

# Graduate Associate & Fellow Appointments, 2016–17

## Appointment Dates

AUTUMN 2016	SPRING 2017	SUMMER 2017
AUGUST 16 <i>through</i> DECEMBER 31	JANUARY 1 <i>through</i> MAY 15	MAY 16 <i>through</i> AUGUST 15

## Enrollment Requirements

	AUTUMN & SPRING		SUMMER	
	MIN	MAX	MIN	MAX
Graduate Associate, 50%	8	18	4	12
Graduate Associate, 25%	4	18	2	12
Graduate Fellow	12	18	6	12
Post-Candidacy Student	3	18	3	12
For Financial Aid and Fees	8	18	8	12

## Paycheck Calendar

Graduate associates and fellows appointed for autumn semester will receive their first paycheck at the end of August. GAs on a nine-month appointment will receive one-half of a month's paycheck in August and one-half in May.

## First Four-Week Summer Session

A typical graduate associate appointment is for autumn and spring semesters. However, work patterns are determined locally, and they may vary due to the first four-week summer session.

If the first four-week summer session is part of a GTA's established teaching load, for example, no additional pay is required. Alternatively, GTAs who have fulfilled their teaching obligations during autumn and spring semesters may be hired on supplemental appointments to teach during that session.

Fellows are typically appointed for three consecutive terms. The summer term, including the first four-week session, is part of the three-term appointment for fellows who start in autumn semester. If a fellowship appointment starts in the summer term, that appointment runs from mid-May to mid-May of the following year.

## Payroll Deduction

Payroll deductions for student health benefits and other student service fees will occur in four installments for both autumn semester and spring semester.

Deductions will be reflected in September through December paychecks for autumn semester and January through April paychecks for spring semester. For summer term, deductions will be reflected in June and July paychecks.

## Summer Fee Authorization

A GA appointed at 50 percent time for both autumn and spring semesters will receive a summer fee authorization.

A graduate associate appointed at 25 percent time for both autumn and spring semesters is entitled to a summer fee authorization at half the full fee authorization rate.

A graduate student who elects not to enroll during the summer term immediately following his or her autumn and spring semesters GA appointment may not defer the use of the summer fee authorization.

