

**GA COMPENSATION PRINCIPALS  
FY2012**

School of Teaching & Learning  
Specials appointments pay scales

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Graduate Associates  
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|     |        |              |         |  |
|-----|--------|--------------|---------|--|
| MA  | 50%FTE | \$1167/month | Yrs 1-4 |  |
| PhD | 50%FTE | \$1202/month | Year 1  | (years as a GA with T&L only<br>service with other areas does not count) |
|     |        | \$1238/month | Year 2  |  |
|     |        | \$1275/month | Year 3  |  |
|     |        | \$1313/month | Year 4  |  |

**THE SCHOOL OF TEACHING AND LEARNING  
Graduate Associate (GA) Guidelines, Work Load, Stipends, and Fees**

1. Three Graduate Associate positions are available in the School: Graduate Administrative Associate (GAA)-(Non-School Funds Only), Graduate Research Associate (GRA), and Graduate Teaching Associate (GTA).
2. A graduate student will be eligible for an associateship for three years. GRE scores in each category must be 500+ and you have no more than 260 graduate credit hours earned. **Any support beyond three years will be considered on a case by case basis, influenced by fiscal considerations, progress toward completion of degree, and the number of students seeking support.**
3. Preference in hiring will be given to doctoral students over MA students, and to students who are enrolled in the School of Teaching and Learning rather than outside of the School.
4. Any international student who desires to be a GTA must work with the Spoken English Program to obtain certification for proficiency in Spoken English. This must be completed prior to the effective date of an appointment with the School and a copy of your certification must be submitted to HR Office; 337B Arps Hall. Contact: Spoken English Program, 075 Arps Hall, 292-5005.

5. To be eligible for a Graduate Teaching Associate position, a student must have 3 years teaching experience and a teaching certification.
6. Per University policy, "...student employees are not required to work on University designated holidays, and the holiday is taken by student employees without pay." (policy 10.10 –Student Employment <http://hr.osu.edu/policy/policy1010.pdf> ) Holidays therefore are require for the Graduate Associate to make up the time during other parts of the quarter, in order to achieve the number of hours required by the work load guidelines.
7. **GA Appointment Schedule:** Appointments begin the week that contains the first day of classes and ends the week of final exams. Per the Graduate School: A 50% appointment represents an average of 20 hours of service for each week of the quarter. A 25% appointment represents an average of 10 hours of service for each week of the quarter. Although many positions call for a strict number of hours per week, flexible schedules are necessary for some positions. Example: a position has numerous tasks during the first, third, and eighth week of the quarter, but is very slow the fourth and fifth week. More hours can be scheduled during the heaviest weeks, and fewer hours during the slower weeks. These alternate schedules are made with the student's direct supervisor.
8. Work loads & responsibilities for GTAs (teaching/supervising) vary. Adjustments can be made due to course enrollment number, length of travel time, number of site visits required per week/quarter, etc.  
**International Graduate Students can be appointed no more than 50%FTE/20 hours per week. Please refer to the OIA website for further information <http://oia.osu.edu/content/view/145/225/> and Graduate Students cannot be appointment for more than 75% at any given time**
9. **Monthly Stipend Levels** for the 2011-2012 academic year (50% appointment levels shown). The School evaluates stipend levels annually during Spring Quarter for the upcoming academic year.

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|--|--------|
| Master's student   | \$1167 |
| Ph.D. student, first year of employment with School            | \$1202 |
| Ph.D. student, second year of employment with School           | \$1238 |
| Ph.D. student, third year of employment with School            | \$1275 |
| Ph.D. student, more than three years of employment with School | \$1313 |
10. Fees: Appointments of 50% or greater feature a fee authorization that pays tuition, general, and non-residential fees (if applicable) for each quarter of employment.

**(Fees and School's Medical Subsidy portion should be posted no later than the 2nd week of the quarter.)** Fee authorizations are prorated for appointments less than 50% (example: a 25% appointment would pay one-half of the tuition, general, and non-residential fees {if applicable} for each quarter of employment). All appointments for three consecutive quarters (at the same FTE) carry with them an automatic fourth quarter tuition and general fee authorization. **During the fourth quarter**, you do not need to be on appointment to receive this benefit. **The quarterly \$9.00 COTA fee, student health insurance (if chosen), and any additional fees (e.g. lab/computer fees) are the responsibility of the student.**

11. There is a policy for evaluation, reappointment and termination of Graduate Associates in the School of Teaching and Learning. Terms and conditions are described in the Graduate Studies Handbook (p. 7-9). **All GAs should note that they must reapply (application located at <http://ehe.osu.edu/edt/info/links.htm> ) at the conclusion of their appointment for reappointment.**
  - GA appointments can be terminated prior to the end of an appointment period for several reasons described in the GS Handbook (p. 8).
  
12. Per the Graduate School Handbook, "A Graduate Associate who is considering additional employment outside the University should consult his/her graduate advisor. A careful evaluation of the impact of additional commitments on the student's academic progress, and on his/her GA responsibilities, should be made. Furthermore, **any work outside of your Graduate Student appointment must be approved prior by the Graduate School and direct Supervisor.** The student should also determine whether the Graduate Studies Committee of his/her program has an established policy governing this issue." {Section II.8.6.8}

\*\*\*\* All GA appointments and re-appointments are governed by the Graduate School Handbook <http://www.gradsch.ohio-state.edu/Depo/PDF/Handbook/Handbook.pdf> and the School of Teaching and Learning Graduate Handbook. <http://ehe.osu.edu/edt/advising/gsh/> .