Ad Hoc Graduate Associate Compensation and Benefits Committee
226 University Hall
Tuesday, September 21, 2004
11:30 a.m. to 1:00 p.m.
Meeting Notes

Present: Briggs Cormier, Jane Evans, Susan Huntington, Larry Lewellen, Susan Marsico, Lamar Murphy, Barb Pletz

1. **August 27 meeting notes.** There were no changes.

2. **Implementation plan.** We agreed to try to follow the implementation plan that B. Cormier suggested via e-mail after our last meeting: require use of the standard terms of appointment document for all new GTA, GRA, and GAA appointments beginning in Winter 2005. We will aim to distribute the documents in late October or early November 2004, and no later than mid-November 2004.

   This implementation approach will allow time to work through remaining details and issues in concert with the Provost, Legal Affairs, deans, and vice presidents. Units will have time to adjust their offer procedures to incorporate the standard terms of appointment as part of their future offers. This timeline will also allow us to get feedback from graduate programs at the October 20 workshop for graduate studies chairs and administrative staff. The tentative timetable follows:

   - **Week of September 27 or as soon thereafter as possible:** Submit revised draft materials to Legal Affairs for review; schedule follow-up meeting at an appropriate time.
   - **By October 1:** Submit drafts, including overview of rollout plan, for Coordinating Council meeting on October 8.
   - **October 8:** Discuss with Coordinating Council (L. Lewellen).
   - **By October 12:** Submit drafts, including overview of rollout plan, for Council of Deans’ meeting on October 19.
   - **October 19:** Discuss at Council of Deans’ meeting (L. Lewellen, S. Huntington).
   - **October 29:** Discuss at Council of Graduate Students’ meeting (B. Pletz, L. Lewellen, S. Huntington, and perhaps others).

3. **Graduate associate appointment forms.** We agreed that updating the existing graduate associate appointment forms would not be sufficient. It might, however, be helpful to share the form with the deans and other groups with whom the standard terms of appointment documents are to be discussed, since the form provides useful background information.
4. **Draft letter templates.** We agreed that the templates should be based on FTE (50% and higher; less than 50%) rather than on the term of the appointment (9-month; 12-month). The letters will be revised, based on discussion of the following points:

   a. **Signature line.** The person authorized to sign the document may not be a department head, but could be a dean, unit fiscal officer, principal investigator, or hold some other position. This needs to be appropriately reflected in the document.

   b. **Principal investigators.** We need to get some advice about preferred practice in processing appointments funded by research grants. If the appointments are administered through the business office of the faculty member’s home unit, should the signature of someone in the home unit (fiscal officer, unit executive officer) be required?

   c. **Research projects.** Identifying information (project title, project number, etc.) should be included for those documents for which it’s appropriate. *(Note: This is already incorporated in the documents.)*

   d. **Duties.** It would be helpful to include information about how assignments in future quarters will be conveyed, if the details are not known at the time that the document is initiated.

   e. **Fees.** Items 5 and 6 need further clarification so that recipients will understand the fees for which they are responsible. Ideally, language should help appointing units understand that they could choose to cover more than the required fees (although this will not affect the University’s health insurance subsidy or pretax benefit). The fee information in the template for appointments under 50% is incorrect. The citation for the Rules of the University Faculty needs to be included in item 5.

   f. **Fourth-quarter fee authorizations.** Item 8 needs to be reworded to make the meaning more clear.

   g. **Vacation and sick time.** This wording may need to be changed so that it doesn’t appear to suggest that units should be reducing a GA’s stipend during all periods of illness or vacation. It might be helpful to consolidate all information about time off in one section rather than two (items 1 and 9). This is further complicated by the difference in work periods for GTAs as opposed to GAAs and GRAs.

   h. **Parking passes.** Include eligibility to purchase “B” parking passes.

   i. **Intellectual property.** An item should be included about intellectual property.

   j. **Nondiscrimination and ADA compliance.** An item should be included to cover these policies.

5. **Cover letter for templates.** We agreed that it should be revised to focus on the templates. It will therefore be considerably shorter. Lamar will revise and circulate.
6. **Instructions for completing templates.** We agreed that the instructions should be more detailed. L. Murphy will revise and circulate.

7. **GA benefits brochure.** S. Marsico distributed copies of the *Graduate Associates’ Benefits Overview Booklet* for FY 2004-05. Copies are available in numerous locations: at orientation programs, CGS, HR, the Graduate School, on the Web, etc.

8. **Update on pending items.**
   
a. **9/15 appointments.** S. Marsico circulated a fact sheet about 9/15 appointments. Comments and suggestions should be sent to her.

   b. **Senate status of GCBC.** L. Lewellen and S. Huntington will schedule a meeting with Susan Fisher to discuss further.

   c. **2003-04 Grad Council actions.** Mailing will go out to campus deans, department chairs, grad studies committee chairs, officers of CGS, Grad Council, Provost, and President on September 22.

   d. **Appointment paperwork reminders to students.** *OSUWeekly* (e-newsletter for graduate and professional students) on 9/20 and 9/27 will include reminders about completing appointment paperwork.

   e. **Appointment paperwork reminders to units.** Around October 1 L. Lewellen will send out letter to remind appointing units about deadline for completing GA appointment paperwork.

   f. **Clarify process within HR for working with Grad School to handle early terminations to GA appointments.** Pending.

   g. **Structure of CGS Academic and Human Resources Committee.** Not discussed.

   h. **GA leave policies.** Anne Massaro will chair a working group to develop policies. The goal is to have a draft by the end of Autumn 2004, work through the budget implications in Winter 2005, and announce the policies late in Spring 2005. The policies will need to be approved by the Council on Research and Graduate Studies and other bodies as appropriate.

9. L. Murphy will revise the documents and circulate them. We will meet again on Monday, October 25 from 10:00 a.m. to noon to finalize the documents and the implementation plan. We will ask Anne Massaro to attend to discuss leave policies.

10. The meeting ended at 1:15 p.m.

Prepared by Lamar Murphy  
September 2, 2004