Graduate Employment Policies: Institutional employment policies as relates to graduate students may be found at:

http://gradschool.mines.edu/GS-Assistantship-Policies

Commonly Asked Questions Include:

- Contract types and purposes?
  - **Teaching Assistants:** Awarded to assist in instructional activities. It is School policy that Teaching Assistants are **NOT** assigned full responsibility for teaching courses.
  - **Research Assistants:** Supervised by individual faculty to perform research that is **directly related to a student’s area of study**.
  - **Hourly Appointees:** Any variety of employment activities in areas **unrelated to a student’s academic program**.

- What is the maximum allowable FTE?
  - Academic Year: 0.5 FTE or 20 hrs/week
  - Summer: 1.0 FTE or 40 hrs/week
  - 0.67 FTE commitments imply annual support at the 0.5 FTE level during the AY and at the 1.0 FTE level during the summer. This awarded so that student’s may count on a stable monthly stipend.
Institutional Policies: Continued

- Commonly Asked Questions Include:
  
  - Can tuition be waived?
    - **Tuition is NEVER waived.** Students are billed tuition at the tuition paid; either by the student, the research contract, or the institution.
  
  - Which components of a contract are required, which are optional?
    - **Stipends:** Represent payment for services provided. All RA/TA/Hourly contracts must include this component. These are taxable, and may be terminated for non-performance.
    - **Tuition/Fee/Insurance payments:** These represent a gift to the student employee. These payments are optional on all RA/TA contracts. These are not taxable, and once awarded may not be revoked for non-performance.
    - **Can you award Tuition/Fee/Insurance payment as part of an Hourly Contract?** Technically, no – but you may award a separate Fellowship to cover these costs. NOTE: many externally sponsored grants will NOT pay these costs as part of a Fellowship.
  
  - What institutional financial aid is available?
    - **Differential Tuition:** AY only. Awarded to full-time (0.5 FTE), non-resident students for whom the contract pays the resident portion of tuition. Pays difference between non-resident and resident tuition. US residents eligible first year ONLY.
    - **Summer Tuition Fellowship:** Summer only. Awarded to all RAs who are full-time (1.0 FTE), and whose stipends are paid by an overhead research contract. Pays full tuition for the REQUIRED 3 credit hours of research registration. Any course registration is above this minimum requirement and NOT covered by the Summer Tuition Fellowship program.
Contracting Graduate Employees

- **Graduate Student Contracting Materials**: Institutional employment materials as relates to graduate students may be found at:

  [http://gradschool.mines.edu/GS-Grad-Contracts](http://gradschool.mines.edu/GS-Grad-Contracts)

<table>
<thead>
<tr>
<th>Academic Year (September through April)</th>
<th>Appointment or Action Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>RA/TA Appointment</td>
<td>Hourly Appointment</td>
</tr>
<tr>
<td>Fellowship Award</td>
<td></td>
</tr>
<tr>
<td><strong>Student Agreement</strong></td>
<td>pdf form, or Excel Spreadsheet</td>
</tr>
<tr>
<td><strong>Implementation Spreadsheet</strong></td>
<td>Semester-by-Semester Academic Year*</td>
</tr>
<tr>
<td></td>
<td>Excel Spreadsheet</td>
</tr>
</tbody>
</table>

*May be used when 1) student contract starts Fall and continues through Spring, 2) student residency or registration status won't change during contracting period, 3) funding source will not change during contracting period and 4) % effort will not change during contracting period.*
Contract Components

- **Student Agreement**: Represents the service contract provided by the department or PI to the student. Defines work expectations, period of service, stipend, and supplementary fellowship payments.
  - Original copy is retained by department with a copy sent to HR.
  - Initial payment for student services is not dependent on HR receiving these. So, you may hold until mid semester and deliver all of these to HR at one time.

- **Implementation Spreadsheet**: Spreadsheet describing how the compensation defined in the Student Agreement will be paid by the department or the PI.
  - Email completed spreadsheets to student.contracts@mines.edu.
  - Payment for student services IS dependent on receipt of these. Additionally, many student contracts require inspection/approval from a variety of institutional offices (e.g., HR, ORA, Financial Aid). Therefore, early submission is appreciated.
Available as both a pdf and an Excel document.

- Use either.

- You won’t, however, be able to save local copies of the completed pdf version unless you have the full version of Adobe Acrobat.

- Student and PI/Department signature indicates agreement to the terms and conditions of the contract.

- Use “Conditions” free text to define work duties, or attach separate document.
Implementation Spreadsheet

- Available as an Excel document.
  - Created using Microsoft Office 2011: Mac Version.
  - Some older versions of Excel have problems with this spreadsheet. If you have problems please contact the Graduate Office.
### Implementation Spreadsheet: Components

#### RA/TA Implementation Spreadsheet for 2013-2014 Academic Year - Semester-by-Semester Implementation

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Initial Appointment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>C/WID</td>
<td>Reappointment:</td>
</tr>
<tr>
<td>Email Address</td>
<td>Amending Prior Agreement:</td>
</tr>
<tr>
<td>Contract Submission Date</td>
<td>Department</td>
</tr>
<tr>
<td>Contract Term</td>
<td>User Input Guide</td>
</tr>
<tr>
<td>Contract Start Date</td>
<td>Select from drop down</td>
</tr>
<tr>
<td>Contract End Date</td>
<td>Input text or number</td>
</tr>
<tr>
<td>Part of Annual Contract?</td>
<td></td>
</tr>
</tbody>
</table>

#### Student Status and Intended Support Level

<table>
<thead>
<tr>
<th>Student Status</th>
<th>Intended Coverage</th>
<th>Cost Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition Residency Status (T/R)</td>
<td>Eligible for Reduced Registration (Y/N)</td>
<td>Eligible for Differential Tuition Award (Y/N)</td>
</tr>
<tr>
<td>R</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>

#### Fund Sources

<table>
<thead>
<tr>
<th>Effort Type</th>
<th>Distribution of Effort</th>
<th>Optional Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Effort Calculator</td>
<td>Cost</td>
<td>% Effort</td>
</tr>
<tr>
<td>Primary</td>
<td>1</td>
<td>0.00%</td>
</tr>
<tr>
<td>Secondary</td>
<td>4</td>
<td>3.00%</td>
</tr>
<tr>
<td>Secondary</td>
<td>3</td>
<td>6.00%</td>
</tr>
<tr>
<td>Secondary</td>
<td>1</td>
<td>90.00%</td>
</tr>
</tbody>
</table>

#### Approvals and Special Notes

<table>
<thead>
<tr>
<th>Approvals and Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
</tr>
</tbody>
</table>
**Advanced Topics: Annual Appointments**

- **Annual Appointments**: The Institution allows departments to submit a single Student Agreement for an entire calendar year.
  - Typically these types of appointments are done at the full-time level (0.5 FTE during the academic year, and 1.0 FTE during the summer).
  - Even though workload expectations vary, stipend awards are equalized throughout the calendar year (i.e., students do not receive more stipend in the summer). The level of stipend required during the entire year is equivalent to a 0.67 FTE assignment.
  - Appointment type and source of appointment support may vary throughout the year (i.e., the appointment type may be TA during the AY, and RA during the summer).
  - Implementation agreements associated with Annual Appointments answer “Yes” to “Part of Annual Contract” on the implementation spreadsheet.
  - Annual appointments at the 0.67 FTE level are eligible for Differential Tuition and Summer Tuition Fellowship awards (assuming summer stipend comes from an overheaded account).
  - Annual appointments typically start in the Fall semester, but there is no prohibition against them starting in the Spring or Summer semesters.
Teaching Fellowships: Institutional agreements that allow/provide for graduate students to LEAD classroom instruction.

- Recognizes that in some instances the institution and its students benefit from a graduate student leading classroom instruction, and such instruction may constitute a valuable component of a graduate student’s education.

- Teaching fellows MAY NOT be contracted through a Teaching Assistantship contract.

- The Graduate Dean approves all Teaching Fellowship appointments on an individual basis.

- Conditions/requirements under which the Dean will approve these are defined in the Academic Affairs Procedures Manual. Specifically, the Dean will require the DH/Program Chair to provide certification of the following:
  - Completion of all required course work.
  - Appointee is qualified, and how is this student qualified, to teach the specific course.
  - The student will have no other departmental responsibilities outside of teaching the specific course.
  - A full-time permanent faculty member will have direct oversight of the student’s teaching, and this faculty member has no conflicts of interest with regard to the student’s degree program.

- Teaching fellowship agreements and implementation spreadsheets are NOT available online. You must request these directly from the Graduate Dean.
Advanced Topics: Summer Contracts

- **Teaching Assistantships:**
  - Registration during the Summer term (I or II) is NOT required.
  - Separate Implementation Agreement, no tuition or fee awards associated with these agreements.
  - Campus access limited to terms of TA contract.
  - Students may choose to register, but are charged tuition and fees outside of agreement. Student working toward degree on campus MUST register.
  - Student on institutionally provided health insurance during the preceding AY is covered during the summer.
  - Students are assessed TIAA–CREF retirement deductions on their pay checks. They may request a refund of these.

- **Hourly Appointees:**
  - Use same contracting materials as AY.
  - All conditions as defined for Teaching Assistants during the summer apply to Hourly Appointees.
Research Assistantships:

- Registration for the Summer II term IS REQUIRED. Minimum registration requirement is 3 credit hours of research.

- Separate Implementation Agreement, agreement may include payment of summer tuition and fees.

- For full-time Summer RAs, whose stipends and mandatory student fees are paid from overheaded accounts, Summer Tuition Fellowship will cover full tuition for the minimum required registration.

- Registration beyond the minimum requirements is not covered by the Summer Tuition Fellowship and is assessed to the Student’s account. The PI may choose to pay this additional tuition as part of the RA contract.

- Registration in research credit hours for Summer II, provide students full access to campus resources for the entire summer. Students should, however, register as soon as possible as without this registration building access is terminated at the close of registration for Summer I.

- As these students register for the summer, TIAA–CREF is not deducted from their stipend payments. NOTE TIAA–CREF is deducted if the student is NOT registered. Message – have your students register EARLY.

- Student on institutionally provided health insurance during the preceding AY is covered during the summer.