



THE GRADUATE ASSISTANT HANDBOOK

**A POLICIES AND PROCEDURES MANUAL
FOR GRADUATE ASSISTANTS AT THE
UNIVERSITY OF MARYLAND EASTERN SHORE**

Table of Contents

Foreword.....	iii
1. Purpose.....	iii
2. Goals.....	iii
3. Questions.....	iii
Who is a Graduate Assistant in the University?	1
Categories of Graduate Assistantships at UMES and Percentage of Time	1
Eligibility for and Retention of a Graduate Assistantship.....	1
Appointment, Reappointment, Duration of Employment	2
1. Appointment Period (9.0 mo. or 12 mo.)	2
2. Reappointment.....	2
Supervision and Evaluation of the Graduate Assistant	3
1. Supervision	3
2. Evaluation	3
Time Commitment, Scheduling and Other Employment	3
1. Time Commitment.....	3
2. Scheduling	4
3. Other On-Campus Employment	4
4. Off-Campus Employment	4
Examples of Duties by Category of Graduate Assistants.....	4
1. Graduate Teaching Assistants (GTA).....	4
2. Graduate Research Assistants (GRA)	5
3. Graduate Assistant with Administrative Assignments	5
Full-Time Graduate Student Status	5
Conduct and Resolving Problems.....	5
1. Conduct	5
2. Resolving Problems	5
3. Changing Supervisors.....	6
Termination of Assistantships.....	6
Salary/Stipend and Step Levels of Assistantships	7
Graduate Assistant Stipend Rates for FY July 1, 2015-June 30, 2016.....	7
Benefits Available to Graduate Assistants	8
1. Remission of Tuition; Tuition Status; Deferment of Tuition	8
2. Health Insurance.....	9
3. Retirement, Social Security.....	9
4. Vacation and Sick Leave.....	9
5. Facilities	9
6. Housing.....	9
Holiday and Break Periods	9
ID Card and Other Campus Services.....	10
Taxation Status, Payroll Deductions and Queries	10
Fellowships	10
Board of Regents, University System of Maryland and UMES Policies and Procedures	10

APPENDIX A: Steps in Routing and Approval Process for a Graduate Assistant Appointment	11
Graduate Assistant Appointment Recommendation Form	12
APPENDIX B: Steps in the Routing and Approval Process for Tuition Remission	15
USM Graduate Assistants/Fellows Request for Tuition Remission Form	16
APPENDIX C: UMES Policy on Benefits for Graduate Assistants	20
I. Remission of Tuition	21
II. Health Insurance	21
III. Retirement, Social Security	21
IV. Vacation and Sick Leave	21
V. Facilities	21
VI. Housing	21
APPENDIX D: UMES Employee Exit Procedures	22
Items that are covered during the exit interview	23
University property to be returned by the employee prior to leaving the worksite	23
APPENDIX E: Clarification of Graduate Assistant Processes and Benefits Found in the GA Handbook	25
Hours per week: Time Commitment and Scheduling of Time	26
Tuition Remission: Number of Credits Issue and Allowability	26
Health Insurance Eligibility	26
Social Security Number for USM Payroll Processing	26
Source of Funding for Assistantships	26
APPENDIX F: Selected Listing of Board of Regents and University System of Maryland Policies & Procedures	28
1. Purpose and Scope	29
2. Professional Development	29
APPENDIX G: Selected Information Resources for Graduate Teaching Assistants and Graduate Students in General	30
Copies of these items are available in the UMES Frederick Douglass Library	

Foreword

1. Purpose

This handbook is prepared as a reference guide for all categories of Graduate Assistants employed at the University of Maryland Eastern Shore (UMES) campus, whether new or returning. The Graduate Assistant has a vital and integral role to play in the academic community. The objective of this handbook is to provide you, the Graduate Assistant, with pertinent information on the privileges, regulations, procedures and resources governing or applicable to your role and assignment.

2. Goals

The Graduate Assistant is both a degree-seeking student and an employee of the University. The primary goal of an Assistantship is to facilitate progress towards a successful completion – in a timely manner – of a graduate degree program. The secondary goal of an Assistantship, is to provide a meaningful work experience in the academic community under the supervision or tutelage of the faculty, staff and/or administrator. Hence, the work experience is a type of professional preparation or development and in-service training for the student. The tertiary goal of the Assistantship is the employee relationships and the fulfillment of assigned tasks and duties. It is the latter goal which is most specifically addressed by this handbook.

3. Questions

No handbook is prepared to address all possible or unanticipated questions or problems or to be definitive. Questions, guidance or referrals on interpretation of handbook sections should be addressed to the Dean of Graduate Studies, unless otherwise specified in the text to be addressed by a specific campus office, for instance the Office of Human Resources Management.

Dean of Graduate Studies

Early Childhood Research Center, Suite 1137

Voice: 410-651-6507

Fax: 410-651-7571

E-mail: graduatestudies@umes.edu

Office of Human Resource Management

Bird Hall, 1st Floor

Voice: 410-651-6400

Fax: 410-651-6500

E-mail: mhbillie@umes.edu

Handbook originally prepared and released in July 1997 by:

The Late Charles Dennis Ignasias, Ph.D.

Associate Vice President for Academic Affairs

University of Maryland Eastern Shore

Princess Anne, MD 21853

Handbook updated by:

Jennifer Keane-Dawes, Ph.D.

Dean of Graduate Studies

October 2015

Who is a Graduate Assistant in the University?

Graduate Assistants are admitted or matriculated graduate students at UMES who are provided with a temporary academic appointment to perform assigned tasks or duties within an academic department or unit (Center, Institute, etc.), or Office in the University, under the supervision of a faculty member, a department head, an administrator or director of an office or unit. 'Employing unit' will be the term used in this handbook to refer to the department, office, or program in which the student will perform his/her tasks and duties.

Most Graduate Assistantships are available in the Division of Academic Affairs.

Graduate Assistantships are not the only financial option available to graduate students. Graduate students may also be employed as hourly contractual employees in departments and offices through procedures of the Office of Human Resources Management. They can also seek work-study programs and aid available through the Office of Financial Aid.

Categories of Graduate Assistantships at UMES and Percentage of Time

'Graduate Assistantship' (GA) is the generic title in the University classification and payroll system. At the preference of the employing unit, some appointments may be simply stated as 'Graduate Assistant'. Other appointments may be subtitled as the following:

1. Teaching.
2. Research.
3. Administrative.

These categories are briefly described in the section *Examples of Duties by Category of Graduate Assistants* below.

As a general rule, when the term 'GA' is used in this handbook, it will refer to all categories of Graduate Assistantships.

GAs are either full-time (100%) or half-time (50%) employees. A full-time GA's time – identified by a category above – could be split, for example, as a 50% teaching and a 50% research appointment. Requests for GAs at less than 50% time and less than a semester's duration e.g., only a month, are generally processed through other payroll mechanisms. A part-time GA can be expanded into a full-time GA with the addition of funds and work assignment. A student who has already been employed as a part-time GA can be requested to be hired in another area on an hourly contract basis. In either case, the original GA appointment is amended to incorporate the new request rather than a separate employment contract issued.

Eligibility for and Retention of a Graduate Assistantship

For the Graduate School and the employing unit, a graduate student must fulfill the following:

- a. Be admitted into a graduate degree program at UMES in Regular (Full) or Provisional Status.
- b. Be registered for graduate level credit courses each semester during the period of the appointment (9 months), and a summer session for 12 months appointments if applicable graduate credit courses are being offered. (On credits, see the section below on *Full-Time Graduate Students Status*).
- c. Be either a new admit or continuing student and in good academic standing (3.0 or above cumulative GPA) when the appointment or reappointment becomes effective.
- d. Maintain reasonable progress toward a graduate degree each semester or session as determined by the student's graduate program and the Graduate School.
- e. Be recommended for the appointment on the appropriate form.
- f. If an international student, must have a visa status which permits employment.

The employing unit will fulfill the following:

1. Have the position advertised according to the University procedures.
2. Create a job description and take applications.
3. Arrange a search and screening process for the interviewing of candidates who meet the qualifications for the position.
4. Make the selection of the qualified candidate to be recommended.
5. Complete and process the GA Appointment Recommendation Form.
6. Provide the orientation, supervision and evaluation of the appointee.

Appointment, Reappointment, Duration of Employment

The steps in the routing and approval process for a Graduate Assistant appointment and the GA Appointment Recommendation Form are found in Appendix A.

The offer of appointment for a GA is issued in letter format by the Office of the Vice President for Academic Affairs. The student accepts the appointment offer by signing and submitting a copy of the appointment letter by the posted date.

The offer includes the category of Assistantship (if specified), the salary/stipend level, the assigned department or office, the beginning and ending dates of the appointment, and whether tuition remission is allowable.

The beginning date is the first day on which the GA is expected to report.

Offers of appointments do not include information on fringe benefits for GAs such as health insurance. These issues are discussed with and processed through the Office of Human Resources Management if the individual is eligible. Information on applicable benefits to GAs is covered in the section below titled *Benefits Available to Graduate Assistants*.

Sufficient time must be allowed for processing of the appointment recommendation (approximately 14-21 working days). The requested appointee may not begin work until the Vice President for Academic Affairs has made the offer of employment and the appointee has accepted the terms of the offer by his/her signature. Appointments will not be backdated for convenience.

1. Appointment Period (9.0 mo. or 12 mo.)

GA appointments are for a regular academic year (9.0 months) or for a 12-month period. (The latter is usually for non-instructional activities). The academic year appointment begins in late-August and ends in late-May the following year. Twelve-month appointments may begin July 1 of one year and end as of June 30 of the following year.

NOTE: All academic appointments, whether 9.0 mo. or 12 mo., run on the state Fiscal Year (FY) cycle (July 1 to June 30). Appointments may occur for a shorter period of time during the state FY, e.g., a semester, but will usually be processed as 9.0 mo. if the time period is during the academic year, and 12 mo., if it is before late-August or after late-May (before and after the academic year). A Graduate Assistantship during the academic year may not be an appointment of less than one academic semester unless it is a replacement for a vacated Assistantship or preliminary to the expected continuation of the GA appointment in the next FY. All academic appointments are automatically terminated at the end of the state FY for which they are effective.

2. Reappointment

GAs may be reappointed at the discretion of the employing unit. In order to allow a larger number of qualified students to benefit from these positions, most employing units are attempting to limit the time period in which a graduate student may serve as an assistant in any category. In general, this is three academic or fiscal years for a

Master's degree student, four years for a Doctoral student funded by Title III, and five years for Doctoral students funded by the State of Maryland. (Approved Fall 2012)

The present practice is that each employing unit is responsible for determining and communicating its own specific criteria, within the limits of the University policy, for assessing student qualifications for appointment and reappointment to Graduate Assistantships. In general, reappointment is dependent upon satisfactory work performance, good academic standing in the Graduate School and the graduate program, and progress toward the degree. As with all University faculty and staff positions, appointment or reappointments are contingent upon the availability of funds.

Good academic standing refers to the student's course grades and cumulative grade point average. Consult the *Graduate School Catalog* for specifics on the Graduate School, and, as applicable, individual program requirements on standards for grades, the cumulative grade point average and academic probation, and satisfactory progress toward a degree.

Although a rare occurrence, a GA might receive an academic probation notice for the immediate past semester/session. The present practice is that the GA, like any other graduate student, has the usual two successive semesters in which to remove the probation. (Read the *Graduate School Catalog* for more detailed information). Academic probation, however, may weigh in the consideration of reappointment of the student.

A graduate student who has been certified as having fulfilled all obligations for the degree or who has graduated and is not admitted into another graduate program at UMES, is ineligible for continuation of a Graduate Assistantship in the next semester or session, for example, a 9.0 mo. GA who completes the degree program for the December Commencement. Nine-month and 12 mo. GAs who complete the degree program for the Spring Commencement may continue to complete their work assignments, if needed, up to the end of their contract period, at the request of the supervisor and consent of the Graduate Studies Dean for granting an exception, subject to availability of funds.

Supervision and Evaluation of the Graduate Assistant

1. Supervision

GAs are directly under the supervision of the employing unit. The employing unit determines assignment, supervision of work, evaluation of performance, and recommendation for reappointment, if applicable.

2. Evaluation

Each employing unit is responsible for determining procedures for review and evaluation of GAs. Depending on the type of assignment, the process of evaluation might include a survey form or written assessment of work by the supervisor(s); classroom visitation by designated faculty members; student or clientele evaluations; faculty observation of research work and results, etc. The results of performance reviews and evaluations are to be discussed with the GA.

Time Commitment, Scheduling and other Employment

1. Time Commitment

Time commitments for GAs are based on a 40-hour week concept. For full-time (100%) GAs, this will be divided into 20 hours a week for the University and 20 hours a week devoted to academic study and pursuit of the degree. For part-time (50%) GAs, this will be 10 hours a week for the University and the rest of the time for academic study and pursuit of the degree.

2. Scheduling

The scheduling of the time for GAs to undertake their assignments per week (whether 20 hours or 10 hours) is determined by the employing unit. The type of duties assigned to GAs, even if they are specific teaching or research assistants, may vary on a case-by-case basis because of differences in the qualifications or experience brought to the position as well as differences in the demands and needs of the employing unit. Employing units are responsible to monitor the time commitment of their GAs.

3. Other On-Campus Employment

During the academic semester, a full-time GA may not seek and will not be approved for any other part-time on-campus employment above the 20-hours/week limits. A part-time GA may seek other on-campus options so as to create a full-time GA schedule as long as the combined hours total 20 hours/wk. The GAs contract will be amended to reflect the additional hours and stipend.

4. Off-Campus Employment

A full-time GA is considered to be a full-time employee of the University and should not be seeking outside employment. It is expected that the combined role and responsibilities of graduate student and graduate assistant will occupy all the time available to a student during the appointment period. Usually, what suffers with outside employment is the 20 hours a week devoted to academic study. The academic departments and graduate programs recommend Assistantship appointments for graduate students whose commitments are most likely to result in satisfactory progress toward completion of their degree program as well as undertaking their Assistantship responsibilities. In fairness to other graduate students who are applying for a Graduate Assistantship, off-campus employment could be a consideration in recommending against the continuance or reappointment of a GA.

For part-time GAs, it is expected that they will not work beyond an additional 10 hours a week.

Examples of Duties by Category of Graduate Assistants

A general, non-specific title of a GA is one in which the individual may perform a variety of tasks that could relate to a teaching, research or administrative assistant. For the specified appointment to a category of Graduate Assistantship, see the descriptions that follow.

1. Graduate Teaching Assistants (GTA)

The specific duties of a GTA may vary from one department to another, but for the majority of teaching assistants, the assignments and responsibilities will fall into one or more of the following four categories:

- a. Assisting in general departmental support or service duties (e.g., wet laboratory preparation, resource room help person, tutor, etc).
- b. Assisting a faculty member in the grading, advising, and administrative duties necessary for a course or courses.
- c. Teaching responsibility for a laboratory or discussion session of a course under the supervision of the instructor of record for the course.
- d. Teaching responsibility for a classroom section of a multi-sectional course, under the close supervision of the instructor of record for the course or other faculty/department Chair.

Within a department, the particular assignment depends on the department's needs and the experience and academic qualifications of the GTA. All GTAs serving in any capacity are under the direction and close supervision of the teaching faculty and the Department Chair.

Since English is the medium of instruction at UMES, academic departments and support offices must assess the proficiency in spoken English of international students selected as GTAs or tutors.

Orientation and training for the GTA is the responsibility of the employing academic department.

2. Graduate Research Assistants (GRA)

A GRA is an encompassing title. A GRA might participate in the data collection and analysis of a faculty member's research project; oversee or provide technical assistance to students in a computer or similar type of academic support laboratory; or assist in other non-instructional activities, institutional research or educational assessment. Sometimes, GRAs working on research projects find topics and data applicable to a thesis, dissertation, and Master's project.

The duties of GRAs are performed under the direction and supervision of a member of the faculty or academic/administrative support staff.

3. Graduate Assistant with Administrative Assignments

Offices on campus may employ GAs to help with administrative support functions. Responsibilities vary, as do the durations of appointments. Supervision is provided by the administrator or staff of the Office or department.

Full-Time Graduate Student Status

During the appointment period for a full-time Assistantship, a GA must register for at least 24 graduate units of course credit per semester to qualify concurrently as a full-time graduate student. For an explanation of the graduate unit system in relation to semester credit hours equivalency, see the current version of the *Graduate School Catalog*. Course credit includes both regular course work and research course credits for the thesis or dissertation, Master's project, etc. The Graduate Studies Dean may verify the full-time graduate student status of the GA. There is no maximum number of graduate units set for GAs.

GAs should consider their assistantship workload in planning their registration for course credits.

Conduct and Resolving Problems

1. Conduct

All GAs in their teaching, research, and administrative activities are subject to the ethical precepts and code of the academic profession (e.g., American Association of University Professors), to the laws of the State of Maryland regarding its employees, and to the University System, Board of Regents and campus policies which govern their institutional obligations. For a brief introduction to the subject of institutional policies, refer to the current version of the UMES Graduate School Catalog. See Appendix F below for a listing of selected Board of Regents and University System Policies and UMES reciprocal policies and procedures for implementing them.

GAs are expected to conduct themselves in their interactions with students, faculty, and all other members of the University community with the same sensitivity, thoughtfulness and respect they expect to receive from others. Neither age, disability, ethnicity, gender, national origin, race, religion, nor sexual orientation may be the subject of prejudicial actions, comments, or expressed attitudes.

2. Resolving Problems

GAs should try to resolve difficulties first at the department or office level. If a GA is having unusual difficulties with his/her assignment, it should be discussed with the supervisor(s). If satisfaction is not

forthcoming, the matter may be discussed with the Chair of the department or next level office administrator. If still unresolved at this level, the matter may be referred to the Graduate Studies Dean for resolution. The Graduate Studies Dean may appoint a committee of two tenured faculty members and a graduate student to review the GAs written submission of the issue. The committee will make a recommendation to the Dean. The Dean will review the recommendation and make a determination. The Dean's decision is final.

3. Changing Supervisors

Graduate Assistantships are not portable or transferable. Those funded by an external grant or contract are within the purview of the responsible faculty or staff member in a department or office. Those funded by institutional funds are distributed to academic departments which have graduate programs. Therefore, unless a vacancy for a GA occurs, the funding is available, and the student has the qualifications to fill the GA vacancy, or unused GA funds to an academic department are reassigned to another department, it is not possible for a GA to move to another supervisor. If a move is possible, change of supervisor involves adequate notice of resignation to the current supervisor. On a case by case basis, the Graduate Studies Dean will determine what further process may be necessary for the student to be reassigned.

Termination of Assistantships

Following prescribed procedures, the GA appointment may be terminated before the expiration of the appointment period for any of the following reasons:

1. Documented unsatisfactory work performance, e.g., violation of policy such as misconduct that is job-related, (e.g., incompetence, neglect of duty).
2. Reported deficiency in academic work and in meeting academic requirements for the degree, leading to a recommendation by the program for termination of graduate admission status.
3. Non-attendance at mandatory GA meetings and professional development activities.
4. There is no enrollment for graduate credit during the appointment period (semester or session if applicable).
5. The student is certified as having completed the degree program and is not admitted into another UMES graduate degree program, or is employed full-time in off-campus employment.
6. Financial exigency (e.g., funds rescinded or cut) or discontinuance of the work in which the appointment was made.
7. Medical or health conditions which interfere or limit the performance of required duties.
8. Visa status (international students) changes to one which does not permit employment or is revoked.
9. Voluntary mutual agreement (letter of resignation and acceptance).

If employee contracts are to be terminated prior to the original date specified in the offer letter, the GA will be notified in writing. Cases of egregious violations may result in immediate actions, appropriate to University policy. Supervisors, departments and University officials may initiate actions. Consult the Graduate Studies Dean for specifics.

Voluntary resignations are initiated by a letter addressed to the supervisor with the effective date. The letter is forwarded to the Graduate Studies Dean for follow-up action.

The termination of assistantships follows the same exit procedures for leaving employment of the University as other employees (see Appendix D for the procedures and form to be completed.)

Salary/Stipend and Step Levels of Assistantships

Graduate Assistant Stipend Rates for FY July 1, 2015-June 30, 2016

Graduate Assistant appointments to Steps 2 and 3 are based on the criteria following the tables. Stipend rates are subject to change depending on availability of funds.

Table 1: 9.0 Month

Step	Stipend	Pay Period	Stipend	Pay Period
	9.0 Month Annual (Full-time – 50% FTE)	9.0 Month Bi-Weekly (Full-time – 50% FTE)	9.0 Month Annual (Half-time – 25% FTE)	9.0 Month Bi-Weekly (Half-time – 25% FTE)
1	\$10,148	\$468.89	\$5,074.00	\$234.45
2	\$10,378	\$479.52	\$5,189.00	\$239.76
3	\$11,039	\$510.06	\$5,520.00	\$255.05

Table 2: 12 Month

Step	Stipend	Pay Period	Stipend	Pay Period
	12 Month Annual (Full-time – 50% FTE)	12 Month Bi-Weekly (Full-time – 50% FTE)	12 Month Annual (Half-time – 25% FTE)	12 Month Bi-weekly (Half-time – 25% FTE)
1	\$12,210.00	\$468.33	\$6,105.00	\$234.17
2	\$12,488.00	\$479.00	\$6,244.00	\$239.50
3	\$13,283.00	\$509.49	\$6,642.00	\$254.77

The step level criteria for appointment are as follows:

Step 1: Graduate student admitted to a degree program or matriculated graduate student in good standing, without prior assistantship or without previous teaching or research experience as a graduate student.

Step 2: Graduate student in good standing who possesses a Master's degree or who has one year of experience as a GA (full or part-time, 9 months or 12 months).

Step 3: Graduate student in good standing who has been admitted to candidacy for a Doctoral degree.

NOTES:

The stipend levels are considered to be ranges, subject to the availability of institutional or external funds and/or the conditions of the funding source (institutional and external funds) in any given year.

Contract, grant and private funds may have approved budgets or allowances to offer a higher stipend level.

All stipends are paid through the payroll system and hence are identified as salary. Part-time appointees are always paid at an exact salary/stipend. 100% time appointees are paid at the salary/stipend (factor) rate.

Full-Time Assistantship=20 hours per week, Part-Time Assistantship=10 hours per week.

Benefits Available to Graduate Assistants

Benefits available to GAs are processed through the Office of Human Resources Management, 1st Floor, Bird Hall.

Benefits, as applicable, are listed in the UMES Policy on Benefits for Graduate Assistants [see Appendix B]. The subsections of the policy are briefly noted, clarified or expanded upon below.

1. Remission of Tuition; Tuition Status; Deferment of Tuition

a. *Remission of Tuition and Deferment of Tuition*

If the funding source for the salary/stipend is from institutional (state) funds, full-time GAs may receive remission for up to ten (10) credits of tuition each academic semester; part-time GAs up to five (5) credits of tuition per academic semester. For the winter session tuition remission is capped at 3 credit hours and up to 6 credit hours for a summer session, regardless of whether the GA is full-time or part-time.

Stipends for GAs paid from contract or grant accounts are generally adjusted to compensate for the additional financial burden for students to pay their own tuition. Contract and grant accounts are sponsored, and are not institutional funds. On average, over 50% of UMES GAs annually are paid wholly or partially by sponsored or external funds. External funding from federal, state or private sources can be used to pay the salary/stipend for an assistantship, but may have restrictions on the allow ability or the amount of remission of tuition or even on the amount of salary/stipend which can be paid. In these cases, “generally adjusted” means that the stipend/step level base in Section XI is increased by a dollar amount to cover an estimated or the actual cost of the tuition remission up to the number of credit hours of tuition allowed in the policy (e.g., ten per semester if 100% full-time).

“Generally adjusted” also means that the stipend increase for this purpose is not a practice contrary to the terms and conditions of the sponsor and that sponsor funds are also available and sufficient to pay for the stipend adjustment. If the adjustment is done at the time of the GA appointment recommendation, the adjusted amount will generally be an estimate of projected tuition charges for the student over an academic year or a semester, depending upon the duration of the appointment. An alternative is for the stipend to be paid out of one grant or contract and the actual tuition remission for the semester or session to be paid out of another grant/contract or revolving account

If the contract or grant will pay the full tuition remission per semester or session regardless of the number of credit hours attempted, then the contract or grant will be charged for the tuition and the stipend will not be adjusted.

There is a field on the GA Appointment Recommendation Form for appropriate offices to check whether tuition remission is allowable under external funding. It is not guaranteed.

If the GA has to pay the full or a partial tuition, a deferment of tuition (promissory note) for a portion or all of the semester/session can be obtained to give the student additional time to pay the tuition. The remission of tuition is processed on a semester or session basis on the form available from the Office of Human Resources Management.

b. *Tuition Status*

As employees of the University System of Maryland, all GAs, whether non-Maryland residents or on non-immigrant visas (e.g., F1), are billed at the in-state tuition rate. As soon as the assistantship is terminated, graduate students are billed according to their original tuition rate status, unless their status has changed by petition to Resident. See the current version of the Board of Regents Policy on Student Residency Classification for Admission, Tuition and Charge-Differential Purposes.

2. Health Insurance

Full-time GAs may enroll in the University health care programs, but within certain eligibility time periods. Consult the Office of Human Resources Management for specifics on health insurance coverage and enrollment.

3. Retirement, Social Security

Retirement fees and social security (FICA) are **NOT** withheld from the salaries of GAs. However, the social security exemption is valid if the GA is registered as a full-time student and working no more than 20 hours per week. Consult the Payroll Department in the Office of Human Resources Management for specifics on the FICA exemption.

4. Vacation and Sick Leave

GAs are **NOT** eligible for vacation or sick leave credit.

5. Facilities

Departments and Offices provide GAs, as applicable to their role and responsibilities, suitable work, laboratory and/or desk space. In addition, GAs usually have access in their work environment to file space, mailboxes, computers, telephones and other types of office equipment and supplies in line with their assigned duties.

6. Housing

Consult the Office of Residence Life for listings of off-campus housing. Because of space limitations, the campus no longer offers graduate housing except under extreme circumstances.

Holiday and Break Periods

Legal holidays in the University calendar are observed by all employees. Depending on the type of GA responsibilities, there may be occasional exceptions or emergencies in the employing unit, and if GAs are scheduled to work on a holiday, they must be given an alternate time off.

GAs under 9.0 month appointments will still have their 10 or 20 hours a week due the employing unit during the winter session and the period following the May Commencement to the end of their contract period. However, during these time periods, the employing unit may elect to arrange the time due to the convenience of the unit and the GA.

During the winter session and summer months, GAs under 12-month appointments and who are in good academic standing, may be granted an exception by the Graduate Studies Dean to the 20 hr. study/20 hr. work week, so as to work a 40 hour week for a specified duration. Nine month GAs in good academic standing may also be granted an exception to the 20-hour study/20 hour work week so as to work a 40 hour week during the winter session, and after the May Commencement to late May. In either case, the GA must not be enrolled in the winter or summer sessions. Because of the short duration of the spring break and the fact that students remain enrolled for the spring semester, there is no exception granted for students to work additional hours during this time.

In both instances above, the GAs contract letter is amended to reflect the increased time and salary/stipend level for the specified time period. An accompanying letter or memo from the supervisor must provide a justification for the exception, and indicate the hours to be increased and the additional stipend amount to be paid, on an amended GA Appointment Recommendation form. As with all GA appointments, the processing must be done in advance of the projected change in hours.

ID Card and Other Campus Services

Because of their responsibilities, Graduate Teaching Assistants (GTAs) may obtain a faculty/staff ID card. The GTA appointment contract letter may be submitted to the Office of Auxiliary Enterprises, which issues the ID cards. Other GAs receive regular student ID cards.

GAs may be eligible for issuance of office keys and access to other University property, depending on their assigned duties and allowance by campus procedures and security.

In addition to offices already mentioned herein, other campus offices of interest to graduate students are the Student Health Center, the Career Services Office, Counseling Services, the Academic Computing Center, the Office of Public Safety (vehicle registration and parking permits) and the bookstore. Information on these offices can be found in the Annual Student Handbook issued by the Office of the President for Student Affairs and on the UMES website under the administration and services links.

Taxation Status, Payroll Deductions and Queries

U.S. Federal tax code revisions will affect in some way the income tax liability of graduate students who receive stipends and tuition remission from Graduate Assistantships. The taxation issues are usually complicated. Consult the Office of Human Resources Management as well as your own tax counsel on your particular situation.

Payroll is on a bi-weekly basis.

GAs are not eligible for overtime.

All questions relative to payroll should be addressed to the Payroll Manager, Mrs. Gertrude Hairston in the Office of Human Resources Management, J.T. Williams Administration Building, 3rd Floor.

Fellowships

Graduate Fellowships allowed by external funding will follow the guidelines in this booklet. Because of payroll restrictions, Fellowships will be processed as Graduate Assistantships if they are to be paid through the payroll system. An alternative method of Fellowship payment is through the scholarship authorization, for which the student receives a lump sum per semester or summer session to cover a stipend and pay his/her own tuition and health insurance costs.

Fellowships follow the terms of the sponsor concerning stipend level and the availability of tuition and health insurance and any allowances level for either, whether processed as a Graduate Assistantship or a scholarship authorization. Fellowships, as available, have been supported from external, not institutional (state) funds. University of Maryland Eastern Shore endowment funds for graduate Fellowships may be processed under either method described in this section.

Board of Regents, University System of Maryland and UMES Policies and Procedures

In Appendix F, you will find a listing of the most pertinent policies and procedures applicable to one or more categories of GAs. The listing is divided by function, i.e., by policies and procedures pertaining to academic affairs, research, student affairs, general administration, personnel and miscellaneous. Copies of these policies are available in the Offices of Academic Affairs, Student Affairs, Administrative Affairs, among others. Policies and procedures are subject to change.

APPENDIX A

Steps in Routing and Approval Process for a Graduate Assistant Appointment

Steps in the Routing and Approval Process

Graduate Assistant Appointment Recommendation Form

A PDF version of this form is also available on the UMES website at <http://www.umes.edu/WorkArea/showcontent.aspx?id=28866>

1. Initiate with a faculty member, director or department Chair and complete applicable data on the form and sign. Incomplete forms will be returned without action. If an item does not apply, indicate this.
2. If external funding of the appointment is involved, route to the appropriate office for approval of available funds and applicable benefits.
3. Route for signature through the Dean of the School in which the department is located.
4. Route to the Graduate Studies Office for review and concurrence of information on the form.
5. Get approved by the Dean of Graduate Studies.
6. Get general review and clearance from the Office of Human Resource Management.
7. Get account number approval on institutional funds by the Administrative Affairs Office.
8. Get approval by the Vice President for Academic Affairs for issuance of appointment contract letter.

Note:

This approval process parallels all academic appointments. Processing time of approximately 14-21 working days should be expected.

The graduate student may not begin any work until an offer of employment as a Graduate Assistant has been made by the Vice President for Academic Affairs and the student has fully accepted the terms of the offer by signature.



DIVISION OF ACADEMIC AFFAIRS

Graduate Assistant Appointment Recommendation

(Included below are the instructions for completion. Incomplete forms will be returned)

Please (✓) appropriate box: ☐ New ☐ Amendment ☐ Other (Specify) _____
☐ Reappointment Date of Last Reappointment _____

CANDIDATE _____
Title First Name Middle Initial Last Name

MAILING ADDRESS _____

TELEPHONE _____ SS NO. _____ VISA STATUS _____

POSITION (Title) ☐ Graduate Research Assistant ☐ Graduate Teaching Assistant
☐ Other (Specify) _____

EMPLOYING DEPARTMENT/OFFICE _____

Does the candidate have or anticipate concurrent employment in another dept. or unit? No _____ Yes _____
If yes, provide name of department/office. _____

TYPE OF CONTRACT ☐ 9 months ☐ 12 months ☐ Full-time ☐ Part-time _____ Percentage

APPOINTMENT PERIOD _____ TO _____

STIPEND/COMPENSATION RATE _____ EXACT SALARY _____

BUDGET INFORMATION FAS and/or FUNDING SOURCE) _____

SPECIAL CONDITIONS If **institutional** funds, is tuition remission allowable? ☐ Yes ☐ Not Applicable
Has applicant been admitted to a graduate program? ☐ Yes ☐ No
Is contract renewable upon availability of funding? ☐ Yes ☐ No

If **non-institutional** funds, is tuition remission allowable? ☐ Yes ☐ Not Applicable
Has applicant been admitted to a graduate program? ☐ Yes ☐ No
Is contract renewable upon availability of funding? ☐ Yes ☐ No

OTHER (Specify): If graduate assistant will teach, provide full course information. _____

If an amended contract, state why _____

SUPPORTING DOCUMENTS	COMPLETE	INCOMPLETE
RESUME (Can be attached)	_____	_____
UMES APPLICATION (Should be sent directly to Human Resources)	_____	_____
LETTERS OF RECOMMENDATION/REFERENCES (Can be attached)	_____	_____
OFFICIAL TRANSCRIPTS (Should be sent directly to Human Resources)	_____	_____

I certify that the above information is correct.

Department Chair/Director _____	
Signature _____	Print Name _____
Agricultural Accountant _____ (if applicable)	Date _____
Sponsored Programs _____ (if applicable)	Date _____
Title III _____ (if applicable)	Date _____
School ☐ Agricultural and Natural Sciences ☐ Arts and Professions ☐ Business and Technology ☐ Health Professions	
Dean _____	Date _____
Dr. Jennifer Keane-Dawes Interim Dean, School of Graduate Studies	Date _____
Mrs. Marie Billie Director, Human Resources	Date _____
Dr. Ronnie Holden Vice President Administrative Affairs	Date _____
Dr. Charles Williams Vice President for Academic Affairs	Date _____

FORM INSTRUCTIONS - GRADUATE ASSISTANTSHIP

1. **NEW:** A student who has never been employed by the University, or a person who will be working in your department for the first time.
2. **AMENDMENT:** Changes to an existing signed contract. You must also indicate what changes are being made in the OTHER (SPECIFY) section of the Contract.
3. **OTHER (Specify)**
4. **REAPPOINTMENT:** A student you will be rehiring.
5. **CANDIDATE: Title** (Mr./Mrs./Ms./Miss) – **First Name** (If other nationality, please make sure that they are providing you with their first name first and not their last name) – **Middle Initial** (if appropriate) – **Last Name** (If other nationality, please make sure that they are providing you with their first name first and not their last name).
6. **MAILING ADDRESS:** Address in which the candidate receives his/her mail. If the department will renew the contract the next semester or the next year, you should check with the student to make sure their address has not changed.
7. **TELEPHONE:** A number the person would like you to contact them at. Also request a cell phone number if available.
8. **SOC. SEC. NO:** The student must have a valid social security card that must be presented to you. A visa number or a card with beginning number 957, cannot be used as a social security number. Please have the student report to Human Resources to begin the process to request a social security card. Once the student obtains the card, they **must** return to Human Resources so that the contract start date can be amended to indicate the date the social security card was received. The student **is not** allowed to work until the social security card is received in Human Resources. There are **no** exceptions to this policy.
9. **VISA STATUS:** A response is required.
10. **POSITION TITLE:** A response is required. The Contingent I form **cannot** be used as a process of payment for graduate assistants. Departments that **do not** have a graduate program should use the Academic Appointment Recommendation form as the process for payment. The title associated should be Lecturer **not** graduate assistant. If a graduate assistant is employed as a Lecturer and remains under the 20 hours minimum requirement, a student contract (Contingent I – select student at the top of form) should be used to hire the student. The two contracts should not exceed the minimum hours for students. This does not apply to the Department of Athletics.
11. **EMPLOYING DEPARTMENT/OFFICE:** The department or office in which the student will be employed.
12. **Does the individual have or anticipate concurrent employment in another department or unit?** A response is required.
13. **If yes, provide name of department/unit:** A response is required. Regardless of whether a student is a graduate student or not they cannot exceed 20 hours per week during a regular semester. This is in combination with the fact that they may have a Workshop contract. A graduate student may work a total of 40 hours per week when school is **not** in session. A graduate study may also work a total of 40 hours per week if they are **not** registered for a session including winter and summer.
14. **TYPE OF CONTRACT: 9-month:** August to May (any month after August and ends in December or May); **12-month:** July to June (as long as it starts in July, it is 12 months or any contract ending June).
15. **FULL-TIME: 9-months** (August-May) **12-month** (July to June) and see 13 for further details.
16. **STIPEND/COMPENSATION RATE:** The amount you will be paying. A graduate assistant that receives \$10,000 or more **must** be paid at the Stipend/Compensation Rate. **EXACT:** This amount should be used for \$7,000 or less. See the attached Graduate Assistant Salary Scales. Questions may be directed to payroll at 6404 or 7605.
17. **BUDGET INFORMATION:** The budget number and object code **must** be included.
18. **SPECIAL CONDITIONS: Institutional Funds and Non-Institutional Funds:** A response is required for **both**.
19. **OTHER:** The responsibility, the person the graduate assistant will report to and any courses with prefix, number, section and credits.
20. **If an amended contract, state why:** A response is required if amending the assistantship (i.e., section number change, title change, appointment change, etc.).
21. **SUPPORTING DOCUMENTS:** A response is required for all areas.
22. **SIGNATURES:** Form should be submitted for signature as indicated on the form. There are no exceptions to the signatures required.

9/30/2015

APPENDIX B

Steps in the Routing and Approval Process for Tuition Remission

Steps in the Routing and Approval Process for Tuition Remission

USM Graduate Assistants/Fellows Request for Tuition Remission Form

(This form is available for download at <http://www.umes.edu/WorkArea/showcontent.aspx?id=35390>.

The current version of this form is also available in the Office of Human Resources Management, 1108 Bird Hall)

1. Complete the USM Request for Tuition Remission form and sign.
2. Get a review of the accuracy of the information on the form (e.g., 50% or 100% appointment, the FAS number) and signature of your supervisor (budget manager, department Chair, office head, etc).
3. Get account (FAS) number review and signature from the Administrative Affairs Office, 3rd Floor, J.T. Williams Building).
4. Get review of the form and signature by the Office of Human Resources Management.
5. The Office of Human Resources Management will then send a completed copy to the UMES Comptroller's Office and to the host Institution.

Notes:

Tuition remission is not allowable under some funding sources. This information is stated on the GA Appointment Recommendation form and the contract letter.

You must allow adequate processing time for review and approval of your request.

The Graduate Studies Office is not a required signature on the Tuition Remission form.



USM REQUEST FOR TUITION REMISSION

Each USM Employee or Retiree seeking tuition remission for self, a spouse or child shall complete this application and accompanying certification to provide the information necessary to comply with both the USM-BOR Tuition Remission policies (VII-4.10; VII-4.20) and Internal Revenue Service regulations regarding the income tax law status of the tuition remission benefit requested by the employee. This page provides the information necessary to ascertain eligibility and process the request; additionally the employee/retiree is also required to complete and sign the Affidavit for tax status of the tuition remission recipient.

Upon obtaining departmental authorization, the employee/retiree must present this request to the employing Institution Human Resources Office for approval. A new request must be completed for each semester/session. If the student is registering at multiple Institutions, a separate request must be completed for each Institution.

1. Calendar Year: 20 _____

Semester for which tuition remission is requested (enrollment term) ☐ Fall ☐ Winter ☐ Spring ☐ Summer _____
(include summer session # if institution has more than one Summer Session) ☐ Other _____

2. Employee Name: (Last Name, First Name)

10. Student Name (Spouse/Child): (Last Name, First Name)

3. Employee SSN:

11. Student SSN (Spouse/Child):

4. Employee Date of Hire:

Month/Day/Year ____/____/____

Do you have prior USM Service/dates? Yes No

12. Student is Employee's:

☐ Opposite Sex Spouse ☐ Child

☐ Same Sex Spouse

5. Complete if employee is retired or deceased:

Month/Day/Year

☐ Retired

____/____/____

☐ Deceased

____/____/____

13. Student's Date of Birth: (Required for a child - if employee or spouse of employee, leave blank)

Month/Day/Year ____/____/____

6. Active Employee is Employed: ☐ Full time ☐ Part time

Enter % employed if less than full time _____%

Retired or deceased employee was employed:

☐ Full time ☐ Part time

Enter % employed if less than full time _____%

14. Student Enrollment Status:

☐ Undergraduate

☐ Freshman

☐ Sophomore

☐ Junior

☐ Senior

☐ Graduate

7. Employee Status:

☐ Nonexempt ☐ Contingent Catg. II ☐ Grad. Asst.

☐ Exempt ☐ Retiree ☐ Grad. Research Asst.

☐ Faculty ☐ Fellow ☐ Grad. Teaching Asst.

15. Academic Program: student - spouse/child of employee must complete this section if employee began USM employment on or after 1/1/1990)

8. Employee's Home Institution:

☐ BCCC ☐ BSU ☐ CSU ☐ FSU ☐ MIANR-AES

☐ MIANR-UME/CES ☐ MSU ☐ SU ☐ SMCM

☐ TU ☐ UB ☐ UMB ☐ UMB-MIEMSS

☐ UMBC ☐ UMBI ☐ UMCES ☐ UMCP ☐ UMES

☐ UMUC ☐ USMO

16. Institution where employee/student is registered:

☐ BCCC ☐ BSU ☐ CSU ☐ FSU ☐ MSU

☐ SU ☐ SMCM ☐ TU ☐ UB ☐ UMB

☐ UMBC ☐ UMCP ☐ UMES ☐ UMUC

☐ For Grad Assistants: Check box if your course is held at a different Institution from where you registered for the course (ie: an inter-institutional course).

☐ Check if student applied, but was not admitted to, the Home Inst.

9. Employee's Institution Work Address:

Employee's Work Phone #: _____

Employee's Institution E-mail Address:

17. Number of credit hours to be remitted: _____

List account number(s) from which employee is paid:

18. Institution transfer of funds: Yes _____ No _____
(To be completed by Institution HR Benefits Coordinator)

Please continue on to the TR Affidavit - complete and sign. This TR Request shall not be processed without the completed and signed TR Affidavit.



USM REQUEST FOR TUITION REMISSION – AFFIDAVIT (A) TAXABILITY FOR SELF, SPOUSE OR CHILD

EMPLOYEE NAME: _____ DEPENDENT CHILD/SPOUSE NAME: _____

This affidavit must be completed by all employees and retirees requesting TUITION REMISSION (TR) to determine whether the Institution must treat the requested TR as taxable income to the employee or retiree under Federal Internal Revenue rules. In most cases, TR is **not** taxable for undergraduate courses taken by an employee, retiree, spouse or child who qualifies as the employee's dependent under federal tax law standards. In addition, specific IRS rules govern the taxability of TR for graduate education, same sex spouses and their children, and children of divorced and separated parents. Those rules are summarized on a Tax Chart on the USM's Website at:

<http://www.usmd.edu/usm/adminfinance/tuitiontax.pdf>.

This affidavit is necessary to comply with federal tax law and to protect you and the USM Institution from potential tax liabilities and penalties. To complete the affidavit, **read the statements below and INITIAL any statement that applies to you.**

1. UNDERGRADUATE TUITION REMISSION FOR A SPOUSE - If you are seeking TR for your spouse, initial ALL applicable statements:

- ____ I certify that the person for whom I am requesting TR: (a) is my spouse and that we have entered a legally effective marriage, **and (b)** that we are not estranged, and that he/she does not maintain a separate domicile.
- ____ I am seeking TR for my same sex spouse whom I do not intend to claim as my dependent on my federal tax return for the 20__ calendar year, and I understand that the value of the TR is taxable income to me.
- ____ I am seeking TR for my same sex spouse whom I intend to claim as my dependent on my federal income tax return for the 20__ calendar year. If I do not claim my spouse as a dependent for this tax year, I will **notify** my HR Office as soon as possible and no later than 15 days of filing my tax return, and I understand that the value of my spouse's TR will be considered taxable income to me.

2. UNDERGRADUATE TUITION REMISSION FOR A CHILD -

- a. If you are seeking undergraduate TR for a child whom **you will claim as a dependent** on your income tax return for the year 20__, initial the following:
- ____ I certify that the person for whom I am requesting TR is my biological child, stepchild or legally adopted child and that I intend to claim the child as my dependent on my federal income tax return for the **20__** calendar year. If I do not claim my child as a dependent on my income tax return for the **20__** calendar year as indicated above, I will **notify** my HR Office as soon as possible and no later than 15 days of filing my tax return, and I understand that the value of my child's TR will be considered taxable income to me.
- b. If you are seeking undergraduate TR for a child whom **you will NOT claim as a dependent** on your income tax return for the year 20__, initial ONE applicable statement:
- ____ (i) I certify that the person for whom I am requesting TR (a) is my biological child, stepchild or legally adopted child, and **(b)** I do **not** intend to declare my child as a dependent on my federal income tax return for the **20__** calendar year, and (c) I understand that the value of my child's TR will be considered taxable income to me. OR
- ____ (ii) Although I do not intend to declare my biological child, stepchild or legally adopted child as a dependent on my federal income tax return for the **20__** calendar year, (a) I am currently divorced or separated from the child's parent (b) the child's other parent will claim the child as a dependent on his/her federal income tax return for the **20__** calendar year, and (c) my marriage to the other parent was one that is recognized under federal law, (i.e., not a same sex spouse). If the child's other parent does not claim my child as a dependent for this tax year, I will **notify** my HR Office as soon as possible and no later than 15 days of the filing of the tax return of the child's other parent, and I understand that the value of my child's TR will be considered taxable income to me.

3. TUITION REMISSION FOR GRADUATE EDUCATION - If you are seeking TR for graduate education for yourself or a family member, initial ONE applicable statement:

- _____ I am applying for TR for my own education in courses at the graduate level, and the courses qualify as a “working condition fringe benefit,” which means: the courses are required by law or the Institution for me to keep my present job OR maintain or improve skills required for my current employment, AND the courses will not qualify for the minimum educational requirements for my current position, AND the courses will not qualify me for a new trade or business.
- _____ I am applying for TR for my own education in courses at the graduate level which do not qualify as a “working condition fringe benefit” as that term is used in the Internal Revenue Code, and I understand that I will be taxed for the value of the TR that may exceed **\$5,250**.
- _____ I am applying for TR for the education of my spouse or child in courses at the graduate level, and I understand that I will be taxed for the full value of the TR.

4. GENERAL ACKNOWLEDGEMENTS - All applicants must INITIAL EACH of the following:

I understand that the following requirements are applicable to my application for and receipt of Tuition Remission:

- _____ **a.** I have read and I understand the relevant USM-BOR TR policies (VII-4.10 and VII-4.20), which appear at <http://www.usmd.edu/regents/bylaws/SectionVII/> and the USM Tuition Remission–Deadlines And Restrictions Chart, which appears at: <http://www.usmd.edu/usm/adminfinance/tuitionchart.pdf>
- _____ **b.** To the extent that any TR is taxable income under IRS regulations, the value of the TR will be added to my salary for taxation over designated pay periods during the semester when TR is used, according to the schedule set by the State Central Payroll Bureau.
- _____ **c.** I understand that the Institution where student registers for courses has final approval authority for my TR request.

5. I HEREBY SOLEMNLY AFFIRM UNDER PENALTIES OF PERJURY THAT:

- a.** The information given above is true and accurate;
- b.** I understand that willful falsification of information in this Affidavit can result in referral for investigation and prosecution, full disciplinary action by the Institution, and civil action by the Institution to recover any costs that it may incur because of such a false statement; and
- c.** For compliance and audit purposes, I agree to provide to the Institution a copy of any documentation (including relevant tax returns) that the HR Office deems necessary to ascertain my eligibility or the tax status of my spouse or child. I understand that failure to timely provide all requested information will result in the Institution treating the value of the TR as taxable income to me.
- d.** I understand that I must notify the HR Office no later than 15 days of my first becoming aware of any change in the information that I have provided in this Affidavit and as a result, I understand that the value of the TR may be taxable income to me and applied retroactively to the appropriate taxable year. I further understand that failure to notify the Institution of any changes may be considered willful falsification, to be treated as described in item b. of this section.

Signature of Employee: _____ Date: _____

Signature of Department Head/Designee: _____ Date: _____

Signature of Human Resources Representative at Employing Institution: _____ Date: _____

APPENDIX C

UMES Policy on Benefits for Graduate Assistants

This information is extracted from the UMES Office of Academic Affairs Faculty Handbook.

VII-4.50(A) - UMES POLICY ON BENEFITS FOR GRADUATE ASSISTANTS
(Approved by the President January 1, 1992)

I. REMISSION OF TUITION

Graduate assistants may receive remission of up to ten (10) credits of tuition each academic semester. As employees of the University of Maryland graduate assistants are billed at the in-state rate. As soon as the assistantship is terminated, students are billed at their original status, unless they have changed their status by petition.

Stipends for graduate assistants paid from contract or grant accounts are generally adjusted to compensate for the additional financial burden imposed by the necessity for them to pay their own tuition.

II. HEALTH INSURANCE

Graduate assistants may enroll in the University health care programs. Enrollment must be within 60 days of employment.

III. RETIREMENT, SOCIAL SECURITY

Retirement fees and social security are not withheld from the salaries of graduate assistants, and they are not entitled to the benefits that accrue from withholding.

IV. VACATION AND SICK LEAVE

Graduate assistants are not eligible for vacation or sick leave credit.

V. FACILITIES

Departments generally provide graduate assistants with suitable work space, laboratory space and office space, when necessary.

VI. HOUSING

Housing is available to graduate assistants on a first-come, first-served basis.

APPENDIX D

UMES Employee Exit Procedures

UMES Employee Exit Procedures

UMES has an approved Exit Procedure which is required of all employees, including temporary faculty and teaching assistants, leaving employment with UMES. This procedure is necessary to ensure that University property is returned; that arrangements are made for delivery of any final paycheck; and that the employee is advised of any residual rights or benefits.

Items that are covered during the exit interview (if applicable) are:

1. Retirement matters (Deferred Retirement, withdrawal of contributions).
2. Continuation-Conversion of health benefits coverage.
3. Payment for unused leave.
4. Unemployment insurance.
5. Reinstatement rights.
6. Filing Financial Disclosure Forms, if applicable.
7. Disposition of final paycheck.
8. Reason(s) for terminating employment with UMES.
9. Forwarding address.

University property to be returned by the employee prior to leaving the worksite on the last day of employment may include, but is not limited to:

1. Identification card.
2. Parking permit.
3. Keys for University property.
4. University credit cards.
5. Library materials.
6. Miscellaneous items.
7. Other items as determined by the employing unit.

Effective January 1, 1993, "...if you terminate State Employment and do not elect continuation of your benefits (Health) under COBRA and you return to State employment in the same calendar year, you will not be permitted to re-enroll in benefits (Health) until Open Enrollment." Since this is an IRS regulation, UMES Human Resources Management Office has no control over this ruling. There will be no exceptions.

Supervisors are advised to review these procedures with GAs who will be separated at the end of the semester to advise them accordingly. Any questions about this procedure should be addressed to the Office of Human Resource Management

The GAs final check will not be released until all applicable steps in the procedure have been completed.



CLEARANCE PROCEDURE FOR SEPARATING EMPLOYEES/VOLUNTEERS

(This form must be in the Human Resources Office prior to issuance of employees final payroll check)

Separating Employee:	Separation Date:
Social Security Number:	Department:
Position:	Supervisor's Signature: (please sign when departmental clearance is completed)*

Signatures below indicate that the separating employee has settled all known outstanding accounts and/or returned all outstanding university equipment, supplies and materials.

IF CLEARANCE IS PROVIDED DIRECTLY FROM APPROPRIATE CLEARING STATIONS, COMPLETE THIS SECTION

IF CLEARANCE IS PROVIDED TO THE SUPERVISOR OR DESIGNATED REPRESENTATIVE OF THE SUPERVISOR BY PHONE, COMPLETE THIS SECTION

Authorized Signature	Date	Name of Individual Providing Clearance	Supervisor/Representative	Date
Student Accounts (Accounts Receivable, etc.)				
Comptroller's Office (Petty Cash, American Express, etc.)				
Library (overdue books, fines, etc.)				
Campus Police (ID Card, Parking Fines, etc.)				
Physical Plant (Building Keys)				
Sponsored Programs				
Department (File keys/departmental property)				
Administrative Computing (Hawk Web Access - Waters Hall)				
Information Technology (Waters Hall)				
Auxiliary (Cell Phone)				
Purchasing (visa card)				
Human Resources (Insurance, retirement, etc.)				

***Forwarding Address:** (This address is necessary to forward your W-2 tax document at the end of the year)

Note: Employees wishing to continue health insurance under the COBRA plan may be eligible to receive a 65% COBRA premium subsidy for up to 9 months. See Mrs. Betty Fosque for more information.

APPENDIX E

Clarification of Graduate Assistant Processes and Benefits Found in the GA Handbook

Clarification of Graduate Assistant Processes and Benefits Found in the GA Handbook

The following matters affecting Graduate Assistantships have been addressed or clarified between the Division of Administrative Affairs/Human Resources Management Office and the Division of Academic Affairs/Graduate Studies Office. Most of what is presented below in items 1, 2 & 3 is already in the Graduate Assistant Handbook, and is restated and/or clarified.

Hours per week: Time Commitment and Scheduling of Time

As stated in the Graduate Assistant Handbook, full-time (100%) GAs are expected to work 20 hours a week, not 25, 30 or more. Part-time (50%) are expected to work 10 hours per week, not 15 or 20. Full-time GAs are to devote 20 hours to work and 20 hours in pursuit of the degree program. There may be flexibility in the scheduling of the full or part-time Graduate Assistant's time commitment to the University, but it should balance the work/study ration.

Tuition Remission: Number of Credits Issue and Allowability

Tuition remission in the stated UMES policy and in the GA Handbook is up to 10 credit hours per semester for full-time GAs and up to 5 credit hours per semester for part-time GAs. It is not automatically the ceiling of 10 or 5 credit hours, but based on actual credit hours taken. There is no unused tuition remission which carries over to another semester. See the GA Handbook for the winter and summer sessions credit hours for tuition remission. In all of these cases, the Graduate Assistantship's duration of time must be inclusive of the semester or session in which tuition remission is sought.

Health Insurance Eligibility

The State of Maryland annually negotiates group health plans on a calendar year basis. All state agencies must abide by the calendar, eligibility requirements and provisions of these health plans. To be eligible for health insurance, a GA must have a full-time appointment of at least 9.5 months, covering two concurrent semesters. Part-time GAs, even in a 9.5 months duration, are ineligible for health insurance as are any Assistantships for only one semester, and Resident Assistantships.

Social Security Number for USM Payroll Processing

GAs who have a temporary social security number (957) assigned to them when they are admitted – normally international applicants– must apply for a permanent social security number immediately upon acceptance of a Graduate Assistantship. A copy of a receipt from the local Social Security Administration office, showing submission of an application for a permanent social security number, should be submitted to the Office of Human Resources Management. In addition, once the GA has received his/her permanent social security card, they should provide it to HR so that the temporary number can be replaced with the permanent number. A student cannot receive more than two payroll checks without showing that the proper social security application procedures have been followed. Note also that coverage for health insurance for eligible GAs cannot be completed until a permanent social security number has been submitted to and verified by HR. The permanent social security number should be shown to the Graduate Studies Office to correct the graduate record/transcript. A GA is also a matriculated graduate student, and social security numbers must match so that the Office of Human Resources can verify and process data and forms.

Source of Funding for Assistantships

Graduate Assistantships paid out of external funding to the University (grant or contract from a federal or state agency/department for example) are always subject to rules and regulations of the grant or contract sponsor governing agency rescission (early recall) of awarded funds or termination of the grant or contract for convenience of the government prior to the original termination date. While these are generally rare occurrences, they could occur. GAs on external funding will have a standard clause added to their appointment letter denoting that the appointment is "subject to availability of funds or continuous funding of the grant or contract."

This is a clarification regarding allowance of tuition remission for undergraduate numbered courses.

It is standard practice throughout graduate education in the United States that graduate programs may allow admitted students a limited number of credit hours to be earned or transferred at the undergraduate (usually 400) numbered level to be applied toward a graduate degree. In this case the graduate student has to undertake additional work in the class to the satisfaction of the instructor to qualify for the course to be considered as graduate work for the student's approved program of study. On an approved exception basis, a 300 level course might qualify if it is offered only at the 300 level and would be needed for the students program of study to be continued without undue hindrance or unreasonable time delay. Some graduate students admitted on a provisional basis may be required to take a prerequisite undergraduate course(s), e.g., calculus, which at UMES is offered at a 100 or 200 series level, to satisfy a condition for undertaking and completing the student's program of study toward the degree.

APPENDIX F

Selected Listing of Board of Regents and University System of Maryland Policies & Procedures and Reciprocal Policies & Procedures of UMES

A Policy is a guide to management action - particularly it is a guide to management as to which course of action to take in situations where sound judgment could lead to different courses of action. The President, as chief administrative officer of the University or Campus, may issue policy statements defining his wishes regarding various matters; such statements however, must be consistent with policies of the Board of Regents, and must be within the limits established by the Board. Similarly, policies established by the Vice President for Administrative Affairs, and/or other respective Vice Presidents, to guide the affairs of a particular area of responsibility must conform to the policies of the President and the Board of Regents.

A Procedure is a definition of the specific or particular manner of proceeding in a course of action. **PROCEDURES MUST CONFORM TO ESTABLISHED POLICIES.**

As the University modifies existing policies and procedures or establishes new policies and procedures, they will be incorporated into this handbook. Any such revision will be made and issued before the beginning of the new fiscal year.

Policies on Graduate Assistantships are approved by the University System of Maryland Board of Regents

For the full details of the current policies go to <http://www.president.umd.edu/policies/iii711.html>.

Below are a few selected policies as outlined in the Consolidated USMH and UM Policies and Procedures Manual.

1. Purpose and Scope

- A. Graduate Assistantships in the USM: The purpose of graduate assistantships in the institutions of the University System of Maryland (USM) is to support graduate students who are appointed to assistantships by:
 - 1. Advancing the student's graduate education through practicum-based experiences, including the development and application of teaching, research and other skills, while also advancing the mission of the institution.
 - 2. Providing financial support, including stipends and tuition assistance, to aid degree-seeking students enrolled in USM masters or doctoral programs and appointed as graduate assistants in the pursuit of their graduate degrees.
- B. Policy Goal: This policy is intended to establish baseline standards for the administration of graduate assistantships, with a commitment to continuous improvement in the status of graduate assistants.
- C. Institution Policies and Procedures: Each institution will develop a graduate assistant handbook that includes policies and procedures that include this policy, as supplemented by institution-specific policies, procedures and guidance, with recognition for differences in the nature of the specific graduate education programs at the institution, and the roles and responsibilities of the institution's graduate assistants.

2. Professional Development

- A. Orientation and Information: Each institution must provide graduate assistants with initial graduate assistant orientation and access to a graduate assistant handbook that contains all relevant policies and procedures applicable to graduate assistants.
- B. Professional Development Opportunities: Each institution shall support professional development opportunities for graduate assistants, which may include special events for graduate assistants, and invitations to departmental, institutional, and other faculty development events.
- C. Information for Graduate Assistant Supervisors: Faculty and staff who supervise graduate assistants must be familiar with the institution's policies and procedures for graduate assistants. Each department chair, faculty member or unit head who supervises a graduate assistant shall have access to the institution's graduate assistant handbook and shall receive a copy of the graduate assistant's appointment letter. Institutions shall hold faculty members and unit heads who supervise graduate assistants accountable for adherence to the terms of the student's appointment letter and the requirements of the graduate assistant handbook.
- D. Changes to Policies and Procedures: Graduate assistants shall be apprised of any changes to relevant policies and procedures on a timely and ongoing basis.

APPENDIX G

Selected Information Resources for Graduate Teaching Assistants and Graduate Students in General

Selected Information Resources for Graduate Teaching Assistants and Graduate Students in General

Note: Copies of these items below are available in the UMES Frederick Douglass Library

1. The Journal of Graduate Teaching Assistant Development, Vol. 1 (1993) to present
2. Lewis, Karron G. (ed), The TA Experience: Preparing for Multiple Roles. Selected Readings from the 3rd National Conference on the Training and Employment of Graduate Teaching Assistants (1991). (New Forums Press, 1993)
3. Miller, W.R. and Miller, Marie: Handbook for College Teaching (1997)
4. ASHE-ERIC Higher Education Reports (by year)* -- www.ashe.ws/?page=176
The ASHE Higher Education Report Series (formerly ASHE-ERIC) provides researchers, scholars, and practitioners with timely and substantive information on the critical issues facing higher education. The mission of the Series is to link the best of higher education research and practice to inform decision making and policy. The reports connect conventional wisdom with research and are designed to help busy individuals keep up with the higher education literature.
5. Bonwell, Charles C. and Eison, James A. Active Learning: Creative Excitement in the Classroom. ASHE-ERIC Report No. 1 (1991)
6. Paulsen, Michael B. and Feldman, Kenneth A. Taking Teaching Seriously; Meeting the Challenge of Instructional Improvement. ASHE-ERIC Report No. 2 (1995)
7. Love, Patrick G. and Love, Anne G. Enhancing Student Learning: Intellectual, Social and Emotional Integration. ASHE-ERIC Report No. 4 (1995)
8. Travis, Jon E. Models for Improving College Teaching: A Faculty Resource. ASHE-ERIC Report No. 6 (1995)
9. Kurfiss, Joanne G. Critical Thinking: Theory, Research, Practice and Possibilities. ASHE-ERIC Report No. 2 (1998)
10. Preparing Future Faculty Program** -- www.preparing-faculty.org/
The Preparing Future Faculty (PFF) program is a national movement to transform the way aspiring faculty members are prepared for their careers. PFF programs provide doctoral students, as well as some master's and postdoctoral students, with opportunities to observe and experience faculty responsibilities at a variety of academic institutions with varying missions, diverse student bodies, and different expectations for faculty.

Series of six papers:

- Program Description
- Frequently Asked Questions
- The Relationships between Faculty Preparation Programs and Teaching Assistant Development Programs
- A Memo to Graduate Students: Preparing to be the Faculty of the Future
- The Lessons...Concerning the Job Market
- Building Bridges: The Preparing Future Faculty Program and Teaching Assistant Training

* Association for the Study of Higher Education; ERIC-Clearinghouse on Higher Education

** Association of American Colleges and Universities and Council of Graduate Schools