



Date: April 28, 2014

To: Graduate Student Affairs Officers; Campus Shared Services

From: Susan J. Muller, Associate Dean of the Graduate Division

Re: **Two important changes in appointment and tuition remission processes for GSRs**

The new role of Campus Shared Services in processing the hiring of students has prompted the Graduate Division to review rules and practices concerning how appointments of Graduate Student Researchers (GSRs) and Academic Student Employees (ASEs: GSIs, Readers, Tutors) generate fee remissions.

This two-part memo clarifies new rules effective in 2014 that aim to simplify and streamline the process and standardize the practices of hiring ASEs and GSRs.

## **I. Spring 2014 - GSR Appointed Hours and Late Appointments**

As previously announced, **effective Spring 2014, calculations for fee remissions for GSR appointments are based on appointed hours** (instead of the start and end dates of the semester), in the same manner as GSI appointments. To qualify for partial or full fee remission, GSRs must have an appointment, or multiple appointments, totaling 25% or more time (at least 170 potential hours) during the semester (not counting holidays or weekends) through either a single appointment or in combination with other GSI, Reader, or Tutor appointments.

Because GSR fee remissions are now based upon appointed hours rather than the start date, appointments with modified start dates are now possible without reducing salary or jeopardizing tuition remission. GSR appointments are expected to start on the first day of the Fall or Spring semester and continue for the duration of the semester. However, students who arrive and complete paperwork late ("late" meaning any day after the first day of the semester) may retain eligibility for fee remission by being appointed at a higher percentage. A similar process has been in place since 2002 for late hiring of Academic Student Employees (GSIs, Readers, Tutors).

If a student is otherwise eligible to hold the appointment (meets requirements of registration, academic eligibility, etc.), hiring units may process late appointments up to 74% of full-time without seeking approval from the Graduate Division. (**Important: International students may never be appointed above 50%** and cannot be approved for this by Graduate Division.)

The following restrictions apply to late GSR appointments:

- Appointment start dates must correspond to dates on "onboarding" documents (*e.g.*, California Loyalty Oath, Patent Agreement). Back-dating appointment start dates is not legal or allowable.
- Students must be notified of revised appointment terms.
- International students who have F-1 visa status may not work more than 20 hours per week (*i.e.*, more than a 50% appointment) by law. In order to preserve the NRST remission and comply with federal law, a GSR appointed with title code **3284** at 45% should be adjusted to 50% no later than the second week of the semester.

**Table 1** (see next page) shows how to adjust appointment percentages depending on the start date. The table should be used as follows:

1. For appointments made between the beginning of the normal appointment period and the start of the term -- **not the start of instruction** -- appointment forms should reflect an appointment date of the first day of the term, through the end of the appointment period.
2. Appointments may be made after the first day of the term through the ninth week of the term. Departments should use the appropriate appointment percentage identified on the charts based upon the week that the appointment is made. For the start date, use the first day of the appointment week as indicated on the chart.
3. If the individual appointees are otherwise eligible to hold the appointment (e.g. meet registration, academic eligibility, etc.), hiring units may process these late appointments reflecting an appointment level that is greater than seventy five-percent of full-time without additional approval from the Graduate Division.
4. Under no circumstances may appointments be made after the ninth week of the term.

**Table 1. Late Start Appointment Percent Time and Semester Equivalent**

Week of Instruction *	25% FTE (equivalent to 170 hours/semester)	% Adjustments	50% FTE (equivalent to 340 hours/semester)	% Adjustments
1	10 hours/week	25% time	20 hours/week	50% time
2	10.6	26.6	21.3	53.2
3	11.3	28.3	22.7	56.7
4	12.1	30.4	24.3	60.7
5	13.1	32.7	26.2	65.4
6	14.2	35.4	28.3	70.9
7	15.5	38.6	30.9	77.3
8	17.0	42.5	34.0	85.0
9	18.9	47.2	37.8	95.4

\* [Link to Academic Calendar](#)

## **II. Fall 2014 - Changes in Fee Remission Eligibility for GSR Title Code 3266**

*Starting with the Fall 2014 semester, GSR title code 3266 will allow the separation of tuition and fees from the salary source.* This option will accommodate grants where expenditure of funds on tuition and fees is disallowed. Academic units appointing GSRs in title code 3266 at 25% or above are still expected to make awards to these students equivalent to a partial fee remission (25%-44% time) or full fee remission (45% or greater) but from other fund sources. *Note: because title code 3266 will no longer be accompanied by a fee remission, it will no longer combine with other appointments (e.g., GSI, AI-GS, Reader, Tutor, or other GSR) to generate or share the cost of fee remissions.*

Graduate Division will monitor compliance of 3266 GSR appointments at 25% time or more to ensure that the appropriate equivalence of a fee remission is being granted to the student.