Ad Hoc Graduate Associate Compensation and Benefits Committee  
226 University Hall  
Monday, October 25, 2004  
10:00 a.m. to 12:00 p.m.  
Meeting Notes

Present: Briggs Cormier, Jane Evans, Susan Huntington, Larry Lewellen, Susan Marsico, Anne Massaro, Lamar Murphy, Karen Patterson (~11:00-11:45), Barb Pletz

1. September 21 meeting notes. There were no changes.

2. GA appointment documents. We discussed several issues raised in discussions with the GA and Fellowship Committee and/or at the orientation for graduate studies chairs and graduate administrative staff.
   a. Completed appointment forms and offer letters. We agreed that completed appointment forms would not have to accompany offer letters to prospective graduate students. In such cases:
      i. Offer letters must contain all of the elements listed in the instructions and
      ii. Completed appointment forms must be given to GAs as soon as possible but no later than two weeks before the beginning of classes, unless there are extenuating circumstances.

      Completed appointment forms should accompany offer letters to continuing students; the forms could also replace offer letters to continuing students.

   b. Electronic dissemination of appointment forms. We agreed that units could use an electronic process. (Many are already doing so, and many will expect to continue to have that option.) This will need to be monitored during implementation. If problems arise with individuals tampering with the documents, those issues will need to be addressed through appropriate University policies. If widespread problems arise, another approach may have to be devised. The College of Social and Behavioral Sciences is currently using an electronic process. S. Marsico will give L. Murphy the name of a person in SBS to contact to learn more about SBS procedures.

3. GA leave policies. Anne Massaro led a short discussion to get feedback about the activities to date of the work group charged with developing leave policies for GAs, fellows, trainees, and postdocs. She will come back to a meeting in early December to continue the discussion.

4. GA appointment documents, continued.
   a. Financial information. We agreed that the section about the value of the tuition and fee authorization should be limited in the initial rollout to the fees that are mandated. The item about additional fees that is currently on page 2 of the form should be moved to follow the fee authorization item. We will not provide a space
at this time to insert the percentage of health insurance being covered; this will be addressed at a later date. We will work after the initial rollout with Graduate Admissions to clarify whether this form can/should be used by units in seeking I-20s for incoming international students.

b. **Relationship of GA appointment form to other policy statements.** We agreed that it is important that it be clear that these documents do not supersede the policies and procedures on which the documents are based.

c. **Requirements for international students.** We agreed that we will need to be sensitive during implementation to possible confusion arising out of cultural differences. We agreed that the documents now do a better job of highlighting special requirements for international students. There is now a note about international GTA requirements on p.1 of the appointment form. Item 16 of the appointment form includes a sentence stating that “Specific requirements apply to International Teaching Associates.” In addition, the required elements of GA offer letters include “special appointment requirements (such as English proficiency requirements for GTA appointments).”

5. **Implementation plan.** We agreed to revise the plan as discussed.

6. **Update on pending items.**

   a. **Senate status of GCBC.** The proposal has been introduced. S. Huntington requested that the item be revised to indicate that the GA and Fellowship Committee is the permanent committee charged with overseeing compensation and benefits for graduate associates (and fellows). L. Murphy will forward additional comments.

   b. **Appointment paperwork reminders to units.** Did not discuss.

   c. **Clarify process within HR for working with Grad School to handle early terminations to GA appointments.** Pending. Not discussed.

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

   e. **G-QUE scorecard.** S. Huntington and L. Lewellen expect to provide a summary at the October 29 CGS meeting of some of the key recommendations that have been implemented.

7. We agreed to meet again on Monday, November 29, from 10:00 a.m. to noon.

8. The meeting ended at noon.

Prepared by Lamar Murphy

October 25, 2004