

Graduate Appointment Processing

Formerly Graduate School Document No. 12

MEMORANDUM

TO: Executive Officers, Deans, Directors, Department and Program Chairs,
Supervisors, Graduate Coordinators and Secretaries

FROM: Paul Weed, Area Finance/Administrative Officer

VIA: Howard D. Grimes, Vice President for Research and Dean of the Graduate School

DATE: July 1st, 2009

SUBJECT: 1) Appointment of Graduate Students
2) Other Graduate Student (Hourly, Part-Time) Employment
3) Appointment of Undergraduate Students
4) Appointment of Non-Students to Sub-Faculty Positions

SUBJECT 1: *APPOINTMENT OF GRADUATE STUDENTS: ASSISTANTSHIPS, FELLOWSHIPS, AND
TRAINEESHIPS.*¹

A. Applications and Recruitment

- Applicants for graduate student service and non-service appointments should complete the *Application for Fellowship and/or Assistantship Form* available on the web (<http://www.gradsch.wsu.edu/current-students/Assistantship.pdf>).
- Washington State University, ("WSU"), is an equal opportunity employer committed to providing equal opportunity to applicants and employees without regard to race/ethnicity, creed, color, national origin, religion, gender, sexual orientation, age, marital status, the presence of any sensory, mental or physical disability, use of a trained guide dog or service animal by a disabled person, disabled veteran or Vietnam-era veteran status. WSU has made, and will continue to make, every effort to eliminate barriers to equal opportunity available to underutilized groups.
- The Graduate School recommends colleges/departments/units use the following templates provided under Important Documents for offer letter language. The offer letter language should be intended as a starting point and will need adjustments depending on the offer. <http://gradschool.wsu.edu/faculty-staff/coordinatorsresources/>

B. Eligibility

The Office of the Dean of the Graduate School will determine eligibility for admission to the Graduate School and will review the terms of the proposed appointment. Graduate appointments are limited to those who are pursuing programs of study leading to advanced degrees at Washington State University.

1. For an initial graduate appointment, admission to the Graduate School on regular student status (Class 6) is required. For those admitted on provisional status, graduate appointments will be considered individually.

¹Students whose funding source for the graduate appointment is through the Federal or State Work Study Program may be subject to additional or varied requirements from those stated in this memo. **Questions regarding Work Study should be directed to the Office of Financial Aid.**

2. Mandatory training on the Responsible Conduct of Research will be required of all graduate students. This is a Web based training located at myResearch.wsu.edu. Students are encouraged to take this training as soon as possible. The training will need to be repeated after a five year period. Students will **Not Be** eligible for an assistantship until after the training is completed unless otherwise noted. All Personnel Action Forms (PAFs) must include the responsible conduct training date completed in the "RCR Date" section of the PERMS PAF.

International Students who have not completed the training will receive a grace period of one semester to take the training. Please indicate so in the Remarks/Comments section of the PAF when processing. If an international students PAF is received for the second semester without the training completed, the PAF will not be approved, and the student will not be eligible for employment. Should a student take the training late in the semester, and the assistantship is processed late, the student will be responsible for paying all late fees applied to the student's account before the waiver(s) are applied to the student account.

3. For reappointment, graduate students must maintain a "B" (3.0) average in all course work taken subsequent to admission to the Graduate School. PAF submitted below a 3.0 average will need to be re-instated or prior approval by an associate dean at the Graduate School
4. Graduate students may not carry an "incomplete" longer than one semester or summer session while on appointment.
5. Major codes of NADC and UNDG students are not eligible for assistantships.
6. **International graduate students whose native language is not English are required to take an English proficiency examination (the ITA Evaluation) before being granted a teaching assistantship.** Departments planning to appoint international students to teaching assistantships should schedule examinations with the Intensive American Language Center before the date of the appointment. A faculty member from the requesting department will be required to serve on the examination committee for each of the students to be examined. The date of the successful completion of the examination must be included in the "Engl Ex Date" of the PERMS PAF waiver section. For evaluation scheduling and information: contact Angela Bonner at 335-6675 to schedule an evaluation. For more information, visit the Intensive American Language Center web site at www.ialc.wsu.edu, and click on International Teaching Assistants link.

C. Appointment

1. Once the department/program chair has determined that a position is available and, either officially or unofficially, has determined that a prospective graduate student is, in fact, eligible for admission with regular graduate student status, the chair may proceed unofficially to offer the student a graduate appointment, subject ultimately to administrative approval.
2. Chairs are responsible for monitoring their own assistantship quotas and for determining availability of grant and contract funds. When making unofficial offers, care should be exercised to stipulate the correct salary and terms of appointment.
3. **Graduate teaching assistants are not authorized to teach a course that carries graduate level credit;** they may assist in a course carrying graduate credit, but cannot have the major responsibility for it or participate in the assignment of grades.
4. Graduate assistants will normally be appointed half-time (0.50 FTE) at an appropriate salary level listed on the *Assistantship Salary Grid* <http://gradschool.wsu.edu/current-students/assistantships/FY09AssistantshipSalaryGrid.pdf>
5. The Graduate School strongly discourages graduate assistants from working additional hours beyond their 50% FTE. The additional work often has a negative impact on the student's academic progress and time toward completing a degree. At the same time, the Graduate School realizes that work opportunities often can provide students with professional development, support their specific career goals, and/or provide additional financial resources. Consequently, the Graduate

School recommends the following guidelines for programs that have graduate assistants who want to work additional hours beyond the 50% FTE appointment;

- Ideally, the additional work should add to the professional development of students or support their specific career goals.
 - More than 5 hours per week is strongly discouraged.
 - In cases of more than 5 additional hours per week, the graduate program director should **review and approve the additional work in writing** and routinely screen the student to ensure that he/she is making good progress in the program. The following should be considered in the review process: (1) the student's current status in the department (performance and longevity); (2) the student's timeline for degree completion; and (3) how the work involved contributes to the student's academic work and progress. The program director should ensure, **in written memo to the Dean of the Graduate School**, that if the student does not complete the degree requirements in a timely manner (refer to "N. Time Limitations) that the department will continue to fund them until they do.
6. Normally, assistantship appointments may only be funded from one source. Requests for "split" funding (state 001-01 and non-state) must be approved by the Dean of the Graduate School.
 7. Group Teaching assistantships and Staff Assistantships positions are allowed; Research Assistantship positions cannot be established as group positions.

D. Waivers

1. To qualify for the fee waiver(s), the appointment must be:
 - For the full semester (August 16-December 31 or January 1-May 15) or full the full nine-month academic year (August 16 – May 15);
 - At least quarter-time (10 hours/week).

If there is any difficulties with International Students and these dates, please be sure to contact/notify the Graduate School to assure proper waivers and benefits are applied manually. Failure to do so will jeopardize the proper waivers being applied.

Waivers **Do Not** cover mandatory graduate student fees. Graduate students on an assistantship will be responsible to pay the mandatory student fees each semester, as well as a small portion of the tuition due that cannot, by law, be waived.

Further, to qualify for the waiver(s), the student must reside within the State of Washington (RCW 28B.15.014).

2. **OPERATING FEE WAIVERS (OFW):** Graduate assistants on appointment on fund types 001-01, 148-02, 148-05 for 25% FTE or greater for an entire semester or academic year who are enrolled full time (10-18 credit hours) *may* receive OFW as a scholarship based on need or merit. The salary paid to graduate assistants should bear no relationship to whether or not a scholarship is granted.
 - Appointments for 50% or greater may receive a full operating fee waiver.
 - Appointments for less than 50% but at least 25% may receive half of an operating fee waiver.
 - If an OFW is awarded, indicate in the waiver section of the PERMS Personnel Action Form.
 - If the student decides to terminate employment mid-semester, or if the FTE percentage is changed, the waivers may be removed and the student may be responsible for paying the full tuition charges.

OPERATING FEE WAIVERS REQUESTED BY NON-ACADEMIC UNITS must be approved from the Graduate School (Area Finance Officer &/or Associate Dean) prior to the start of the semester. PAFs must be accompanied by the approval of the chair or graduate advisor of the student's program of study.

Beginning in Fall 2007, all Pullman and Spokane campus² employed graduate students appointed on fund types 001, 148-02, 148-05 will automatically receive a tuition waiver (in & out-of-state).

² These policies are predicated on using Pullman and Spokane tuition dollars. Since all four campuses retain their tuition revenue, we cannot extend these policies to other campuses within the WSU system. However, each campus may choose to replicate these policies internally.

Waivers should be assigned when the personnel action form is processed in PERMS appointment system. This new process will eliminate the waiver numbers that have been preassigned to college deans.

3. QUALIFIED TUITION REDUCTION (QTR):

- a. Graduate research assistants on appointment for 25% or greater for an entire semester or academic year that are enrolled full time (10-18 credit hours) *will* receive a QTR as a fringe benefit entitlement or Operating Fee Waiver (OFW) pending position funding. Research assistants paid from extramural fund sources will have waivers expensed from the operating account as Object 07, sub-object QT when payroll runs. QTR's cannot be charged against state funds (001-01). If the QTR should be changed to a different budget mid-semester, please contact the Payroll Office and the Graduate School immediately.
 - Appointments for 50% FTE or greater will receive a full operating fee waiver or qualified tuition reduction.
 - Appointments for less than 50% FTE but at least 25% will receive half of an operating fee waiver or qualified tuition reduction.
 - If the position funding is in the process of being changed, include the budget account coding to which the QTR is to be charged Comments section of the Personnel Action Form. Please note if the account is an override account in the "QTR Ovr Acct" waiver section.
 - If the student terminates employment mid-semester, or if the FTE percentage is changed, the QTR may be immediately terminated. The student will be responsible for paying the residual tuition owed.
- b. Since QTR contributions are to be charged where effort is rendered, override QTRs can only be processed on state funded accounts and nonstate accounts that have a TNA (Tuition Not Allowable) or BNA (Benefits Not Allowable) on the account in FACTS. Departments with state-funded (001-01) research assistantships must provide an OFW or designate a departmental development or other non-state account as an "override account" to which the QTR will be charged. Any override account pays the QTR for an entire semester. Changing the appointment on an Expense Assignment Action does not change the QTR funding when it is in override status. Contact payroll for any changes.

4. Non-resident graduate students holding either state funded or non-state funded graduate service appointments on a quarter-time or greater basis may be awarded a waiver of the non-resident differential. The department is responsible for awarding non-resident "NR" differential waivers in the waiver section of the PAF.

- a. Appointments for 50% or greater may receive a full non-resident "NR" waiver.
- b. Appointments less than 50% but at least 25% may receive half of a non-resident "1/2NR" waiver.
- c. Non-resident waivers cannot be guaranteed beyond one year. Contact the Graduate School for information regarding residency requirements and establishing residency.

5. Any change to the duration of the appointment that causes it to be for a period less than a full semester or any change in the percent of appointment may cause an immediate termination of the Qualified Tuition Reduction (QTR), Operating Fee Waiver (OFW) and/or non-resident waiver. The Graduate School should be informed if a graduate student who is/has terminated early or changes the percent of appointment.

- If a student decides to terminate employment mid-semester, or if the FTE percentage is changed, the waivers may be removed and the student may be responsible for paying the full tuition charges.
- If a student's employment is terminated for academic performance and/or enrollment is cancelled, the student retains the OFW and non-resident tuition waivers, with the QTR ending when the employment is terminated.

6. Work Study-Funded Assistantships: The Office of Financial Aid awards a limited number of work study-funded graduate assistantships. If the work study-funded assistantships are matched by an academic department/program, students are eligible to receive fee waivers (OFW's, QTR's, non-resident).

7. **Vietnam, Persian Gulf, or other veteran** graduate students who are Washington State residents are charged substantially less tuition and, therefore, may receive a reduced fee waiver. Questions regarding veteran or military students should be directed to the Office of Veteran Affairs <http://www.va.wsu.edu/VA/Apps/HomePage.ASP>
8. **Summer Session/Summer Appointments:** Students on graduate appointments during the summer must enroll for a minimum of 3 credit hours. To qualify for a Summer Session Fee Waiver or for a Qualified Tuition Reduction, the appointment must be greater than or equal to 50% for at least a four-week period. For more information please refer to the Summer Session Memo from the Graduate School.
 - a. Teaching assistants on Summer Session funds are to be compensated at the same rate as they were during the academic year--whether or not they received the operating fee waiver (OFW) as a scholarship based on need or merit. Teaching assistants will be given a waiver for 3 credit hours through the Summer Session Program.
 - b. Research assistants meeting the conditions of entitlement must receive a tuition reduction during the summer as they do during the academic year through either a charge to grants for grant-funded positions or an "override account" (if state-funded positions).
 - c. The summer salary paid to graduate students on assistantships is to be based on the same pay rate as that paid the preceding academic year or spring semester unless there is a substantial difference in the work performed. Insurance is required for all International Students.
 - d. The Graduate School does not have institutional waivers available during Summer Session.
 - e. Graduate Assistants on Summer Session funds who are not residents will be charged for non-resident tuition for credits hours enrolled.

E. Graduate Student Medical Plan

Graduate students on 50% or greater assistantships during the academic semesters who maintain a 3.0 grade point average and are enrolled for a minimum of 10 credit hours are entitled to the Graduate Student Health Insurance Medical Plan. Graduate students who are defending in the final semester of a degree program enrolled in 2-6 credits are also eligible for insurance upon request. Graduate students may continue coverage during a semester off by self-pay for one semester at increased pricing. Contact Health & Wellness Services for further details.

1. State operating accounts that support graduate assistants will have this expense posted as Object 07, Sub-object MC and there will be an off-setting allocation from the benefits pool for this contribution.
2. Non-state accounts that support graduate assistants will have this expense posted to the same object/sub-object as above; however, there will be **no** off-setting allocation from the benefits pool.

Students who are on a fellowship or traineeship may be eligible for Graduate Student Medical Insurance. In order to qualify, the student must meet the following conditions:

- 1) The student is paid a stipend of at least \$800 per month; and
- 2) The student is engaged in research similar to that of an RA; and
- 3) The student is registered for at least 10 credits; and
- 4) The costs of the insurance are paid using non-state funds (e.g., grant, other external funds, student self pays, etc.)

To make a request for Graduate Student Medical Insurance, each semester the department should submit the Fellows/Trainees Form (located at <http://gradschool.wsu.edu/current-students/formsfordegree.html>) to Paul Weed, Area Finance/Administrative Officer of the Graduate School certifying that the above conditions are met, and attaching documentation of the student's pay. Requests must be received by the Graduate School by the end of the 3rd week of classes. Any requests submitted after that date may not be approved.

2009-2010 Tuition & Waiver Information

TUITION & FEES INFORMATION PER SEMESTER For all graduate students except MBA and Nursing For Pullman Campus	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
Operating Fee	3,853.00	3,853.00
Service/Activity Fees	256.00	256.00
Building Fees	119.00	119.00
Non-Resident Tuition		6,094.00
TOTAL TUITION & FEES	4,228.00	10,322.00
Less: Operating Fee Waiver (OFW)/Qualified Tuition Reduction (QTR)	3,731.00	3,731.00
Less: Non-Resident Waiver		6,094.00
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT	497.00	497.00
Other Charges to be Paid by the Student		
Student Recreation Center	144.50	144.50
Health & Wellness Fee	130.00	130.00
Pullman Transit Fee	25.00	25.00
Compton Union Building (CUB) Renovation Fee	120.00	120.00
TOTAL TO BE PAID BY STUDENT	916.50	916.50
Tuition per credit	423.00	1032.00

TUITION & FEES INFORMATION PER SEMESTER For MBA students For Pullman Campus only (1)	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
Operating Fee	6,138.50	6,138.50
Service/Activity Fees	256.00	256.00
Building Fees	126.50	126.50
Non-Resident Tuition		6,469.00
TOTAL TUITION & FEES	6,521.00	12,990.00
Less: Operating Fee Waiver (OFW)/ Qualified Tuition Reduction (QTR)	3,731.00	3,731.00
Less: Non-Resident Waiver		6,469.00
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT	2,790.00	2,790.00
Other Charges to be Paid by the Student		
Student Recreation Center	144.50	144.50
Health & Wellness Fee	130.00	130.00
Pullman Transit Fee	25.00	25.00
Compton Union Building (CUB) Renovation Fee	120.00	120.00
TOTAL TO BE PAID BY STUDENT	3,209.50	3,209.50
Tuition per credit	652.00	1,299.00

TUITION & FEES INFORMATION PER SEMESTER For Nursing Graduate Students (2)	2007 to Current	
	GRADUATE RESIDENT TUITION	GRADUATE NON- RESIDENT TUITION
Operating Fee	6,515.00	6,515.00
Service/Activity Fees	256.00	256.00
Building Fees	202.00	202.00
Non-Resident Tuition		6,581.00
TOTAL TUITION & FEES	6,973.00	13,554.00
Less: Operating Fee Waiver (OFW)/ Qualified Tuition Reduction (QTR)	6,309.00	6,309.00
Less: Non-Resident Waiver		6,581.00
TOTAL TUITION & FEES TO BE PAID BY THE STUDENT	664.00	664.00
Other Charges to be Paid by the Student		
Health & Wellness Fee	78.00	78.00
TOTAL TO BE PAID BY STUDENT	742.00	742.00
Tuition per credit	697.00	1,355.00

(1) A new two year cohort based Master of Business program is being offered on the Pullman campus beginning fall 2005. Students entering this program beginning Fall 2005 and later will pay a new MBA tuition rate. Students enrolled in the MBA programs at WSU Tri-Cities and WSU Vancouver, as well as students completing the traditional MBA program in Pullman, will continue to pay the regular graduate student tuition rate. All MBA students receive the same tuition waiver as a regular graduate student.

(3) Students continual enrolled in the Masters of Nursing program since the 2004-2005 academic year pay a lower transitional tuition rate as they complete their program. All nursing masters students beginning their program in Fall 2005 or later are charged the regular resident or non-resident tuition rates.

F. Payroll Deductions

Graduate students on 50 per cent or greater assistantships during the academic semesters may authorize Payroll Services to deduct the total amount of their tuition and fees owed over eight (8) pay cycles beginning the second pay date of the semester.

1. Deductions may be authorized for 1) full operating fee or residual operating fee, 2) service/activity/building fees, 3) Health & Wellness fee, 4) Student Recreation Center fee, 5) Pullman Transit Fee, and 6) Compton Union Building fee
2. Graduate assistants may complete a payroll deduction authorization form in Payroll Services, Room 236, French Administration, before the late fee for tuition occurs (see the academic calendar). The creation of each graduate assistant's payroll deduction authorization form is dependent upon the Personnel Action Form and its complete funding updated in the HEPPS system. Payroll deduction is an optional service provided at a fee of \$8 per semester. Departments are asked to remind their students that **payroll deduction forms must be completed each semester.**

G. Personnel Action Form (P.A.F.) via Personnel Electronic Routing Management System (P.E.R.M.S.)

1. For each employment nominee, a P.A.F. must be submitted through the P.E.R.M.S. routing system. Upon approval from your area appointing authority, the graduate school will review each action submitted and route to Human Resource Services. Please contact HRS regarding any questions or training dates. <https://webapps.wsu.edu/ais/perms/permsmaster/PermsWelcome.aspx>
2. All service appointments must include a terminal date. In filling out the Personnel Action form, please refer to the *WSU Business Policies and Procedures Manual*, Chapter 60; Personnel. Any questions regarding the completion of the form should be directed to the Graduate School 509-335-5165 or Human Resource Services 509-335-4521.
3. Under "Conditions" section of the PERMS action, the following statement should be included:
 - a. "This appointment is conditional subject to the maintenance of a 3.0 cumulative grade point average, satisfactory academic progress, and continued regular enrollment in the Graduate School."
 - b. Work load: __ hours
Academic load: __ hours/semester
 - c. Waiver Type Should Include;
 - i. Override account number are placed in the bottom right hand corner of the waiver section, if applicable.
 - ii. RCR Date MM/DD/YYYY
 - iii. English Date MM/DD/YYYY
 - iv. Wavier Type _____
4. If the Personnel Action Form (PAF) is in order, a vacancy exists, funds are available, the student is eligible for appointment, and if the Dean of the Graduate School approves, the nominee will be recommended for appointment to HRS at Washington State University. **It is the responsibility of the academic department/program to make sure the student is fully aware of the conditions of the appointment.**

H. Reappointment or Change in Appointment

1. The above procedures should be followed for reappointments or for changes in appointments.
2. Departments are reminded that the Graduate School and/or Payroll Services may receive copies of Expense Assignment Forms for graduate appointments. For those assistantships that are effective for the entire academic year, if changes in funding are made for the second semester that affect either the QTR or OFW, Payroll Services and the Graduate School should be informed—either by e-mail (alice@wsu.edu and pweed@wsu.edu) or by memorandum. QTR's are paid as a benefit from the same account as the student's pay unless stated on the PAF in the bottom right hand corner of the comments or PERMS Waiver Section "Override QTR account xxxx-xxxx/Account."

I. Services Required

1. Half-time service requires 20 hours of work per week. Other fractional appointments, when permitted, will be made on a proportionate basis. For teaching assistants, the "20 hours of work per week" is satisfied if a graduate teaching assistant has out-of-class preparation and meets six to eight classes per week or directly serves twelve to fifteen hours of laboratory per week. Departments are not required to maintain time reporting systems, such as Daily Activity Reports or other time reports, for teaching, staff, and research assistants.
2. No service to the University is required of fellows or trainees.

J. Leave and Vacations

1. During the term of their appointments, all graduate student service appointees are expected to be at work each normal workday, **including periods when the University is not in session with the exception of the legal holidays designated by the Board of Regents.**
2. All University holidays are designated by the Board of Regents and are published in the *WSU Week* and posted on the Web at <http://www.hrs.wsu.edu/>.
3. Graduate students on appointment **do not** earn annual leave or sick leave.

K. Salaries

1. A detailed *Assistantship Salary Grid* is located at <http://gradschool.wsu.edu/current-students/assistantships/index.html> Changes in salary and title may be made **only at the beginning of the fall and spring semesters or at the beginning of Summer Session or Summer Appointment periods.** The average salary step is 26 for Master's students and 32 for PhD students; however, departments can determine which steps to use for their students depending on duties assigned and/or competition with other universities in recruiting quality graduate students.
2. Graduate assistants will normally be appointed 0.50 FTE at a salary level listed on the *Assistantship Salary Grid*. The base salary for state-funded assistants will normally be that which is authorized in the permanent budget. Incremental increases for those on state or non-state funded positions will be based on the need to award students for extraordinary merit, skills, experience, educational background (pre-master's vs. post-master's), or assistantship responsibilities.

L. Graduate Student Titles

Listed below are appropriate titles for service appointments of graduate students at Washington State University. **Regular graduate student status and regular enrollment in the Graduate School are required.**

TITLE	TYPE	ACADEMIC	SUMMER
Graduate Teaching Assistantship	Non Work Study	9901	9970
Graduate Teaching Assistantship	Federal Work Study	9865	9815
Graduate Teaching Assistantship	State Work Study	9765	9715
Graduate Research Assistant	Non Work Study	9903	9971
Graduate Research Assistant	Federal Work Study	9864	9814
Graduate Research Assistant	State Work Study	9764	9714
Graduate Staff Assistant	Non Work Study	9905	9972
Graduate Staff Assistant	Federal Work Study	9866	9816
Graduate Staff Assistant	State Work Study	9766	9716
Graduate Project Assistant	Non Work Study	9904	9904
Graduate Veterinary Assistantship (Resident only)	Non Work Study	9906	9906

Titles carrying faculty rank are not appropriate for persons who are enrolled in the Graduate School at Washington State University.

M. Student Fees

All graduate students on appointment must pay appropriate tuition and fees. Graduate students are not eligible under any circumstances to enrollment for the faculty and staff waiver.

1. Beginning Fall 2008, MasterCard, Discover, and American Express credit cards will be accepted for tuition, fees, and course-related expenses as well as room and board charges on your student account. These payments will be processed by Official Payments, a company specializing in credit card processing. There will be a 2.5% convenience fee charged by Official Payments. Due to a percentage-based convenience fee being applied, (which in most cases is less than their fixed fee) VISA has chosen not to participate, and will therefore no longer be accepted unless used as a check card. Please visit www.wsu.edu/student/ and read F.A.Q. for further information. New Federal regulations governing how universities must monitor financial aid distributions become effective July 1, 2008. **WSU will no longer be handing out checks from the University Receivables Office. WSU will mail or Direct Deposit all refunds.** Mailed checks will be delivered to your primary mailing address. Direct Deposits will be sent to your bank. Please visit myWSU, select Finances and complete Direct Deposit Self Service form.

N. Time Limitations

The length of time a student may hold an appointment is ordinarily limited as follows:

- Master's candidates, two years;
- Doctoral aspirants, with a master's degree, four years; and
- Doctoral aspirants, without a master's degree, six years.

The Dean of the Graduate School on justification will consider requests for exceptions by the chair and endorsement by the area dean.

SUBJECT 2: *OTHER GRADUATE STUDENT EMPLOYMENT (TEMPORARY)*

Students on temporary employment must enroll for a minimum of 6 credit hours during the academic year and 3 credit hours during the summer in order to retain the FICA exemption. Graduate School funding to provide partial waivers to non-resident students who are working 20 or more hours per week for academic departments is not available at this time.

SUBJECT 3: *APPOINTMENT OF UNDERGRADUATE STUDENTS*

A. General Information

If qualified graduate students are not available to fill authorized positions, undergraduate students may be appointed to fill these positions. Undergraduate assistants perform the work of assistants and are not to be confused with temporary employment appointments. This type of appointment is expected to adhere to all the guidelines for GA appointments if not specifically noted below.

B. Eligibility

Undergraduate and professional students or 5P and 5B classifications may be employed if they are seniors with a 3.0 GPA or, occasionally, juniors with a 3.25 GPA.

C. Usual Service

Normally, undergraduate students are appointed on a quarter-time basis for a term of one semester. Hence, two undergraduate assistants may be employed in lieu of one half-time graduate assistant. Appointments may be renewed. Any PAFs for more than 25% FTE must be accompanied by a justification for exception to policy.

D. Salaries

Undergraduate assistants may be appointed to a range (normally 1.0 to 25.0 from the *Assistantship Salary Grid*), which is commensurate with the students' education, experience, and assistantship responsibilities.

E. Student Loads

1. The expected enrollment for fall and spring semester undergraduate appointees on a quarter-time basis is 12-14 hours. Fifteen (15) hours is considered the normal enrollment for a full-time undergraduate student.

- The expected enrollment for the eight-week Summer Session for appointees on a quarter-time basis is 3-8 hours. Eight to ten hours is considered normal full-time enrollment for the Summer Session.

F. Procedures

- To initiate such an employment, submit through the regular channels to the Graduate School Office a Personnel Action Form with all pertinent information, including **year in school and GPA**.
- The "Conditions" section of the Personnel Action Form should also include the following information: "This appointment is conditional, subject to the maintenance of a 3.0 GPA (or 3.25 GPA if student is a junior) and continued regular enrollment at WSU."
- International Students on an undergraduate teaching assistantship are required to complete the ITA exam. The student must complete the ITA exam before the appointment can be approved.

G. Leave and Vacation: Undergraduate student appointees do not earn annual leave and sick leave.

H. Waivers: Undergraduate assistants are not eligible to receive fee waivers.

I. Undergraduate Student Title Codes

Listed below are appropriate titles for service appointments of undergraduate and professional students at Washington State University. **Regular undergraduate or professional student status and regular enrollment at WSU are required.**

TITLE	TYPE	ACADEMIC	SUMMER
Undergraduate Teaching Assistant	Non Work Study	9941	9981
Undergraduate Teaching Assistant	State Work Study	9741	
Undergraduate Teaching Assistant	Federal Work Study	9841	
Undergraduate Research Assistant	State Work Study	9742	
Undergraduate Research Assistant	Federal Work Study	9842	
Undergraduate Research Assistant	Non Work Study	9942	9982
Undergraduate Staff Assistant	Non Work Study	9950	9950
Undergraduate Staff Assistant	State Work Study	9850	
Undergraduate Staff Assistant	Federal Work Study	9750	

SUBJECT 4: APPOINTMENT OF NON-STUDENTS TO SUB-FACULTY POSITIONS

A postdoctoral scholar appointment should be title/title code of Postdoctoral Research Associate/0306, last for no longer than 5 years, and shall meet the following AAU criteria:

- The appointee was recently awarded a Ph.D. or equivalent doctorate (e.g. Sc.D., M.D.) in an appropriate field; and
- The appointment is temporary; and
- The appointment involves substantially full-time research or scholarship; and
- The appointment is viewed as preparatory for a full-time academic and/or research career; and
- The appointment is not part of a clinical training program; and
- The appointee works under the supervision of a senior scholar or a department in a university or similar research institution (e.g., national laboratory, NIH, etc.); and
- The appointee has the freedom, and is expected, to publish the results of his or her research or scholarship during the period of the appointment.

If an appointment is scheduled for longer than five years, the Area Finance Officer, Appointment Authority and Provost's office will determine the best temporary title/title code.

Salaries and Positions

- The salaries for sub-faculty positions with the above titles are negotiable, but normally should not be less than the rate for corresponding graduate student positions.

2. Use of extramural research funds to pay salaries in these categories is permitted and encouraged subject to usual administrative approval.
3. **Persons having graduate student status, whether enrolled or not, normally may not be appointed to positions listed under this category or to any other Faculty title codes unless special permission is granted by the Faculty Senate. Please contact Graduate Admissions to process paperwork for a Faculty/Staff working towards degree.**

Postdoctoral appointments will be handled through the normal faculty personnel process. For a Postdoctoral Checklist for Hiring Managers see <http://www.hrs.wsu.edu/MTK%20Faculty>
Questions regarding the postdoctoral procedures can be routed to the Office of the Provost, 335-5581, provost.wsu.edu.

cc: Asst Vice President for Business and Finance
Payroll Services Director
HRS, Human Resource Manager
Benefit Services Director
Graduate Coordinators
Provost

University Receivables
Office of Student Financial Aid
Controller
Summer Session Office
Area Finance Officers
Budget Office