

**College of Arts and Sciences
General Information Summary
2011-12 Assistantship Allocations**

Notification of Employment

Any teaching or graduate assistant appointed to a position represented by the Graduate Student Employees Union bargaining unit, must receive an appointment letter from the department. A copy of that letter must be attached to the appointment packet forwarded to the College for processing. This letter should be issued no less than two weeks prior to the commencement of employment when practicable. **Note:** that any **tuition scholarship award** for which the prospective graduate assistant may be eligible must be referenced in a separate letter. To assist you, sample award notification letters and a sample tuition scholarship offer letter can be found in the 2011-12 Guidelines for Departments at <http://www.albany.edu/gradstudies/2011-2012GuidelinesforDepartments.pdf>.

Stipend

As you begin the appointment process, please keep in mind that any continuing graduate assistant or teaching assistant must receive a 2011-12 stipend which is equal to their stipend level as of the end of the Spring 2011 semester.

The following deadline has been established for the receipt of appointment forms:

May 16 – Completed assistantship appointment forms to College

June 1– Completed tuition scholarship forms to College

The tuition scholarship award will be entered directly into PeopleSoft by staff in the College Office. The tuition scholarship form is available on the web on the CAS website under forms at www.albany.edu/cas/_private/forms.htm. If you are not already doing so, please use the form found on the CAS website as it is set up for you to complete on-line and print (do not use old forms). Forward one copy of the completed form including the EMPL ID, residency information and number of credits requested per semester.

Appointment Procedures

Upon receipt of written acceptance of an assistantship or fellowship award, a Student Appointment Request (HRM-4) should be completed. All new assistantship appointments require the complete HRM-4 packet (forward all copies). Continuing assistantship appointments require only the HRM-4 form, not the attachments (forward all copies). Please attach a copy of the letter of appointment signed by the student. The Funding Account Number is 420015. ***All paperwork for appointments under Account 420015 must be forwarded to Assistant Dean Kathy Gersowitz for signature.***

Appointment Dates:

Academic Year Appointments:	August 18, 2011 to May 23, 2012
Fall Only Appointments:	August 18, 2011 to January 4, 2012
Spring Only Appointments:	January 5, 2012 to May 23, 2012

Fellowships

Students appointed to University fellowships may not be assigned a work obligation. If a student is in an academic program that requires all students to perform ancillary teaching, research, or practicum duties, the student should register for independent study or practicum credits and this activity should be clearly differentiated from the fellowship award. Correspondence to graduate students regarding their fellowship award must not contain reference to a work obligation or assignment.

Note: Students appointed to fellowships are not eligible for health insurance.

Tuition Scholarships

Any tuition scholarship award for which the prospective graduate assistant may be eligible should be completely disassociated from the graduate assistantship award notification letter and **referenced in a separate letter**. You may indicate in your tuition scholarship letter that each full assistant (20 hour service obligation) is eligible for a tuition scholarship of up to 9 graduate credits per semester and should register for a minimum of nine graduate credits each semester in order to be eligible for the award. Assistants on half award (10 hour service obligation) are eligible for a tuition scholarship of up to half of the registered credits.

Note: When a student resigns an assistantship, they become responsible for the portion of their tuition from the date of resignation.

New York State Residency Guidelines

It is urgent that you make certain all of your out-of-state GA's and TA's understand New York's residency requirements. For stated information about the policy, see <http://www.albany.edu/studentaccounts/nyresidency.shtml>. However, the web site does not underscore that students need to have established residency for 12 months before their application for in-state residency will be considered.

Therefore, in order to plan for academic year 2011-12 and in order to avoid receiving a bill for out-of-state tuition at that time, U.S. out-of-state students must act NOW to do the following (international students, of course, can never become in-state residents):

- (1) change driver's license and car registration to NY
- (2) register to vote in NY (can do that at Department of Motor Vehicles)
- (3) open NY bank account
- (4) hold a lease/property agreement
- (5) plan to file income tax in New York.

Of these, students need to take care of the first three by the middle of September in order to be able to make a convincing case a year from now that they have been NY residents for 12 months. The longer they delay, the longer they will be unable to demonstrate in-state residency, and therefore the longer they will be charged out-of-state tuition. Since many departments require U.S. students on GA/TA's to file for NYS residency, it becomes in part your responsibility to make certain the individual students who are U.S. out-of-state get this news and act on it without delay.

Externally Funded Assistants

Requests for tuition scholarships for assistants funded on external awards must be made in writing by completing the ***Tuition Scholarship Request Form for Externally Funded Assistantship*** at: www.albany.edu/cas/_private/forms.htm.

Included in that request should be a statement that sponsored funding is insufficient or sponsor guidelines do not permit the offering of tuition support.