



**MEMORANDUM**

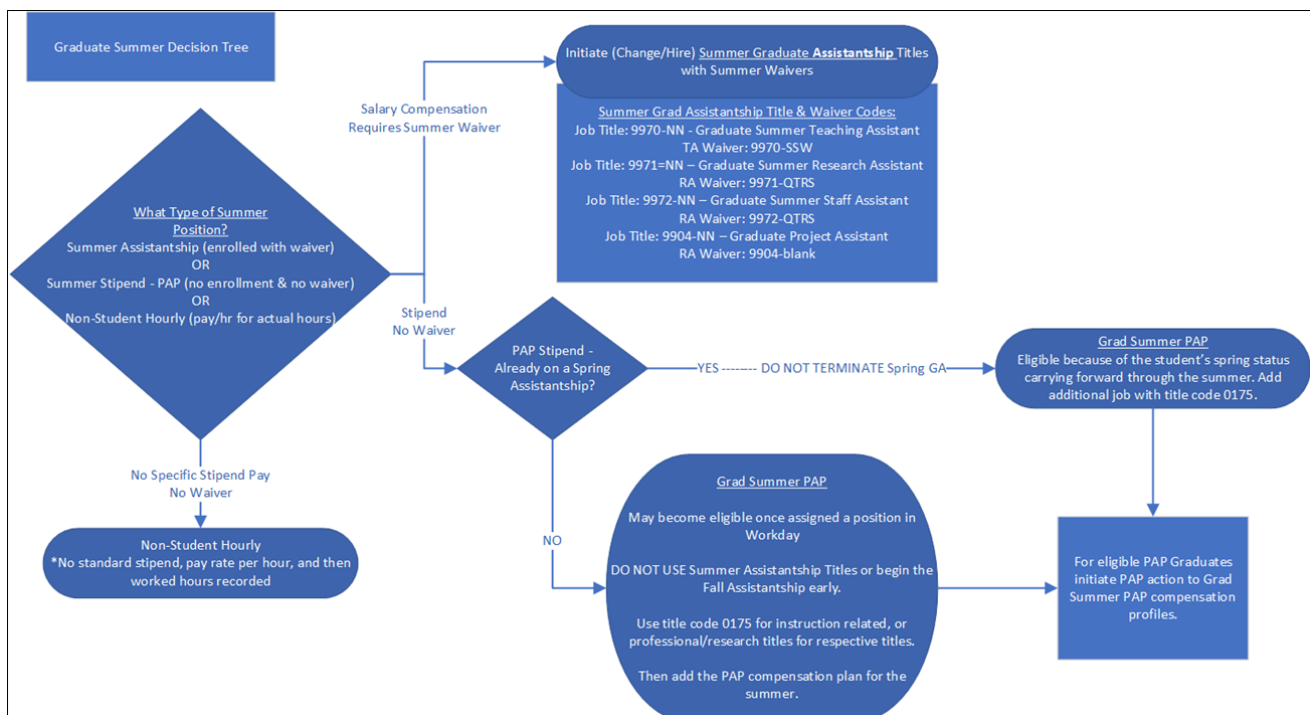
**TO:** Washington State University Faculty and Staff  
**VIA:** Lisa Gloss, Dean of the Graduate School  
**FROM:** Adam Williams, Area Finance Officer  
**SUBJ:** **SUMMER 2021 GRADUATE ASSISTANTSHIP & STIPEND PROCESSING MEMO**

The Graduate School, in partnership with Summer Session, will review and approve Workday actions for summer graduate appointments. Below are helpful guidelines regarding the policies and procedures for processing summer graduate assistantship appointments.

**A. Recruitment**

Washington State University is an equal opportunity employer committed to providing equal opportunity to applicants and employees without regard to race/ethnicity, creed, color, national origin, religion, gender, sexual orientation, age, marital status, the presence of any sensory, mental or physical disability, use of a trained guide dog or service animal by a disabled person, disabled veteran or Vietnam- era veteran status.

Once the employing area has determined a position is available and identified the appropriate graduate title based on the Knowledge Based Decision Tree below they may proceed to unofficially offer the student a graduate appointment, subject to administrative and appointing authority approval.



Employing areas are responsible for monitoring their own assistantship appointments and determining availability of resources. When making employing offers, care should be exercised to stipulate the correct salary and terms of appointment. The Graduate School requires employing areas to provide offer letters for any graduate assistantship appointment. The offer letter templates are a starting point for each employment offer. Please see available [template offer letters](#) provided by the Graduate School, taking note to utilize the template suited to their desired position's title.

## **B. Eligibility**

Graduate assistantships are limited to those who are currently enrolled and pursuing programs of study leading to a graduate degree at Washington State University. For an initial graduate appointment, official admission by the Graduate School is required. Admissions information can be found in [my.wsu.edu](http://my.wsu.edu) under Campus Community within the Student Services Center screen. The Admit Type must state "GRADUATE" status in the APPLICANT PROGRESSION field.

The CITI Responsible Conduct of Research (CITI RCR) training is required for all graduate students. The CITI RCR training is located at [MyResearch.wsu.edu](http://MyResearch.wsu.edu). All Workday Actions should include the "RCR Date" completed in the comments. Newly admitted International students receive a one semester grace period to complete the CITI RCR training. International student Workday actions reviewed during a second semester will not be approved by the Graduate School until the CITI RCR training is complete.

Mandatory employee training on discrimination and sexual harassment prevention is required of all graduate students on assistantships. This is a web-based training located at [hrs.wsu.edu/dshp](http://hrs.wsu.edu/dshp). Students are encouraged to take this training as soon as possible.

- Graduate students appointed fall semester need to complete training by September 30
- Graduate students appointed spring semester need to complete training by January 31
- Graduate students appointed summer semester need to complete training by June 30

Failure to fully complete this training may result in future ineligibility of any financial support or benefit of the student's appointment. All employees are required to repeat this training every 5 years from the date of initial training. Questions regarding this training may be directed to Human Resource Services at 509-335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu). Questions about sexual harassment or discrimination can be directed to the Office of Equal Opportunity at 509-335-8288 or [oeo@wsu.edu](mailto:oeo@wsu.edu). Certain computer configurations are required by the training systems. Learn specific issues and resolve them through the browser capabilities check at <https://wsu.skillport.com>.

A student may review their completion of training by logging into WSU Online Training account and selecting the "My progress" button from the left side of the menu. Select the "Completed" tab for list of training history (note the date range criteria above the completed tab). Students should click on the red ribbon icon to print a Certificate of Completion.

Graduate students must maintain a "B" (3.0) or greater Grade Point Average (GPA) in all course work. If a graduate assistant GPA falls below a 3.0 cumulative average, a re-instatement memo to the Graduate School via the GRM is required from the departmental Chair. Graduate appointments will be held until the department Chair and Graduate School has approved re-instatement.

Departments planning to appoint international students to a Teaching Assistantships are required to schedule the English Proficiency examination with the [Intensive American Language Center](#) before the appointment begin date. Please indicate the confirmed scheduled/completion date of the English Proficiency examination in the Comments of the Workday action. For evaluation scheduling and information: contact the [Intensive American Language Center](#).

## C. Appointment

### Summer Positions and Compensation

To determine the appropriate position to appoint to a graduate during the summer refer to the Modernization Knowledge Base Reference Guide “Summer Graduate Work”

(<https://jira.esg.wsu.edu/servicedesk/customer/kb/view/169158096>).

In general, three options are available:

1. *Summer Graduate Assistantship* – for graduate students enrolled in summer session, who will receive a tuition waiver\*, and will perform teaching, research, or other assigned service requirements. All fit within the four distinct summer session title codes with required waiver org assignment.
2. *Summer Graduate Stipend* – for graduate students not enrolled and do not required a tuition waiver, but who will still perform teaching, research, or other assigned service requirements. All under title 0175 with PAP compensation activity plans.
3. *Student/Non-Student Hourly* – for individuals hired into hourly positions with duties directly related to the position’s title and will receive hourly compensation based on actual hours worked and recorded.

### Full Time Equivalent & Salary Determination

Graduate research and staff assistants are normally appointed to a half-time (0.50 FTE) appointment at an appropriate salary level listed on the [Assistantship Stipend Guide](#). The Graduate School recommends all Ph.D. students be appointed at a salary range of 32 or higher and all master’s students appointed to a salary range of 26 or higher. Please note each employing area should determine the most appropriate salary level based on the competitive recruitment environment, duties assigned and merit achieved.

Current graduate students are not authorized to teach a course that carries graduate level credit. Graduate students may assist in a course carrying graduate credit, but cannot have the major responsibility for the course or assignment of grades. Current graduate degree seeking students may not hold [faculty titles](#).

| Summer Grad Assistantship Title & Waiver Codes |                       |
|--|-----------------------|
| Job Profile                                    | Waiver                |
| 9970-NN - Graduate Summer Teaching Assistant   | TA Waiver: 9970-SSW   |
| 9971-NN – Graduate Summer Research Assistant   | RA Waiver: 9971-QTRS  |
| 9972-NN – Graduate Summer Staff Assistant      | RA Waiver: 9972-QTRS  |
| 9904-NN – Graduate Project Assistant           | RA Waiver: 9904-blank |

### Teaching Assistants (TAs) 9970-NN

Teaching Assistants on Summer Session funds are to be compensated at the same rate as they are during the academic year--whether or not they received the Summer Session Waiver (SSW) as a scholarship based on need or merit. The Graduate School and Summer Session recommends a minimal compensation of step 32 for Ph.D. students and step 26 for master’s students. Higher negotiated rates for salary are determined and approved by Summer Session Administration. Teaching assistants will be provided a Summer Session Waiver for 3 credit hours if they meet the following conditions:

- a. The appointment is greater than or equal to 50 percent for a period of at least 4 weeks;
- b. The student is enrolled for 3 Pullman campus credits during a summer session.

*Student’s enrolled over 3 credits will be responsible for the additional tuition and fees.*

Appointments that do not meet the Teaching Assistantship requirements (see above), may be appointed to title 0175 with the appropriate activity assigned per the Knowledge Base Instructions. Hourly appointments should not be assigned. Any exception request first must be approved by the Grad School Dean via the GRM in my.WSU.

## Research 9971-NN, Project 9904-NN & Staff Assistants 9972-NN

Research assistants meeting the conditions of entitlement must receive a Summer Qualified Tuition Reduction (QTRS) during the summer semester if:

- a. The summer appointment is greater than or equal to 50% for at least a 4-week period;
- b. The student is enrolled for a minimum of 3 credits during the summer semester.

QTRS's are automatically charged against the appointment's costing allocation. It is the department's responsibility to first ensure that temporary costing is provided for the term of the appointment which allows for a QTRS. If an override or retro is needed, it is the department's responsibility to initiate journal voucher within Workday, working with Payroll.

## Summer Waiver Information

The Summer Session Waiver (SSW) will post to the student account during the same summer session/block as the student enrolls in course credit, which may differ from the assistantship appointment dates. The QTR waivers will begin to post in the second half of May.

| Waivers    | Waiver Value |
|------------|--------------|
| SSW / QTRS | \$1,767      |

*Student's enrolled in over 3 credits are responsible for additional tuition and fees*

Summer Session Tuition and Fees: <https://learn365.wsu.edu/summer-session/tuition-and-fees/>

## D. Graduate Student Medical Plan

Graduate students who were appointed and approved for the [Graduate Student Health Insurance Medical Plan](#) during the spring semester maintain their enrollment in Graduate Student Health Insurance during summer semester, ending August 15.

New graduate students admitted during summer semester and appointed to a summer appointment may enroll in the [Student Health Insurance Medical Plan](#). Fees are based on Summer Session Block of their coursework. Please see the Mandatory Fees section in this memo for the pro-rated charges for each starting session/block.

## Questions?

If you have questions regarding graduate student summer appointments, please email or call [Adam Williams](#) (509-335-5165) at the Graduate School or [Leslie Thompson](#) (509-335-6841), Summer Session.