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19 March 2008

TO: Katy Heyning, College of Education
Jim Larson, School Psychology Program
Don Zahn, College of Business and Economics

FROM: John Stone, School of Graduate Studies

RE: Graduate Assistantship Distributions for 2008-2009

- c. John Heyer, Interim Provost and Vice Chancellor of Academic Affairs
Jeff Barnett, Dean, College of Education
Chris Clements, Dean, College of Business and Economics
Dick Haven, Interim Dean, College of Arts and Communication
Mary Pinkerton, Dean, College of Letters and Sciences
Randy Marnocha, Vice Chancellor, Academic Affairs
Graduate Program Coordinators

Please find: 1) summary sheets of all eligible applicants in your college or program; 2) copies of applications from all applicants who are currently eligible; and 3) copies of the Graduate Assistant Assignment forms for 2008-09.

If you're an Associate Dean, please share all of the above with your program coordinators such that **the applications and a completed assignment form for each recommended recipient will be returned to the Graduate Office by Friday, 18 April 2008.** This will provide lead time in securing signed contracts or finding alternate candidates.

Recall that the time-honored Graduate Student Enrollment Formula led to the following allocations of General Purpose Revenue-funded assistantships and dollar amounts (each full-time assistantship is estimated to be worth approximately \$10,453). Each assistantship constitutes .5 FTE.

College	Full-time Assistantships (.5 FTE)	Dollar Amount
Business and Economics	6.00	\$62,718
Education	1.50*	\$15,680
Letters and Sciences	1.25	\$13,006

* This figure reflects a reduction of 1.25 FTE converted by the College of Education in previous academic years to staff other positions.

Also, please find the attached copy of the *Guidelines for the 2008-09 Graduate Assistantships*.

Please call the Graduate Office at 1006 if you need assistance.

GUIDELINES FOR 2008-09 GRADUATE ASSISTANTSHIPS

1. Graduate Assistants must be enrolled in a graduate degree program at UW-Whitewater in good standing status, and registered for at least nine (9), but no more than twelve (12) graduate credits each semester. Graduate assistants enrolled in graduate programs with educational licensure requirements must be registered for at least nine (9) total credits, but may be registered for as few as six (6) graduate-level credits, provided the non-graduate level credits are for licensure purposes. These same students may register for as many as fifteen (15) credits, provided they are registered for no more than twelve (12) graduate-level credits and the non-graduate-level credits are for licensure purposes.
2. Upon receipt and approval of your recommended recipients and corresponding assignments, the School of Graduate Studies will issue contract letters to the selectees. Each will be contingent upon the student meeting the eligibility requirements in item #1.
3. Academic status will be checked at the end of summer session 2008 and periodically throughout the academic semesters to make sure students meet the requirements in item #1. Contracts will be rescinded accordingly.
4. The 2008-2009 academic year begins 24 August 2008 and ends 23 May 2009. The fall term 2008 contract period ends 7 January 2009, and the spring term 2009 contract begins 8 January 2009.
5. The amount to be paid full-time, 20 hours/week (.5 FTE) assistants in 2008-2009 is estimated to be approximately, \$10,453, with the salary scheduled to increase in April 2008 to \$10,557. A full-time assistantship during fall term 2008 or spring term 2009 will pay approximately \$5,226. The figure is subject to change pending funding approval by the state legislature of the 2008/2009 Incremental Pay Plan.
6. All of those applicants who are not selected by 18 April 2008, plus any others who missed the 15 March deadline but subsequently submitted an application by 30 April, will collectively form a second pool. Colleges with vacancies remaining after 18 April may select from this second pool (files will be available in the School of Graduate Studies on a "first-come, first-serve" basis). If there are no qualified applicants in the secondary pool, colleges may extend their search to other colleges and programs. **In the interest of making full use of this valuable resource, colleges with positions vacant after 1 July 2008 will have the position returned to the Graduate School for reassignment elsewhere.**
7. Each recommended recipient must be paired with a specific faculty member or members and assigned meaningful responsibilities which both complement the student's academic program and support the professional activities (e.g., teaching and research) of the faculty member(s). **Assigned responsibilities must be beyond those normally performed by student hourly help.**
8. You are encouraged to make as many full-time (.5 FTE) assignments for the academic year as possible from your allocations. Assistants who receive at least two-thirds of a full award for the academic year or a semester qualify for fringe benefits (such as health, dental, and life insurance). (Assign a full-time assistant to work with multiple faculty members, rather than divide up assistantships.) **No position may be assigned for less than .25 FTE (i.e., 10 hours week).** If term only assignments are made, the total FTE assigned for spring may not exceed that for fall assignments.
9. Non-resident assistants who receive at least two-thirds (i.e., 13.4 hours/week) of a full award for the academic year or a semester qualify for fringe benefits (such as health, dental, and life insurance) and a remission of non-resident portion of their tuition costs for the corresponding time period. Moreover, those who receive the non-resident fee remissions for the second semester may also have the out-of-state portion of their tuition waived for the following summer session. The figure is subject to change pending funding approval by the state legislature.