

TA/RA Contract Approval Process:

The TA/RA approval process is outlined below. Our goal is to ensure that the TA/RA contracts for all existing students and contracts renewals are completed by June of each year. If completed by June we can ensure that our graduate assistants are paid in a timely manner at the start of the fall semester.

The timing of the fall semester TA/RA contract approval process is aimed at advancing the TA/RA contracts for all existing students and contract renewals to be completed by June. With the goal of having all contacts in place by the first pay period of the fall semester.


Schedule for the Contract Availability:

April 15 - 30	Department Chair for TA / Faculty Member for RA: <ul style="list-style-type: none"> • Defines: Scope of work • Verifies Academic Standing: Matriculation, Minimum 3.0 GPA & Education Level, prior performance evaluation, • Completes: TA /RA contract and include course and section numbers, current enrollment • Forwards contract to Deans' Office 	
May 1 – 20	Dean's Office: <ul style="list-style-type: none"> • Validates: Salary Level, HR Account Code, Funding • Verifies: Scope of work & GEO Dues, Academic Standing, Appropriate Signatures • Finalizes: Contract with Dept. Chair • Forwards to <ul style="list-style-type: none"> ○ Provost Office for TA Contracts ○ Vice Chancellor, Research & Innovation for RA Contracts 	
May 21 - 30	Vice Chancellor, Research & Innovation <ul style="list-style-type: none"> • Verifies Funding Sources • Approves RA Contracts • Forwards to VPIW 	Vice Provost for Innovation & Workforce Development – approves TA Contracts <ul style="list-style-type: none"> • Verifies Academic Standing • Approves TA / RA Contracts • Forwards to HR
June 1 – June 15	Human Resources <ul style="list-style-type: none"> • Submits to Payroll for data entry 	

Exceptions to the proposed policy will apply to:

1. TA contracts extended to new students or
2. RA contracts extended upon new grants/funds received by researchers.

Graduate Employee Organization Stipend Information: (Updated for FALL 2023)

 University of Massachusetts Lowell								
Graduate Employee Organization Pay Schedule – Updated for AY 2023 - 2024								
Current Rates (Since 8/2023)	Academic Year Full Time		One Semester Full Time		Academic Year Part Time		One Semester Part Time	
	18 Hours Per Week Total Stipend	Bi-Weekly if 18.5 ppds	18 Hours Per Week	Bi-Weekly if 8.5 ppds	9 Hours Per Week Total Stipend	Bi-Weekly if 18.5 ppds	9 Hours Per Week	Bi-Weekly if 8.5 ppds
Table 3 Step 1	\$19,601.03	\$1,031.63	\$9,800.52	\$1,153.00	\$9,800.52	\$515.82	\$4,900.26	\$576.50
Table 3 Step 2	\$20,074.48	\$1,056.55	\$10,037.24	\$1,180.85	\$10,037.24	\$525.25	\$5,018.62	\$590.43
Table 3 Step 3	\$21,565.38	\$1,135.02	\$10,782.69	\$1,268.55	\$10,782.69	\$567.51	\$5,391.35	\$634.28
**Updated 1/24/2024								

Definition of TA/RA Stipend Levels

- 1) Level 1 stipends are for master’s degree or first year doctoral students.

- 2) Level 2 doctoral stipends are awarded to:
 - a. Matriculated doctoral students who have demonstrated satisfactory degree progress after their first year and have been recommended by department/college reviewing authorities.
 - b. New doctoral students holding the master’s degree; or
 - c. New doctoral students with special achievements upon recommendation by the college dean.

- 3) Level 3 doctoral stipends are only awarded to students who have passed all area and language examinations (oral and written), who have completed all course work, successfully defended their research proposal(s), and who are registered full-time for dissertation research.

TA/RA Allowable Additional/Total Employment Hours

Fall and Spring Semester

Classes in Session

1) *Half-time TA/RA (hours/week)*

<u>TA/RA obligation</u>		<u>Maximum CC* contract</u>	<u>Total</u>
9	+	13	= 22

2) *Full-time TA/RA (hours/week)*

<u>TA/RA obligation</u>		<u>Maximum CC* contract</u>	<u>Total</u>
18	+	4	= 22

3) *International TA/RA (hours/week)*

<u>TA/RA obligation</u>		<u>Maximum CC* contract</u>	<u>Total</u>
9	+	11	= 20
18	+	2	= 20

Semester Break / Spring Break 37.5 hours/week

*This assumes a typical 9 course credit hour week. If graduate students fail to maintain an acceptable grade point average or do not meet all the criteria in their contracts in terms of quality and quantity of work performed, their college deans are authorized to reduce or eliminate CC contract hours.

Please note: INS regulations prohibit international students from working more than 20 hours/week during the academic semester. However, during intersession and the summer months, they may work 37.5 hours/week.

*CC = concurrent contract