December 13, 2012

MEMORANDUM

TO: Chancellors, Mānoa Deans and Directors

FROM: Patricia Cooper, Dean of Graduate Division

SUBJECT: Graduate Assistants with Multiple Appointments

For certain multiple appointment types, the following guidelines shall apply to the hiring and compensation of graduate assistants (GA) which includes both research assistants and teaching assistants.

Fall, Spring, Summer & Off-duty periods:

1. All GA’s, regardless of FTE, must be compensated for any duties in excess of their normal FTE and can only be hired on a GA overload basis.
2. All additional teaching duties beyond their normal 0.50 (50%) FTE are capped at 6 credits.
3. All GA’s working beyond their normal 0.50 FTE cannot be hired as a Lecturer or APT.

General reminders:

- All GA appointments at more than 0.50 FTE require Graduate Division approval during the Fall and Spring semester only. Please have your GA’s fill out the Petition to work more than 20 hours.
- Tuition exemptions:
  - 0.50 FTE receives a 100% tuition exemption.
  - Less than 0.50 FTE receives no tuition exemption.
- Graduate students who elect to accept positions as Lecturers or APT’s (0.50 FTE or greater) may not simultaneously hold graduate assistantships.
- Graduate students who are hired as Lecturers or APT’s pay union dues and all applicable taxes and do not qualify for full graduate assistant tuition waivers (they will qualify for faculty/staff tuition waivers for up to 6 credits).

C: Debra Ishii, System Director, Office of Human Resources
    Tammy Kuniyoshi, Director, Mānoa Office of Human Resources
    Personnel Officers