

Graduate Assistantship Start & End Dates by Term

Fall

Research – Can start any time of the month and end at anytime.

Support – 1st day of class

Last day of class

Teaching (GTA or TA) – 1 week prior to first day of class

Last day of finals week

Spring*see special instructions below

Research – Can start any time of the month and end at anytime.

Support – 1st day of class

Last day of class

Teaching (GTA or TA)– 1 week prior to first day of class

Last day of finals week –

Summer

Research – Can start any time of the month and end at anytime.

Support – 1st day of class

Last day of class

Teaching (GTA or TA)– 1 week prior to first day of class

Last day of finals week

Graduate Assistants can be hired by semester or for the combined fall and spring semester using the given start and end dates listed above.

SA's, GTA's & TA -hired for one year appointments will require a PAF combining the fall and spring start/end dates and a PAF for summer using the given start and end dates listed above.

RA's - hired for one year appointments will normally begin their appointment from the 1st of the month until the last day of the appointment month. Due to the funding source RA's may begin or end work at any time within a semester. The stipend will be prorated based upon those dates.

RA's -supported with external funds are paid according to the schedule specified in the grant and/or approved by the Dean of the College of Graduate Studies. An approved copy of the Personnel Action Form should accompany and be stapled to the original requisition on external accounts. The requisition should be for the total amount of funds obligated.

GTA's and TA's -Position Number: XXX960 Masters & XXX980 PhD

GTA's and TA's - Account Codes: 61243

RA's and SA's - Position Number: XXX 950 Masters & XXX970 PhD.

RA's and SA's- Account Codes: 61643

Spring special instructions :

Paid at the end of January, February, March and April or as noted below.

SA's will not be paid in January when the first day of class begins after the 15th of the month. They will be paid in three equal payments for spring at the end of February, March and April. If their contracts are signed on or before January 15th.

RA's with a start date on or before 1/15 will be prorated when working a partial month if they sign their contracts on or before 1/15.

RA's beginning after 1/15 will be paid in February and include their January pay. Contracts must be signed by the 1/15 if they are being paid for that month.

This will require departments to submit spring GA paperwork to the College of Graduate Studies prior to the end of the fall semester (at least 2 weeks before) for students to sign before they leave on fall break.