



New Paltz  
STATE UNIVERSITY OF NEW YORK

# GRADUATE STUDIES

## All University Graduate Assistant Program

### GRADUATE EMPLOYEES

Graduate Assistantships are available to students admitted to or enrolled in a graduate program. Criteria for the awarding of an assistantship may include but are not limited to: grade-point average, experience or training, interest in the field of study, letters of recommendation, and/or personal interview.

The university offers three types of Graduate Assistantships, each with different responsibilities and benefits. Each assistantship offers a stipend and tuition scholarship in exchange for 10 or 20 hours of service. We currently offer:

**Teachers of Record (TR)** serve as the primary instructor of record for a course. TRs are required to participate in an ongoing professional development program.

**Teaching Assistants (TA)** may assist a faculty member with a course, grading, or tutor.

**Graduate Assistants (GA)** may assist with research, administrative and/or technical assistance.

The procedure for application for an assistantship, including the selection criteria, is established by deans and academic departments.

### TABLE OF CONTENTS

[Professional Obligation](#)

[Remuneration](#)

[Appointment Criteria](#)

[Terms of Appointment](#)

[TA/GA Hiring Paper Trail](#)

[Tuition Waiver & Your Bill](#)

[Contact Information](#)



## **TR/TA/GA HIRING PAPER TRAIL:**

- A. Department Chairs submit TR/TA/GA Hiring Packets to their Academic Deans for approval.**
- B. Academic Deans review and submit approved TR/TA/GA appointments to Graduate Professional & Interdisciplinary Studies.**
- C. Graduate Studies verifies eligibility criteria and if approved, will forward the appointment to Human Resources.**
- D. The Human Resources office constructs a contract letter and emails it to the student.**
- E. The student signs the appointment letter and returns appropriate documents to Human Resources.**
- F. Upon receipt of a signed appointment letter, the student is placed on the payroll.**

## **PROFESSIONAL OBLIGATION**

The normal workload for TRs, TAs and GAs is as follows:

Graduate student employees on a full/half assistantship are generally expected to provide respectively 20/10 hours of service per week. Employees in this bargaining unit are engaged in professional activities of such a nature that the output produced or the result accomplished often cannot be precisely measured in relation to a given period of time. It is therefore anticipated that there will be fluctuations above and below these general expectations.

## **REMUNERATION**

### **Stipends**

The payment of a stipend designates a graduate student as an employee of the College and as a member of the Graduate Student Employees Union (GSEU). Stipend rates are set by the Provost/Vice President for Academic Affairs.

### **Tuition Waivers**

No more than six credits of tuition waiver (tuition scholarship) per semester can be awarded to a graduate or teaching assistant. Waivers can only be awarded as whole credit hours.

## **APPOINTMENT CRITERIA**

### **Academic Standards**

Only matriculated graduate students who are in “good standing” and making “good progress” toward the degree will be appointed as graduate employees.

Academic standing is determined by a student’s grade point average (GPA) and satisfactory progress towards degree completion.

### **Satisfactory Academic Progress (SAP)**

Students are classified as making Satisfactory Academic Progress towards earning their master’s degree or advanced certificate if:

- Their cumulative GPA is 3.00 or higher.
- They are applying no more than two marginal\* grades towards their plan of study.
- They do not have more than two F/F\* grades on their transcripts.
- Their academic history does not present a pattern of requesting consecutive semesters of course withdrawals.

*\* The University considers grades below B- to be marginal for a graduate student. However, some programs require minimum grades of B to progress through the program.*

If you need to take an incomplete in a course, notify the Assistant Dean of Graduate Studies and submit a plan for the completion of the work. The course

## TUITION WAIVERS & YOUR BILL:

Once a TR, TA or GA appointment is approved by the Assistant Dean of Graduate Studies, the student's tuition waiver information is forwarded to Student Accounts and Financial Aid. At this point, the student may also apply for a TR/TA/GA ID card. The student will need to show their appointment letter as proof of employment.

### DON'T FORGET:

- To register for at least 6 credits
- To sign your invoice before the deadline and make arrangements to pay the balance of your bill

work should be finished before the beginning of the following semester. Graduate employees will not be reappointed with an "I" on their record.

### Academic Progress

Graduate Studies monitors the academic progress of all graduate students at the end of each semester. Graduate employees on year-long contracts who are not in "good standing" will forfeit their appointment. Graduate employees on year-long contracts who are not making "good progress" toward their degree must speak with the Assistant Dean before the beginning of the following semester to explain their academic performance and to outline their plans for completing work in courses with a grade of "I." Without approval from the Assistant Dean, graduate employees who are not making "good progress" due to an incomplete grade will forfeit their appointment. Mid-year failure to make "good progress" toward the degree may impact application for reappointment.

## TERMS OF APPOINTMENT

### Minimum Credit Requirements

TRs, TAs and GAs must be registered for at least six credit hours. However, some departments may require students to maintain a full course load (12 or more credits).

### Appointment Letter

TRs, TAs and GAs are appointed by means of contractual letters prepared in the Human Resources Office. The appointment letter must be signed and returned to the Human Resources Office before the appointment is considered official and before the student will be placed on the payroll. The official date of appointment may also affect eligibility for GSEU raises. International students must present their passport and social security card to a Human Resources agent before they can be placed on the payroll.

### Pay Cycle

You should receive your first paycheck approximately four weeks following your appointment, assuming all required forms have been submitted to the Human





## DEPARTMENTAL CONTACTS

### GRADUATE STUDIES

Sue Ugricich  
ugricics@newpaltz.edu

### HUMAN RESOURCES, DIVERSITY & INCLUSION

Maria Cathcart  
cathcarm@newpaltz.edu

### BENEFITS

Amanda Zarrelli or Kim Teves  
benefits@newpaltz.edu

### PAYROLL

Margaret Torres  
torresm@newpaltz.edu

### STUDENT ACCOUNTS

Debra Schultes  
schulted@newpaltz.edu

### FINANCIAL AID

Nicole Schmitz  
schmitzn@newpaltz.edu

Resources Office in a timely manner and transmitted to the Payroll Office. You should receive subsequent checks every two weeks.

Questions regarding initial payments should be directed to the Human Resources Office. After the initial paycheck, please address your questions to Payroll.

### Union Representation

All TRs, TAs and GAs are represented by the Graduate Student Employees Union (GSEU). See: <https://goer.ny.gov/state-union-contracts>

### Academic Year Obligation/Schedule

The obligation of TRs and TAs holding semester appointments begins with their departmental orientation and professional development workshops and ends with the last day of finals for the semester. GA appointments begin with the first day of classes and end with the last day of finals for the semester.

### Leave

Following one semester of State service, or its equivalent, employees may be granted up to five days leave (within an academic year) for personal illness, or to attend to a substantiated illness or death in their immediate family.

### Holidays

TRs, TAs and GAs are required to work on legal holidays if classes are scheduled.

### Inclement Weather

TRs, TAs and GAs are not required to work if classes are cancelled due to inclement weather. Follow NP Alert for further information.