

GA “Top 10” Important Facts

Welcome!

Please note that this session is being recorded.

We will have time for Q & A at the end of the presentation, but feel free to ask questions any time.

PANELISTS

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PANELISTS

TELL US ABOUT YOURSELF

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#1

The GA HANDBOOK *“The Book”*

- Know where to find it!
Read it! Refer to it! Keep it handy!
<https://gradschool.umbc.edu/funding/assistantships/handbook/>
- Get to know the GAAC!
The Graduate Assistant Advisory Committee
<https://gsa.umbc.edu/gaac/>
<https://gsa.umbc.edu/contact-gaac/>

#2

Basic Requirements

- **GAs must be registered full-time(9 credits or more) in Spring and Fall**
- **GAs must be in a degree-granting program**
- **GAs must be registered in courses that lead toward the degree**

#3

GA Classifications

- **Teaching Assistant**
- **Research Assistant**
- **Administrative Assistant**
- **Peacemaker Assistant**
- **Fellow**
- **Grader (No tuition remission)**

#4

GA Appointments

- Annual GAs - 12 Months (most common)
 - Academic GAs - 9.5 months
 - Single Semester GAs - (very exceptional)
 - Full-time GAs - 20 hours, on average, per week
 - Part-time GAs - 10 hours, on average, per week
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- Although appointment renewal is not guaranteed, more often than not, appointments are renewed.
 - International students, in general, are not permitted to work more than 10/20 hrs/wk. Must consult with IES.

#5

Required Forms

- **Appointment Letter**
 - **Stipend, tuition remission, fees, insurance**
- **Addendum**
 - **Duties - Expectations - Department Specific information**
- **Tuition Remission form**
- **GA Health Insurance application**

#6

Benefits!

- Stipend (all GAs)
- In-State Tuition (all GAs)
- Tuition Remission - Dept. discretion
- Health Insurance - Dept. discretion
- Mandatory fees - Dept. discretion
 - Sick Leave - (all GAs)
- Vacation Leave - (12-month GAs only)
- Parental Leave Fellowship - (all GAs) 6 weeks

#7

Registration

Fall/Spring

- All GAs (FT and PT) must register for 9 credits
- FT GAs - option to register for GRAD 601 (5 credits)
- PT GAs - option to register for GRAD 600 (3 credits)
 - GRAD 601 and GRAD 600 - no cost

Summer -> Registration is NOT required

Mandatory Fees

- **Most Departments DO NOT pay mandatory fees**
- **Mandatory fees are usually paid by GAs**
- **Mandatory fees are charged per credit**
- **A balance owed for mandatory fees will prevent registration**

Fall 2020 Mandatory Fees (COVID19)*

- **Technology Fee - \$16.00 per credit**
- **Commons Fee - \$14.50 per credit**
- **Grad Program Fee - \$8.50 (50%) per credit**

*** No other mandatory fees charged due to COVID19**

International Students

- **International Student Fee - \$125 (flat, per semester)**

For more information on mandatory fees, please go to:

<https://sbs.umbc.edu/fall-2020-graduate/>

#8

Timekeeping/Completion of Duties

- GAs cannot use biweekly employee timesheets
- GAs affirm once (at end of semester) that duties were completed*
- Completion of Duties form can be found on the GA Forms Page
<https://gradschool.umbc.edu/funding/assistantships/forms/>

Note that all GA forms can be found on page above

*FWS funded GAs must complete Completion of Duties form *per pay period*

#9

Resolving Issues

- **First attempt to resolve grievance within the program (Supervisor, GPD, Chairperson, GPC, IES liaison)**
- **If still aggrieved, consult with Associate Dean of the Graduate School (Dr. Halverson)**
- **GAAC is your advocacy group for matters that affect ALL GAs**

#10!!!

***Who You Gonna ~~Call??~~
Contact??***



CONTACTS

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REMINDERS

- **Read the GA Handbook!**

<https://gradschool.umbc.edu/funding/assistantships/handbook/>

- **Read your UMBC email regularly!**

- **Review your financial student account on myUMBC!**

[myUMBC - Billing and Personal Finances](#)

- **Open your e-bill!**

[You will receive a notification via email when it is available](#)

- **Don't wait! Ask for help right away!**

Questions ?