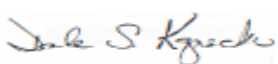


July 1, 2024

TO: Department Chairs and Directors
School of Arts and Sciences

FROM: Dale S. Koznecki 
Assistant Director, Human Resources -Academics

RE: **Teaching Assistant/Graduate Assistant Appointments**

By using the School of Arts and Sciences appointment portal, enter a *New Submission* for Teaching or Graduate Assistants who are receiving a new appointment and for those being reappointed. A formal appointment letter will be issued by this office after the appointments are approved.

Important Points

Notification of Criteria for Appointment and Reappointment:

Academic departments that have employed Teaching Assistants and Graduate Assistants in each of the previous three semesters shall provide notice in writing of the departmental criteria for such appointments or reappointments.

Notification of Assignment:

At the time they apply for a TA position, graduate students may indicate any preference they may have with respect to teaching assignments. At least four weeks prior to the beginning of the semester, Teaching Assistants who have primary responsibility for a section shall normally be notified of their teaching assignment. All other TA's and GA's shall be notified of their assignment at least five working days before the first day of classes. It is understood that unexpected circumstances may require modification of the assignment. If an assignment is changed substantially subsequent to notification, the TA or GA must be notified of the change in writing.

If at any time over the course of an appointment, a TA or GA reasonably believes that their specifically assigned duties routinely require hours that will cumulatively exceed the hours of effort required by the appointment percentage over its full term, they may raise the matter with the department chair, unit head or appropriate graduate director.

Although it is understood that weekly workload will fluctuate during the term of appointment, a Teaching Assistant and Graduate Assistant with a full time appointment shall be required to work no more than an average of fifteen hours per week during the term of appointment on specifically assigned duties related to their appointment, excluding work non TA/GA related activities associated with the academic progress toward the degree.

Full-time PhD Students Paid a Salary by Rutgers to Teach Courses

Full-time PhD students who are paid a salary by Rutgers University to teach courses in a Rutgers University academic program during an academic year, and prior to the PhD student's completion of the fifth year of the doctoral program, *shall be appointed only as TAs for such assignments.*

Salary:

The Agreement provides the minimum base salary for full-time teaching and graduate assistants. The minimum base salary for academic year appointments for Fiscal Year 2024-2025 is \$36,395 and \$41,854 for calendar year appointments. TAs and GAs may be paid above the minimum base salary rate, which shall become the individual base salary for future appointments.

If you have any questions, please email us at humanresources@sas.rutgers.edu,

Thank you for your attention to this matter.

Attachments:

TA/GA School of Arts and Sciences Appointment Process

c: J. Wade
J. Masschaele
S. Lawrence
Division Deans
K. Gallagher