

# Assistantship Management Bulletin

*A Publication of Virginia Tech Graduate Student Services*

## Website:

<https://graduateschool.vt.edu/funding/funding-information-for-departments/assistantship-management-bulletin.html>

<https://sites.google.com/vt.edu/gradschoolresources/home>

## April 2021

### 2021-22 Graduate Assistant Compensation Plan

- The university advanced the graduate compensation package for 21-22 by implementing a 5% stipend increase, effective 8/10. The [stipend table](#) reflects the approved new rates.
- The 2021-22 tuition tables have been posted at [www.bursar.vt.edu](http://www.bursar.vt.edu). Please see the [condensed tuition and fees table](#) for ease of use.

### Contract Guidance

1. **Should contracts be reissued based on the new stipend rates?**
  - Incoming students: no changes are needed to original contract offers as long as the department is comfortable with the amount and step. The amount is new to the student and the increase does not impact their offer.
  - Returning students: Departments do not need to create a new contract when pay increases. A contract should be terminated and reissued only if: the duration of the contract changes or if the stipend amount is reduced. We discourage terminating contracts for pay increases to avoid confusing students. Also, changes could negatively impact international paperwork that has likely been submitted to Cranwell International Center already. Please visit the [Contract Termination](#) page if needed.
2. **Can we use the automated "Submit to PAF" feature in the contract tool if the stipend rate has changed from the time we issued the contract?** Yes, you can use the Submit to PAF feature. However, you will have to manually perform a **status change in Banner** to reflect the new stipend amount to ensure that your students receive the 5% raise. Alternatively, do not use the Submit to PAF feature and manually enter the PAF instead with the new stipend rate. Please see the detailed [Submit to PAF](#) information.

Should you have questions or need additional assistance, please email [gradcontracts@vt.edu](mailto:gradcontracts@vt.edu).