

Assistantship Management Bulletin

A Publication of Virginia Tech Graduate Student Services

Website: <https://graduateschool.vt.edu/funding.html>

April 2020

Tuition Remission and Funding Deadlines

- Outstanding summer 2019, fall 2019, and spring 2020 tuition awards must be funded by **May 10**.
- Summer 2020 tuition remission entry opens towards the end of May. Funding entries will need to be completed using FY2020-21 resources.

Assistantship Hiring Process for Summer 2020 and AY 2020-21

As you are aware, the Governor has imposed a hiring freeze and the university has responded with a process to identify critical hires and seek approval. Graduate assistantships (GA, GTA, GRA) were not included in that directive.

Provost Clark and Senior Vice President Pinkney have asked Karen DePauw to oversee the hiring of graduate assistants for summer and gather information for graduate assistantships for the upcoming academic year (Fall '20 and Spring '21). To this end the Graduate School will collect data on the colleges' intentions for hiring graduate assistantships and has developed a digital process for submitting assistantship hires (new and continuing appointments). Submissions should be a summary for the hiring unit; we don't need individual student submissions. You will also need to describe situations in which you want to support a graduate student on split appointments (e.g., GRA & GTA; Fellowship & GTA), and there is space for additional comments and attachments as you deem appropriate.

Submit requests for summer and your hiring plans for the fall at: [Graduate Assistant: Hiring Request](#). If you have suggestions for improving the form, please email gradfinance@vt.edu.

Please enter assistantship contracts by the first week of July.

The following guidelines should be followed:

1. The Provost expects that colleges will enlarge their summer offerings and hiring of graduate assistants (GA, GTA) is strongly encouraged. Please share your plans to increase summer enrollment and specifically how you will employ graduate students to assist. Graduate students can be hired on assistantships or wage positions and enrollment is not a requirement for either position (except for new international graduate students).
2. GRAs fully supported by grants and contracts can be hired as usual for summer and fall. These hires will be reviewed by the Graduate School and OVPRI. Graduate students are in need of financial support and as appropriate, their efforts should be directed toward alternative productive work that doesn't require on-campus presence.
3. For Fall '20, please share your plans for hiring assistantships. It is especially important to document how the GAs and GTAs will support the academic mission.
4. For GRAs on university funding (e.g., 208, overhead), please provide specific information about why this is necessary. Although we are already aware of the reasons, it is important that I have the information documented.
5. For graduate students on partial assistantships (or two different assistantships or fellowships), please share the details of these appointments including rationale.

Online Resources

As part of the Graduate School's ongoing efforts to streamline administrative processes, a [Graduate Student Funding Guide](#) has been developed to help navigate assistantship management, along with a host of financial topics from the department perspective. Additionally, we also created a new tool through which departments may submit [Student Funding Requests](#) directly from the google site (which are FERPA compliant under the G Suite for Education VT license). Requests for the following should be submitted via Google:

- IGEP, GSDA, DDA Assistantship Requests
- Contract Termination Requests
- Tuition Remission Exception Requests
- Work-Life Grant Requests

The Graduate Student Funding Guide and Student Request Forms are under continuous improvement. If you have feedback or suggestions to improve the user experience, email gradfinance@vt.edu. Thank you for your efforts in helping us to build a better user experience.

2020-21 Stipend Table and Tuition

The BOV will approve the tuition and assistantship stipend tables at its June meeting. In the meantime, please continue to issue assistantship contracts based on the 2019-20 stipend table.

Summer Assistantships

- Contract dates for summer: May 10 – August 9; shorter appointments may be offered based on departmental need and availability of funding.
- Students in defending status during the summer may remain on assistantship if they were on assistantship in the spring. However, their assistantship appointment must be terminated after they defend and submit their ETD, but no later than Aug 9.
- Students who hold an assistantship appointment in the summer may also work in wage position(s). Additional wage employment in the summer may be undertaken until August 9. Combined assistantship and wages hours should not exceed 40 hours per week, and the additional employment must be reported to the Graduate School at <https://secure.graduateschool.vt.edu/aert/logon.htm>.

Please share this bulletin with others who may not be included on this list. To be added to this Assistantship Management Group email list, please send a request to amg-q@vt.edu. A link to a printable pdf of this document can be found [here](#).