

O

WB 12/10/14

12/10/14

ac



## GTF PROPOSAL

11/26/14

### ARTICLE 21 SALARY

**Section 1.** At a .50 FTE appointment, a GTF will be assigned employment responsibilities that do not exceed a maximum of 219 hours for the quarter, or with the mutual consent of the GTF and the employing department, program or administrative unit, 656 hours per 9-month academic year.

Workloads for GTFs shall be prorated on the percentage basis of FTE. For example, a GTF appointed at .20 FTE (the minimum quarter appointment) shall be assigned employment responsibilities that do not exceed a maximum of 88 hours of work per quarter, and proportionately for appointments at other FTEs as follows:

FTE	HOURS PER QUARTER
0.2	88
0.3	131
0.4	175
0.5	219

**Section 1a.** During the academic year, minimum FTE assignments of GTFs who have sole responsibility for teaching a course and/or are listed as the instructor of record shall be based on the academic credit value of the course for which the GTFs are responsible. (Sole responsibility is understood to mean sole responsibility for preparation for and teaching of classes assigned to them). Minimum FTE appointments shall be:

- 3 credit classes - minimum .40 FTE appointment
- 4-5 credit classes - minimum .49 FTE appointment

For four- or eight-week courses during the summer session, minimum FTE appointments of GTFs with the same responsibilities described above shall be:

- 3 credit classes - minimum .30 FTE appointment
- 4 or 5 credit classes - minimum .37 FTE appointment

**Section 1b.** GTFs are encouraged to notify their supervisors at any time during the quarter if their GTF assignments require hours in excess of assigned FTE.

**Section 1c.** GTFs will not be asked to work more than 15% of one quarter's total FTE assignment in any one week, except by mutual agreement of the GTF and the supervisor in advance of such an assignment.

**Section 2.** Effective September 16, 2012~~2014~~, the half-time (.50 FTE) one quarter salary rate on which stipends for GTFs in the bargaining unit are calculated shall be increased by 2.5% as follows:

	GTF I	GTF II	GTF III
Minimum	\$4090 <i>\$4295</i>	\$4619 <i>\$4850</i>	\$4878 <i>\$5122</i>

Effective September 16, 2013~~2015~~, the half-time (.50 FTE) one quarter salary rate on which stipends for GTFs in the bargaining unit are calculated shall be increased by 4.5% as follows:

	GTF I	GTF II	GTF III
Minimum	\$4151 <i>\$4510</i>	\$4688 <i>\$5093</i>	\$4951 <i>\$5378</i>

Salaries paid will be prorated according to percentage FTE of the appointment held. The minimum allowable appointment is .20 FTE for a full quarter.

**GTF I** - Regularly enrolled graduate students admitted to a graduate degree program or doctoral students who are not eligible for a GTF II or GTF III appointment.

**GTF II** - Regularly enrolled graduate students who have a) master's degree in the same or cognate field, b) successfully completed a qualifying examination toward a doctoral degree, or c) completed 45 credit hours toward a doctoral degree and have written recommendation of the head of their major department.

**GTF III** - Regularly enrolled doctoral students who have advanced to candidacy.

Graduate students transferring from another institution who meet one of the qualifications of GTF II above at another institution and who the University deems to have equivalent experience shall be appointed at no lower than the GTF II level.

GTFs shall be advanced to the appropriate level of the salary scale at the beginning of the term immediately following that during which the criteria for advancement were met.

**Section 3.** Academic and administrative units reserve the right to pay at a higher level, so long as salary equity by level of appointment for GTFs is maintained in the department, program or administrative unit.

**Section 4.** Gross pay shall be stated in each individual GTF's *notice of appointment contract*. Monthly gross pay for full months shall be paid as stated in each individual GTF's *notice of appointment contract*. Monthly gross pay for partial months' pay shall be calculated as a fraction of the stated gross pay for full months prorated according to the ratio of working days worked *under within the contract appointment dates* and working days of the particular partial month. Each GTF shall be paid in full each payday for the month or fraction thereof which he/she has worked and which is covered by his/her appointment in accordance with the payroll salary distribution schedule described in Section 4 below. In the event that a GTF appointed for more than one academic quarter decides not to work as a GTF in one or more

of the quarters for which the GTF has an appointment, overpayment will be returned to the University by the GTF immediately.

**Section 5.** All GTFs shall be paid no later than the last working day of each month they are employed. (See Appendix J). GTF payroll checks shall be made *by direct deposit, with the GTF's written consent, or* available after 8:00 a.m. on the last working day of each month. Pay for those GTFs who receive late appointments and whose payroll documents are consequently late in reaching the Payroll Department will be processed as soon as possible.

#### ACADEMIC YEAR APPOINTMENTS

12 month	7/1 - 6/30	12 payments
9 month	9/16 – 6/15	Sept and Jun ½ month; Oct – May full month

#### APPOINTMENT BY QUARTER

Fall	9/16 – 12/15	Sept and Dec ½ month; Oct – Nov full month
Winter	12/16 – 3/15	Dec and Mar ½ month; Jan – Feb full month
Spring	3/16 – 6/15	Mar and Jun ½ month; Apr - May full month

#### TWO-QUARTER APPOINTMENTS

Fall/Winter	9/16 - 3/15	Sept and Mar ½ month; Oct – Feb full month
Winter/Spring	12/16 – 6/15	Dec and Jun ½ month; Jan – May full month

#### SUMMER TERM

Summer	6/16 – 9/15	June and Sep 1/2 month; July - Aug full month
--------	-------------	---