

# Graduate Assistantships

Graduate Assistantships are available through individual academic units. Each employing academic unit will determine the stipend rates for a Graduate assistantship. These appointments are made on the recommendation of the academic unit chair, subject to the admission of the Graduate School and the approval of the Dean of the Graduate School. Reappointment to assistantships requires evidence of continued good scholarship.

Graduate Assistants are covered by the Graduate Assistant United bargaining agreement (GAU). The Agreement can be found on the UF HR website at:

<https://hr.ufl.edu/manager-resources/employee-relations/union-contracts/collective-bargaining-agreement/>

To be considered a graduate assistant, a student must be:

- Enrolled as a graduate student and have a classification of 7, 8, or 9\* (see below).
- Be registered for the correct amount of classes per their assigned hours per week (FTE).
- Maintain a GPA of 3.0 or higher GPA
- Must follow the appointment dates that are set by the academic calendar announced by the Provost Office.
- Have the appropriate title for the job duties.
- Proper registration per combined FTE

## 1. Classifications:

This numeric designation is assigned by the Graduate School in the GIMS (Graduate Information Management System) System for different types of graduate students. Designation is defined as the following and see link below:

<https://gradcatalog.ufl.edu/graduate/regulations/#text>

- 6 - Postbaccalaureate students: Degree-holding students who have been admitted to postbac status.
- 7 - Graduate Student has less than 36 hours of credits earned towards their graduate degree
- 8 - 36 hours of credits earned or student already has a master's degree
- 9 - Graduate student who has been admitted into doctoral candidacy.

## 2. Titles:

The following titles are used to appoint Graduate Students into a graduate assistant appointment: Please see the following link for guidance:

<https://hr.manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/>

- **Senior Graduate Teaching or Research Associate** – student has completed most of the work leading to a doctorate (promotion from Graduate Teaching or Research Associate).
- **Graduate Teaching or Research Associate** – student has completed most of the work leading to a doctorate (promotion from Graduate Teaching or Research Assistant).
- **Graduate Teaching or Research Assistant** – student must have 30 semester credits of graduate work completed (promotion from Graduate Assistant -G, -T, or -R).
- **Graduate Assistant** – General, -Teaching, -Research (considered the lowest rank of the graduate assistant positions).

### Title Qualifications:

The following are the title, job cod and classification requirement for the graduate title series. This information should be verified in order to ensure that when hiring a graduate student all requirements are met. See link: <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/>

Title	Job Code	Classification
<b>Graduate Assistant - G</b>	000542	7, 8, or 9
<b>Graduate Assistant - T</b>	000541	7, 8, or 9
<b>Graduate Assistant - R</b>	000540	7, 8, or 9
<b>Graduate Teaching Assistant</b>	000539	7 with 30 hrs, 8 with less than 30 hrs, 9 with less than 30 hrs
<b>Graduate Research Assistant</b>	000538	7 with 30 hrs, 8 with less than 30 hrs, 9 with less than 30 hrs
<b>Graduate Teaching Associate</b>	000537	9 and passed qualifying exam
<b>Graduate Research Associate</b>	000536	9 and passed qualifying exam

### 3. Registration Requirements

To appoint a graduate student, visit the [Graduate School website](#) to review the requirements

See links below:

<https://gradcatalog.ufl.edu/graduate/regulations/#text>

<https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/>

Graduate Assistant being appointed at .01 to .24 fte requires a petition – registration is for 12 credit hours and no there is no tuition waiver. Must petition the graduate school.

#### **4. Petition process and guidelines:**

See link below for guidance:

<http://graduateschool.ufl.edu/faculty--staff/resources/petition-guidelines/>

A petition is a request for an exception to a current graduate education policy usually due to an unusual situation beyond the control of student, staff or faculty.

Petitions must be approved by the academic unit's college and then submitted to the Graduate School via email to: [GraduateSchoolPetitions@aa.ufl.edu](mailto:GraduateSchoolPetitions@aa.ufl.edu) and using the PDF form -Petition to the Graduate School (found at the link above).

The subject line of the submission email must include the student's last name and the reason for the petition, as entered on the form.

Use of Adobe Digital Signatures is permitted and encouraged

Supporting documentation should be submitted with the completed and signed form in one PDF document.

Petitions are reviewed by the graduate school staff in the order they are received. Response time varies depending on the complexity of the student's situation and/or the policy exception being requested.

A decision on the petition is communicated to the originator and college representative. The academic unit is responsible for notifying the student (or any other UF unit, if appropriate).

If the petition is for a late hire (when a student is not able to start the GA job at the beginning of the academic semester based on the academic calendar set by the Provost office), the that approval document must be with the Hire EPAF.

## 5. Minimum salary

Minimum Salaries for graduate assistants can be found at the following link:

<https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/requirements-for-an-appointment/#salaries>

## 6. Letter of Appointment

Letter of appointment offer templates can be found at the following link:– can be found at the following link: <https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/preparing-an-offer/appointment-letter-library/>

All Graduate Assistants will receive a letter of appointment (for a paid assistantship) along with the admission letter admitting the student to the department program. REMINDER to use the templates from the link above and do not save these templates as they are updated periodically with changes from different offices such as UF HR, General Counsel and GAU negotiations.

Graduate Assistants should have a clear appointment letter with the length of the appointment stated in that letter. Ensure that if the letters are written semester by semester that these are done in a timely manner. See Article 4 of the GAU Bargaining Agreement

Any appointment may be curtailed, diminished, or terminated at any time only by reason of any one of the following: (see Article 4.7 of the GAU agreement). If unsure of this process, contact IFAS HRD&I for assistance.

1. Failure to perform duties as specified in the letter of appointment after written notification from the department.
2. Failure of the employee in the academic judgement of the University to maintain satisfactory student status or to make appropriate progress toward the degree.
3. Incompetence or misconduct of the employee that is documents by the department.
4. Lack of funds as a result of adverse financial conditions.

The university shall provide three weeks of notice of change in the appointment and make every effort to reassign the employee. When the University has reason to believe that the employee's presence on the job will adversely affect the operation of the University, the University may immediately place the employee on leave with pay pending investigation. The graduate assistant will receive a letter detailing the reasons for the end of the appointment and this letter reference Article 22 of the collective bargaining agreement and include a reference to the GAU website.

## 7. Leave of absence and Unpaid leave: (See Article 8.3 of the GAU Bargaining Agreement)

Article 8.3 and 8.4 provides Graduate Assistants with provisions for leave such as medical and parental leave. This is an unpaid leave for six weeks during any 12-month period for one or more of the following reasons:

Birth or adoption of child,  
care of a loved one  
health condition of the GA.

Written notice should be given to the unit no less than 30 days prior to the date of the requested leave.

For these unpaid leaves, contact IFAS HRD&I office so that discussions can be held regarding the need to keep the student active (with no pay) in myUFL system for the length of the leave of absence to ensure the GA health care is available. A leave of absence letter will be required to put the student in NO PAY STATUS and in job data as an unpaid leave of absence in order to maintain the health insurance coverage and tuition waiver (if applicable).

If the leave of absence is due to a serious health condition and the student may need to withdraw for the semester, the student must notify the dean of student affairs and then discussions with that office and the graduate school will take place. Discussions about the tuition waiver and health insurance for this type of leave will be determined once discussions are held with the appropriate offices.

The unit should forward the GA leave of absence letter to IFAS HRD&I office first in order for staff in this office to review and ensure all is accurate and then that office will submit to the CORE HR office and graduate school. This is different from the link below as the IFAS HRD&I office should know this is being done for questions in regard to the tuition waiver and health insurance.

The link to the Graduate Assistant Leave of absence process is:

<https://hr.ufl.edu/manager-resources/recruitment-staffing/hiring-center/current-employees-status-changes/graduate-assistant-leave-of-absence-process/>