Graduate School
WASHINGTON STATE UNIVERSITY

MEMORANDUM

TO: Washington State University Faculty and Staff

VIA: Lisa Gloss, Dean of the Graduate School

FROM: Adam Williams, Area Finance Officer

SUBJ: **SUMMER 2020 GRADUATE ASSISTANTSHIP PROCESSING MEMO**

The Graduate School, in partnership with Summer Session, will review and approve all PERMS for summer graduate assistantship appointments. Below are helpful guidelines regarding the policies and procedures for processing summer graduate assistantship appointments.

A. Recruitment

Washington State University 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.

Once the employing area has determined a position is available and a prospective graduate student is eligible for an assistantship, the employing area may proceed to unofficially offer the student a graduate appointment, subject to administrative approval.

Employing areas are responsible for monitoring their own assistantship appointments and determining availability of resources. When making employing offers, care should be exercised to stipulate the correct salary and terms of appointment. The Graduate School requires employing areas to provide offer letters for any graduate assistantship appointment. The offer letter templates are a starting point for each employment offer. Please see available template offer letters provided by the Graduate School.

B. Eligibility

Graduate appointments are limited to those who are pursuing programs of study leading to a graduate degree at Washington State University. For an initial graduate appointment, official admission by the Graduate School is required. Admissions information can be found in my.wsu.edu under Campus Community within the Student Services Center screen. The Admit Type must state “GRADUATE” status in the APPLICANT PROGRESSION field.

The Responsible Conduct of Research (RCR) training is required for all graduate students. The RCR training is located at MyResearch.wsu.edu. All Personnel Action Forms in the Personnel Electronic Routing Management System (PERMS) should include the “RCR Date” completed. Newly admitted International students receive a one semester grace period to complete the RCR training. International student PERMS actions reviewed during a second semester will not be approved by the Graduate School until the RCR training is complete.

Mandatory employee training on discrimination and sexual harassment prevention is required of all graduate students on assistantships. This is a web-based training located at hrs.wsu.edu/dshp. Students are encouraged to take this training as soon as possible.

- Graduate students appointed fall semester need to complete training by September 30
- Graduate students appointed spring semester need to complete training by January 31
- Graduate students appointed summer semester need to complete training by June 30

Failure to fully complete this training may result in future ineligibility of any financial support or benefit of the student's appointment. All employees are required to repeat this training every 5 years from the date of initial training. Questions regarding this training may be directed to Human Resource Services at 509-335-4521 or hrs@wsu.edu. Questions about sexual harassment or discrimination can be directed to the Office of Equal Opportunity at 509-335-8288 or oeo@wsu.edu. Certain computer configurations are required by the training systems. Learn specific issues and resolve them through the browser capabilities check at https://wsu.skillport.com.

A student may review their completion of training by logging into WSU Online Training account and selecting the "My progress" button from the left side of the menu. Select the "Completed" tab for list of training history (note the date range criteria above the completed tab). Students should click on the red ribbon icon to print a Certificate of Completion.

Graduate students must maintain a "B" (3.0) or greater Grade Point Average (GPA) in all course work. If a graduate assistant GPA falls below a 3.0 cumulative average, a re-instatement memo to the Graduate School via the GRM is required from the departmental Chair. Graduate appointments will be held until the department Chair and Graduate School has approved re-instatement.

Departments planning to appoint international students to a Teaching Assistantships are required to schedule the English Proficiency examination with the Intensive American Language Center before the appointment begin date. Please indicate the confirmed scheduled, or completion, date of the English Proficiency examination in the "Engl Ex Dt" of the PERMS action. For evaluation scheduling and information: contact the Intensive American Language Center.

Teaching assistantships during summer semester are available to students who were appointed on an assistantship during the previous academic year or to a student who qualified for an assistantship in the previous academic year, but no appointment or funding was available.

C. Appointment

Full Time Equivalent & Salary Determination

Graduate research and staff assistants are normally appointed to a half-time (0.50 FTE) appointment at an appropriate salary level listed on the Assistantship Stipend Guide. The Graduate School recommends all Ph.D. students be appointed at a salary range of 32 or higher and all master's students appointed to a salary range of 26 or higher. Please note each employing area should determine the most appropriate salary level based on the competitive recruitment environment, duties assigned and merit achieved.

Current graduate students are not authorized to teach a course that carries graduate level credit. Graduate students may assist in a course carrying graduate credit, but cannot have the major responsibility for the course or assignment of grades.

Summer Graduate Assistantship Titles

Title Name	Summer Title Code
Graduate Teaching Assistantship	9970
Graduate Research Assistantship	9971
Graduate Staff Assistant	9972
Graduate Project Assistant	9904

Teaching Assistants (TAs) - 9970

Teaching Assistants on Summer Session funds are to be compensated at the same rate as they are during the academic year--whether or not they received the Summer Session Waiver (SSW) as a scholarship based on need or merit. The Graduate School and Summer Session recommends a minimal compensation of step 32 for Ph.D students and step 26 for master's students. Higher negotiated rates for salary are determined and approved by Summer Session Administration. Teaching assistants will be provided a Summer Session Waiver for 3 credit hours if they meet the following conditions:

a. The appointment is greater than or equal to 50 percent for a period of at least 4 weeks;
b. The student is enrolled for 3 Pullman campus credits during a summer session.
Student's enrolled over 3 credits will be responsible for the additional tuition and fees.

For those appointments that do not meet the Teaching Assistantship requirements (see above), you can appoint students to a time-slip appointment ONLY using the positions below:

1. 125161: Prof. Worker I – Graduate Student who is assisting in a lab or grader for a summer course, Global or Pullman.
2. 125162: Prof. Worker II – Graduate Student that has full responsibility for teaching a Pullman or Global Campus summer term course.

Additionally, via a PERMS appointment, title code 0175 is available for active program Graduate Students not enrolled but with summer teaching responsibilities. No other title codes should be used for current graduate degree students with teaching responsibilities without an exception on file via the GRM.

Research 9971, Project 9904 & Staff Assistants 9972

Research assistants meeting the conditions of entitlement must receive a Qualified Tuition Reduction (QTR) during the summer semester if:

a. The summer appointment is greater than or equal to 50% for at least a 4-week period;
b. The student is enrolled for a minimum of 3 credits during the summer semester.
Student's enrolled over 3 credits will be responsible for the additional tuition and fees.

Qualified Tuition Reduction (QTR) entitlements are either:

a. Charged to a sponsored project for grant-funded research assistant positions; or
b. Charged to an override account for research assistants on state-funded RA positions.
An override account must be identified for research assistants paid from state funds. Please include the override account on the PERMS action in the "QTR Ovr Acct" field. ***Entered as (****fund, subfund, program, budget, project)* ***Account Example (1450114K29400076)*** *No Space/Dashes.*
c. Charged to an ICR account, fund type 148-02.

Summer Waiver Information

The Summer Session Waiver (SSW) will post to the student account during the same summer session/block as the student enrolls in course credit, which may differ from the assistantship appointment dates. The QTR waivers will begin to post May 25th.

Waivers	Waiver Value
SSW / QTR	$1,725

D. Summer 2019 Tuition Rates

Summer Grad Tuition & Fee Chart												
# of Credits	1	2	3	4	5	6	7	8	9	10	11	12
Tuition	**$603**	**$1,206**	**$1,809**	**$2,412**	**$3,015**	**$3,618**	**$4,221**	**$4,824**	**$5,427**	**$6,030**	**$6,633**	**$7,236**

E. Mandatory Fees

Type	Period	Amount
Health & Wellness Fee	Any	$70.00
Resident Student & Activities Fee (S&A)	Any	$81.00
Compton Union Building Fee (CUB)	3 weeks or less	$24.00
Compton Union Building Fee (CUB)	4 or 5 weeks	$48.00
Compton Union Building Fee (CUB)	6 or more weeks	$72.00
Student Recreation Center	3 weeks or less	$31.00
Student Recreation Center	4 or 5 weeks	$62.75
Student Recreation Center	6 or more weeks	$93.00
New Student Pro-Rated Insurance	Block A Starting Session – May 7, 2018	$464.00
New Student Pro-Rated Insurance	Block B Starting Session - June 4, 2018	$335.00
New Student Pro-Rated Insurance	Block C Starting Session - June 18, 2018	$271.00

F. Graduate Student Medical Plan

Graduate students who were appointed and approved for the Graduate Student Health Insurance Medical Plan during the spring semester maintain their enrollment in Graduate Student Health Insurance during summer semester, ending August 15.

New graduate students admitted during summer semester 2020 and appointed to an assistantship may enroll in the Student Health Insurance Medical Plan. Fees are based on Summer Session Block of their coursework. Please see the Mandatory Fees section in this memo for the pro-rated charges for each starting session/block.

Questions?

If you have questions regarding graduate student summer appointments, please email or call Adam Williams (509-335-5165) at the Graduate School or Leslie Thompson (509-335-6841), Summer Session.