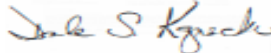


May 13, 2021

TO: Department Chairs and Directors
School of Arts and Sciences

FROM: Dale S. Koznecki 
Assistant Director, Human Resources -Academics

RE: **Teaching Assistant/Graduate Assistant Appointments**

By using the School of Arts and Sciences appointment portal, enter a *New Submission* for Teaching or Graduate Assistants who are receiving a new appointment and for those being reappointed. A formal appointment letter will be issued by this office after the appointments are approved.

Important Points

Notification of Assignment:

At the time they apply for a TA position, graduate students may indicate any preference they may have with respect to teaching assignments. At least four weeks prior to the beginning of the semester, Teaching Assistants who have primary responsibility for a section shall normally be notified of their teaching assignment. All other TA's and GA's shall be notified of their assignment at least five working days before the first day of classes. It is understood that unexpected circumstances may require modification of the assignment. If an assignment is changed substantially subsequent to notification, the TA or GA must be notified of the change in writing.

If at any time over the course of an appointment, a TA or GA reasonably believes that their specifically assigned duties routinely require hours that will cumulatively exceed the hours of effort required by the appointment percentage over its full term, they may raise the matter with the department chair, unit head or appropriate graduate director.

Full-time PhD Students Paid a Salary by Rutgers to Teach Courses

Full-time PhD students who are paid a salary by Rutgers University to teach courses in a Rutgers University academic program during an academic year, and prior to the PhD student's admission to candidacy, or through the completion of the fifth year of the doctoral program, whichever is sooner, *shall be appointed only as TAs for such assignments.*

Salary:

The Agreement (Article 8, PART THREE) provides the minimum base salary for full-time teaching and graduate assistants. The minimum base salary for academic year appointments for Fiscal Year 2021-2022 is \$30,162 and \$33,999 for calendar year appointments. TAs and GAs may be paid above the minimum base salary rate, which shall become the individual base salary for future appointments.



Please be advised that the appointment letter for appointments for fiscal year 2021-2022 has been modified to reflect the terms of a Memorandum of Agreement recently executed between the University and the AAUP-AFT, as well as other unions, on or about March 29, 2021, with respect to the University's June 8, 2020 declaration of a fiscal emergency ("FEMOA"). The appointment letter has been revised to include language concerning the payment of the TA and GA minimum base salary for fiscal year 2021-2022 as reflected in the FEMOA.

If you have any questions, please email us at humanresources@sas.rutgers.edu.

Thank you for your attention to this matter.

Attachments:

TA/GA School of Arts and Sciences Appointment Process

c: P. March
J. Masschaele
M. Anderson
S. Lawrence
Division Deans
K. Gallagher
J. DiPaolo