/60. See also Memo No. 10-3))

- *1. Policy - The Graduate Office administers GTA, GRA and GLA programs and operations.
2. General
 - a. Graduate Teaching Assistants (GTA - B700)
 - (1) Title - the title of graduate teaching assistant shall apply only to a graduate student who is nominated by a division and approved by the Dean of Graduate Studies for academic appointment as a teaching assistant. Graduate teaching assistants are considered to be temporary staff members and, therefore, will be listed in the Institute catalog.
 - (2) Reimbursement - reimbursement to the graduate teaching assistant shall be on:
 - (a) Academic year basis, payable in nine (9) equal monthly installments on the last day of each month, October through May, the June payment to be made on graduation day.
 - (b) The academic year is understood to consist of the three (3) terms (34 weeks) during which classes are in session.
 - (c) Rates of pay are determined by the Committee on Graduate Study and subject to the approval of the Board of Trustees.
 - (3) Forms and Approvals - Graduate teaching assistants will be appointed on the standard form entitled "Nomination for Graduate Teaching and/or Research Assistantships and Tuition Awards". Employee Status Notices will originate in the Graduate Office.
 - (4) Additional Pay During Vacation Periods - Since the reimbursement as a graduate teaching assistant is for time worked during the academic year, a graduate teaching assistant may work as a non-academic employee during any vacation period.

*Denotes change/addition

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b. Graduate Research Assistants (GRA - B500) and Graduate Laboratory Assistants (GLA - B400)

(1) Title - the titles of graduate research assistant or graduate laboratory assistant shall apply only to a graduate student who has been nominated within a division and approved by the Option Representative and by the Dean of Graduate Studies for academic appointment as a graduate research assistant. Graduate research and laboratory assistants are considered to be temporary staff members and, therefore, will be listed in the Institute catalog.

*(2) Reimbursement

(a) Rates of pay - may vary within limits as approved by the Committee on Graduate Study, subject to the approval of the Board of Trustees, according to type of research and experience of the student. Individual rates are subject to approval of the Option Representative and final approval of the Dean of Graduate Studies.

(b) Method of pay - may vary according to the needs of the division, within the following patterns.

i) Academic year basis - payable in nine (9) equal monthly installments on the last day of each month, October through May; the June payment may be issued on graduation day.

A GRA or GLA may be appointed to work during the two week holiday between the first and the second terms, up to a maximum of 40 hours of work per week. This appointment is in addition to the 34 week appointment and may be added into the total stipend to be paid over nine (9) months in equal installments. This arrangement should be stated in the policy established by the various divisions with a copy on file in the Personnel Office.

*Denote change/addition

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- ii) Annual basis - payable in twelve (12) equal monthly installments on the last day of each month, assuming there are no changes in rate of pay or hours worked between the 34 week academic year appointment and the 12 or 13 week summer appointment. If the rate of pay or Status Notices must be generated. If there are no changes, only one Status Notice is required to cover the entire twelve (12) months.
 - iii) Summer appointments - may be made to cover a period of 12, 13, or 15 weeks. A 15 week appointment would be effective the Monday following graduation day and would be payable in four (4) equal monthly installments, June through September. The 12 and 13 week appointments, effective on July 1, are payable in three (3) equal monthly installments, July through September. For shorter appointments, 12 or 13 week appointments beginning on another date, or interrupted appointments, the pay period(s) should be stipulated on the Status Notice.
- ***(3)** Forms and Approvals - Graduate research assistants and graduate laboratory assistants will be appointed on the standard form entitled "Nomination for Graduate Teaching and/or Research Assistantships and Tuition Awards".
- Employee Status Notices will originate in the division and are subject to the approval of the division and the Dean of Graduate Studies.
- (a) Pay basis should be noted under "Remarks".
 - (b) For those on annual basis, separate Status Notices may be necessary for the summer period and for the academic year.
- (4)** Hours Worked - Hours worked during the academic year and during the summer by students enrolled for academic credit are subject to the approval of the Dean of Graduate Studies.

*Denotes change/addition

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APPROVED <u><i>W. H. Williams</i></u> VICE PRESIDENT FOR BUSINESS & FINANCE & TREASURER	

(This supersedes Memo No. , dated)

*3. Exceptions

Any exception to this policy requires the approval of the Dean of Graduate Studies or designee.

*Denotes change/addition