

February 22, 2017

To: Chancellor Nancy Cantor  
Chancellor Richard Edwards  
Chancellor Phoebe Haddon  
Chancellor Brian Strom  
Deans and Directors

From: Lisa Bonick   
Executive Director, Academic Labor Relations

Re: **Teaching Assistant/Graduate Assistant Notification Letters**

In accordance with Article XII of the Agreement between the University and the AAUP-AFT, certain procedures must be observed with respect to Teaching Assistants (TAs) and Graduate Assistants (GAs). Moreover, TAs and GAs offered appointments must document their eligibility to work in the U.S. and are required to have their employment eligibility verified through government databases using E-Verify. In addition, if you have appointed a TA or GA who holds an F-1 or J-1 visa sponsored by Rutgers University, he or she must attend a workshop offered by the Center for Global Services. During the workshop, the individual's "International Payroll Form" will be completed, as required by the Division of Payroll Services.

### **Notification of Criteria**

Academic departments that have employed TAs and GAs in each of the three previous semesters are required to give notice in writing of the departmental criteria for such appointments and reappointments. The statement of criteria should be included with all letters of appointment, reappointment and notice of waiting list status.

### **Notification of Status**

Currently employed TAs and GAs must be notified in writing of their status for the coming year **on or before April 30, 2017**. Those TAs and GAs appointed only for the fall semester must be notified on or before October 31, 2017 of their status for the spring 2018 semester.

Teaching and Graduate Assistants who are being reappointed for the coming academic or calendar year, or the fall semester only, should be sent an appropriately modified version of the attached [Form A](#) letter and the consent [Form B](#). The same letter and consent form must also be sent to all newly appointed TAs and GAs.

All other currently employed TAs and GAs must be sent the attached [Form C-1](#) or [C-2](#) non-reappointment/waiting list letter. If an individual is not to be reappointed, he or she must be provided with written explanation of the reasons for non-reappointment. The names of all TAs and GAs who receive notification of non-reappointment must be forwarded to this office at the time such notification is given.

If the status is waiting list, notification shall indicate if reappointment is contingent upon the availability of funding, or meeting other previously established and announced criteria, or both. TAs and GAs with waiting list status shall also be notified of the number of TAs and GAs employed in the department in the **current** year and the number of appointments already offered in the department for the **coming** year.

Those students who are placed on waiting list shall be notified as soon as possible with respect to any changes in their status. If a student on a waiting list requests it in writing, he or she shall receive a second notification in writing on or before June 30 of the number of appointments already offered in the department for the coming year.

Should an assistantship become available for a student whose name is on the waiting list, he or she must be sent an appointment letter and the waiver ([Forms A and B](#)).

Department chairs and program directors are encouraged to make full-time appointments to full-time graduate students, when appropriate.

## **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 TAs and GAs shall be notified of their assignment at least 5 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 his or her specifically assigned duties routinely require hours that will cumulatively exceed the hours of effort required by the appointment percentage over its full term, he/she may raise the matter with the department chair, unit head, or appropriate graduate director.

## **Salary**

The minimum base salary for full-time teaching and graduate assistants shall be \$25,969 for an academic-year appointment and \$29,604 for a calendar-year appointment. Teaching and graduate assistants may be paid above the minimum base salary rate, which shall become the individual base salary for future appointments.

## **Waiver**

The University is required to supply certain information about TAs and GAs to the AAUP-AFT, their bargaining agent, but to do so without the students' consent would violate the Family Education Rights and Privacy Act (Buckley Amendment). We believe signing a waiver of the provisions of the FERPA is a term and condition of employment for TAs and GAs and, therefore,

urge you to encourage students to sign it. When the signed waiver form is returned, please keep the original in the TA's or GA's official personnel file, and upload a copy of the signed form to the appointment request via RIAS III template-based hire attachment.

If a student objects to signing this limited waiver, please notify Quionne Matchett ([matchett@oq.rutgers.edu](mailto:matchett@oq.rutgers.edu)) immediately so that we can make special arrangements for processing his or her papers. If students want an explanation of their rights under the Act, they may be referred to the Office of the Vice Chancellor for Student Affairs (848- 932-8576).

Attachments:

Form A – Appointment Letter

Form B – Waiver

Form C-1 – Non-Reappointment Letter for Teaching Assistants

Form C-2 – Non-Reappointment Letter for Graduate Assistants

c: B. Lee  
F. McGinty  
U. Otiv  
K. Stubaus  
Q. Matchett