It is the responsibility of the appointing officer (or designee) to inform prospective assistants, fellows, and tuition scholarship recipients of the guidelines governing assistantships, fellowships, and tuition scholarships, including the required and permissible service and study loads associated with these awards.

GRADUATE STUDENT EMPLOYEES UNION

- All State-funded teaching and graduate assistant positions are represented for purposes of collective negotiations by the Communications Workers of America Local 1104/Graduate Student Employees Union (CWA Local 1104/GSEU). Presidential Fellows and Carson Carr Graduate Diversity Scholars are also members of the GSEU bargaining unit.

- Except for Presidential Fellows, fellows are NOT members of the CWA Local 1104/GSEU bargaining unit. Likewise, graduate assistant positions that are funded from non-State resources (e.g., the Research Foundation or other external funds) are NOT members of the CWA Local 1104/GSEU bargaining unit.

JOB POSTING

- The Office of Human Resources Management posts a list of departments and administrative units that employed CWA 1104/GSEU represented teaching and graduate assistants during the previous academic year.

- Under the current Agreement, units identified in the above listing are required to have written policies describing the application process, selection criteria, terms of appointment, policies for renewal, and evaluation procedures for all CWA Local 1104/GSEU represented teaching and graduate assistant positions.

APPLICATION PROCEDURES

- Applications for assistantships, fellowships, or tuition scholarships should be made directly to the department chairperson in the department where the program is offered or to the dean for any school that does not have a departmental organization. In the case of new students, the appropriate admissions officer should be notified of the application for an assistantship, fellowship, or tuition scholarship so that the graduate application will be given special attention during the admission process.
Assistantships, fellowships, and tuition scholarships can only be awarded to students or prospective students who have been formally admitted into a graduate degree program. No verbal or written commitment should be made to applicants before the appropriate graduate admissions office approves their admission.

Inasmuch as the University at Albany is a signatory to the following resolution by the Council of Graduate Schools, the policy below should be adhered to as offers are made and commitments are received from graduate students.

"In every case in which a graduate assistantship, scholarship, or fellowship for the next academic year is offered to an actual or prospective graduate student, the student, if he/she indicates his/her acceptance before April 15, will have complete freedom through April 15 to submit in writing a resignation of his/her appointment in order to accept another graduate assistantship, scholarship, or fellowship. However, an acceptance given or left in force after April 15 commits him/her not to accept another appointment without first obtaining formal release for this purpose."

Likewise, after June 1, if a student has accepted an assistantship or fellowship in one University unit, another department at Albany should not recruit the student for a different award.

NOTIFICATION OF EMPLOYMENT

Upon appointment of a teaching or graduate assistant to a position represented by the CWA 1104/GSEU bargaining unit, department or college designees must send each appointee a letter of notification. This letter should be issued no less than two weeks prior to the commencement of employment when practicable. Note: Any tuition scholarship award for which the prospective graduate assistant may be eligible should be referenced in a separate letter. The letter of notification should include only the following information:

- job title
- stipend amount
- anticipated duration of appointment
- eligibility for health benefits
- general summary of duties and responsibilities of the position
- a statement that the position is in the bargaining unit represented for purposes of collective negotiations by the CWA Local 1104/GSEU and is covered by a collective bargaining agreement between GSEU and the State

Sample notification letters for graduate assistantship awards, Carson Carr Graduate Diversity Scholar awards, fellowship awards, and tuition scholarship offers can be found at the end of these Guidelines. State funded Fellows or Research Foundation supported assistants or fellows should not receive letters that reference CWA Local 1104/GSEU as they are not members of the bargaining unit.
**STIPENDS**

- Any teaching or graduate assistant who held a State-funded assistantship during the 2008-2009 academic year or during the Spring 2009 semester and is reappointed to a State-funded assistantship line within the same department for the 2009-2010 academic year or for the Fall 2009 semester, must be reappointed at a stipend level of equal or greater value as that provided at the termination of their previous award.

**APPOINTMENT PROCEDURES**

- Upon receiving written acceptance of an assistantship or fellowship award, the appointing department should complete a Student Appointment Request (HRM-4 form). All new assistantship appointments require the completion of the entire student packet which contains the HRM-4 form, Federal and New York State tax forms, I-9, and oath card. Continuing assistantship appointments require only the HRM-4 form with the following exceptions: (1) tax forms must be redone for those changing their tax status and (2) a new I-9 is needed for international students whose 1-20, DS2019, or Permanent Resident card expired since the previous I-9 was completed. Fellowship appointments require only the HRM-4 form (not the whole packet). Since taxes are not withheld from fellowship stipends, withholding forms are not needed. (Please refer to the section on Fellowships for additional information regarding the taxability of fellowship stipends.)

All graduate assistant and fellowship appointment forms should be forwarded through the appropriate Dean’s Office to Human Resources Management. All tuition scholarship award forms should be processed by the appropriate Dean’s office.

Questions concerning administrative procedures and payrolls may be addressed to the appropriate office listed below:

- for State-funded assistants: call Office of Human Resources Management at 437-4700 or visit [http://hr.albany.edu](http://hr.albany.edu)
- for Research Foundation assistants: contact Gail Redick (437-4500)
- for State-funded fellows and tuition scholarships: contact appropriate College or School’s Dean’s Office

- If an assistant or fellow resigns the award, withdraws from the academic program, or ceases to satisfactorily perform the assigned assistantship duties, the assistantship or fellowship should be immediately terminated. Units should telephone or email the appropriate office at once (see above listing) to request that all future checks be held and then follow-up this action with the appropriate paperwork.

A Change of Status Request (HRM-3) must be completed and forwarded through the appropriate dean’s office to the Office of Human Resources Management for State-funded assistants and fellows. For Research Foundation assistants and fellows, a Change Form should be completed and forwarded to Sponsored Funds Personnel and a copy of this form sent to the Office of Graduate Studies.
TERMS OF APPOINTMENT

• A student must enter the University in good academic standing to be considered for appointment during the initial term. Likewise, a student must remain in good academic standing and must have satisfactorily performed the assigned assistantship duties to be eligible for renewal in this appointment.

• Full-time student status is required to hold an assistantship or fellowship.

• A student may receive a maximum of two years of support from State resources while pursuing the Master’s degree. Doctoral students who enter the University without advanced standing are limited to a total of four years of State-funded support. Doctoral students who enter their doctoral program with a master’s degree in the same field may be eligible to be appointed for a total of three years. If a student has been advanced to candidacy by the end of this funding eligibility and has been consistently funded by your department, he/she may also be eligible for an additional year of funding to support the writing of the dissertation. Requests for exceptions to this policy should be directed to the Dean of Graduate Studies.

• Assistants and fellows cannot hold more than one full assistantship or fellowship, and should not engage in additional work beyond the assistantship or fellowship, including part-time lectureships and outside employment, during the term of their appointment. The student’s department chairperson, college/school dean, and the Dean of Graduate Studies all need to authorize exceptions based on educational benefits (not financial need). Approval should be received prior to the commencement of the additional responsibilities.

• In general, assistants are expected to provide their usual services following the academic calendar and, in addition, to be available to assist during the examination period when needed. However, assistants in certain administrative offices or departments may be expected to provide services over the entire period including the intersession recess, provided this arrangement is stated in the notification letter at the time of appointment.

• For payroll purposes graduate assistants are appointed for the 2009-2010 academic year from August 20, 2009, through May 26, 2010. Stipend checks are divided into twenty equal payments and are subject to the lag payroll. If the appointment papers are submitted to the Office of Human Resources Management by June 12, 2009, the first check will be issued on September 16, 2009, and the final check on June 9, 2010. Fall 2009 semester graduate assistants are appointed from August 20, 2009 through January 6, 2010. First paychecks for those appointed for Fall 2009 will be issued on September 16, 2009 and their last paycheck date is January 20, 2010. Spring 2010 semester graduate assistants are appointed from January 7, 2010 through May 26, 2010. First paychecks for those appointed for Spring 2010 will be issued on February 3, 2010 and their last paycheck date is June 9, 2010.

• Fellowship appointments are generally for the period of September 1, 2009, through May 31, 2010. Stipend checks are divided into ten equal payments and are issued once a month except in March. There are two checks issued in March. (Please refer to the Fellowship section of these guidelines for the specific payment schedule.)
**TRAINING**

- Each department should organize a program for the training and orienting of teaching assistants. In addition, there is a University-wide orientation program conducted through the Institute for Teaching, Learning and Academic Leadership (ITLAL) prior to the start of the academic year.

- Ordinarily, assistants assigned to teach undergraduate courses should be doctoral students studying beyond the Master’s degree. Assistants studying at the Master’s level may assist in the teaching of a regular course and may teach laboratory sessions, but should not assume full responsibility for a regular course.

- International graduate students must have a TOEFL score of 600 or above on the paper version; 250 or above on the computer version; or 100 or above on the IBT Internet based test and also be certified by the department chairperson as competent to conduct classroom discussion before they can be authorized to teach classes or laboratories where the language of instruction is English. The University at Albany also accepts the IELTS test as an alternative to TOEFL. International applicants must score 7.5 or greater. If their TOEFL score does not meet this standard, they must pass the Test of Spoken English with a score of 50 and be certified by the department chairperson as competent to conduct classroom or laboratory discussion. One way to meet this standard is to enroll during the summer prior to the start of fall semester in the Intensive English Language Program offered by the University at Albany. For more details concerning this program, please consult [http://www.albany.edu/ielp/](http://www.albany.edu/ielp/), with particular reference to the Summer Academic Institute.

**LEAVE ACCRUALS**

After the first semester of service, teaching and graduate assistants covered by the GSEU bargaining unit are eligible for a maximum of five leave days for personal illness with pay. Leave may be granted in increments of one-quarter (.25) day or greater and is subject to the approval of the supervisor. Assistants do not have any sick leave accruals during the first semester of the appointment. Should an assistant be ill, the department must either arrange for the student to make up missed time, or notify the Benefits Office ASAP that the student should be placed on leave without pay.

**EFFORT REPORTING**

Each assistant and supervisor must certify that the assistant has satisfactorily fulfilled the assignments and duties of the position. The *Monthly Attendance Report, Graduate and Teaching Assistants*, should be signed at the end of each month and kept by the supervisor. At the end of each semester, this card should be returned to the Office of Human Resources Management. If the service commitment of graduate assistants is not fulfilled, stipend checks will not be issued.

**EVALUATION**

Under the terms of the *Agreement*, departments which conduct written evaluations of graduate and teaching assistants are required to notify the assistants in writing of the procedures used and allow assistants to comment upon these procedures.
TUITION SCHOLARSHIPS

- In order to apply for a tuition scholarship award, students must complete a Tuition Scholarship Award Form. Departments should send this form to the appropriate dean’s office for processing.

- Only graduate level course work is eligible to be covered under a tuition scholarship award.

- Tuition scholarship recipients who are New York State residents must apply to the Tuition Assistance Program (TAP) or demonstrate to the Office of Student Financial Services/Student Accounts their ineligibility for TAP. In order to receive a TAP application, students must first file a Free Application for Federal Student Aid (FAFSA) that is available in the Office of Student Financial Services/Financial Aid (Campus Center G-26) or may submit an application on-line at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). TAP ineligibility forms may be obtained from the Office of Student Financial Services/Student Accounts (Campus Center G-26). If a student does not receive an award notice within eight weeks of submitting the TAP application, the student should inquire at the New York State Higher Education Services Corporation about the status of the award.

- The Office of Student Financial Services/Student Accounts will place holds and assess late payment fees on records of students who fail to provide either a TAP award certificate or a statement of TAP ineligibility by the due date of the student’s first invoice.

- TAP awards are applied to the total tuition liability. The balance of tuition remaining after the application of a TAP award is the amount eligible to be covered through a tuition scholarship. All other fees are the student’s responsibility and must be paid by the due date of the student’s first invoice.

- Incoming domestic out-of-state graduate students are eligible for in-state tuition rates after they have been residing in New York State on a permanent basis for one year. Therefore, tuition scholarships will cover tuition expenses at the out-of-state rate for the first year only, and cover expenses at the in-state rate in all following years. Students who are not residents of the U.S. are not eligible for NYS residency.

- If a tuition scholarship award recipient leaves the program or is terminated from an assistantship or fellowship position prior to the mid-semester date, the tuition scholarship will be terminated and the student held liable for the tuition charges.

RESIDENCY

- Students are billed at in-state or out-of-state tuition rates based on their residency status as defined by SUNY Board of Trustees policy. Generally, students are eligible for in-state tuition rates after they have been residing in New York State on a permanent basis for one year. However, the domicile (permanent home) of an unemancipated student is considered to be that of the parent or legal guardian regardless of the length of the student's residence in New York.
• Domestic out-of-state graduate students can request in-state status by filing An Application for New York State Residency Status for Tuition Billing Purposes [http://www.albany.edu/studentaccounts/media/2008-2009_Residency_Application_and_Guidelines.pdf]. This application must be received in the Office of Student Accounts no later than the close of business on the midterm date of a semester, session, or module in order to be considered for residency status for that semester. Failure to submit an application on time will result in full liability for tuition at the non-NYS resident rate for that semester, session, or module.

• All applications submitted for New York State residency status for tuition billing purposes must be accompanied by photocopies of the following items:
  • most recent State and Federal Income Tax Returns
  • driver's license and vehicle registrations
  • voter registration

After Student Accounts reviews the application, additional documentation may be needed and requested.

• For complete information on SUNY residency requirements, please reference "NYS Residency Status for Tuition Billing Purposes University At Albany Application Guidelines" [http://www.albany.edu/studentaccounts/nyreq.htm]. Questions concerning eligibility should be addressed to the Office of Student Financial Services/Student Accounts.

• As required by Federal Law, all newly appointed assistants and fellows must complete and present the documents required by the I-9 Form. This I-9 document needs to be completed only once unless (1) a student is returning to work after having been off the payroll for a year or more, or (2) an international student’s I-20, DS2019 or Permanent Resident card expired since the previous I-9 was completed.

**BENEFIT INFORMATION**

See the Office of Human Resources Management, Employee Benefit Summaries, [http://hr.albany.edu/content/bennew.asp], for complete information about graduate assistant benefits.

• Graduate and Teaching Assistants who have at least a half assistantship and who have an annual stipend of at least $4,122 ($2,061 per semester) are eligible for the Student Employee Health Plan as employees represented by the Graduate Student Employees Union (GSEU). This differs from the Accident and Sickness Insurance available to all students. An enrollment packet will be sent to eligible employees in care of the department once we are notified of an appointment.

  • F-1 and J-1 Students: Students on an F-1 or J-1 visa are required to enroll in the Student Employee Health Plan. Coverage becomes effective on the date of appointment. Enrollment in the program may be waived with proof of comparable coverage under another plan.
• U.S. Citizens and Permanent Residents: Enrollment in the **Student Employee Health Plan** is voluntary and must be requested within 45 days after the date of appointment. **Health insurance coverage is effective on the date we receive the enrollment form, but not earlier than the date of appointment.**

Enrollment after the initial enrollment period is subject to a 30-day wait from the date of request, unless previous coverage is terminated and proof is provided. An open enrollment is held each year from mid-August to late September.

• Graduate fellows are **not** covered by a comprehensive health plan. Fellows may purchase protection through the Accident and Sickness Insurance Policy. Participants may obtain coverage for their spouses and/or dependents. More information concerning this health policy can be found at [http://www.albany.edu/health_center/Insurance/index.htm](http://www.albany.edu/health_center/Insurance/index.htm).

• Students appointed through the Research Foundation may elect to participate in the Graduate Student Employees Health Plan (GSEHP). GSEHP is a different plan from the Student Employee Health plan (SEHP). Like fellows, Research Foundation assistants are **not** eligible for SEHP.

• Since full-time student status is required to hold an assistantship or fellowship, assistants and fellows have generally been considered ineligible for Unemployment Insurance.

• All Graduate and Teaching Assistants are eligible for membership in the NYS Employees' Retirement System (ERS). Membership, which is optional, requires a contribution of three percent of salary that is deducted from bi-weekly paychecks. Service credit is pro-rated for part-time employees (all Graduate and Teaching Assistants are part-time). Membership may be transferred to other public retirement systems in New York State.

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**PATENT POLICY**

The patent policy (Article XI, Title J, Section 1 of the *Policies of the Board of Trustees*) of the State University of New York states that:

"All inventions made by faculty members, employees, students, and all others utilizing University facilities at any of the State-operated institutions of State University shall belong to State University and should be voluntarily disclosed or shall be disclosed to State University upon request of the University. The inventor or inventors shall make application for patents thereon as directed by State University and shall assign such applications or any patents resulting there from to or as directed by State University. ...an invention made by an individual wholly on such individual’s own time and without the use of such University facilities shall belong to the individual even though it falls within the field of competence relating to the individual’s University position."
GRADUATE ASSISTANTSHIPS

- Graduate assistants are those who receive stipends in association with assignments in teaching, research, administration, professional assistance, clinical duties, and specialized services. Assistants cannot receive academic credit for assigned assistantship duties. This policy includes research performed by research assistants.

- Assistantship stipends are considered to be taxable income even where there is a specific requirement for training for all students in a particular program. All assistantship stipends are subject to federal taxation, which also means that they are taxable under New York State law. Assistants may not ordinarily file as "tax exempt" on their W-4.

LEVELS

FULL ASSISTANTSHIPS WITH STIPENDS AT OR ABOVE $8,093 (.5 FTE)

- Assistantships at .5 FTE with annual stipends at or above $8,093 are considered standard full assistantships. Students holding these assistantships are expected to devote approximately one-half of their time to the academic program and one-half to the assistantship.

- Study: Prior to admission to candidacy, graduate assistants must register for a minimum of 9 graduate credits each semester of the academic year to meet award eligibility requirements, except that doctoral students in their last term prior to candidacy may be allowed a reduced course load to conform with remaining program credit requirements. Note, however, that such reduced enrollment will not cause the student to be certifiable as enrolled full-time. After admission to candidacy, certifiable full-time award eligibility and certification requirements can be met by registering for a minimum of one dissertation 899 unit.

- Duties: (a) Teaching assignment: teaching up to five credits (generally one or two courses each session).
  (b) Laboratory teaching assignment: two or three sections each session.
  (c) Non-teaching assignment: 15-20 clock hours per week.

- Tuition Scholarships: Graduate students with this type of award may qualify for a tuition scholarship of 9 or more graduate credits per semester following the application of TAP if a New York State resident.

HALF ASSISTANTSHIPS (.25 FTE)

- Students holding assistantships with annual stipends at or above $4,047 and appointed to .25 FTE lines are expected to register as full-time students and provide half the professional assistance of full assistants.

- Study: Full-time registration (minimum of 12 graduate credits per semester) in course and seminar work each session of the award. Supported doctoral students in their last semester prior to candidacy may be allowed a reduced course load to conform with remaining credit requirements. Such reduced enrollments will not, however, be cause for full-time enrollment certifications. Supported doctoral students formally admitted to
doctoral candidacy may register for one-credit of dissertation 899 and be considered in conformance with award eligibility requirements and are certifiable as enrolled full-time.

- **Duties:** Equivalent to about ten hours a week

- **Tuition Scholarships:** Graduate students with this type of award may qualify for a tuition scholarship of up to 6 graduate credit hours per semester following the application of TAP if a New York State resident.

### CARSON CARR GRADUATE DIVERSITY SCHOLAR AWARDS

- Carson Carr Graduate Diversity Scholar awards are competitive, merit-based awards granted to graduate students who will contribute to the diversity of the student body in their graduate or professional program.

- A Carson Carr Graduate Diversity Scholar Application must be completed by interested new students and current University at Albany students and is found at [http://www.albany.edu/gradstudies/forms/carsoncarrgraduatediversityscholarapplication0910.pdf](http://www.albany.edu/gradstudies/forms/carsoncarrgraduatediversityscholarapplication0910.pdf). Applicants must be United States citizens or have permanent residency and must have completed an application for graduate study at the University. The deadline for application submission for new students corresponds with the applicant’s department deadline for financial assistance. For current students applications must be received no later than April 15.

- Students new to the University at Albany receive first priority for available funding. However, currently enrolled doctoral candidates who have completed all degree requirements but the dissertation (“ABD”) may also apply for assistance under this program. Current Graduate Assistants and Teaching Assistants may also apply for a supplement to their current stipends if such a stipend can be demonstrated to enhance their retention in graduate studies.

- **Duties:** Initial work assignments for Carson Carr Graduate Diversity Scholars will be determined as the first semester progresses. They will typically include attending departmental colloquia, attending meetings of the graduate student organization in the department, getting to know faculty in the program, becoming integrated into the life of the department, and participating in campus-wide Graduate Student Organization events and activities. In the second semester, Carson Carr Graduate Diversity Scholars continue to attend colloquia and remain a full participant in graduate student life, as well as assume teaching and/or research obligations as designated by the department.

- **Tuition Scholarships:** Graduate students with this type of award may qualify for tuition scholarship awards.
FELLOWSHIPS

- Fellowships are grants to students who are engaged in full-time study. **NO work obligation** is associated with full-time fellowship awards (but see the section on blended assistantships, below). 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. The same arrangement should be followed for fellows who desire teaching and research experience.

- Fellowship stipends are reportable income even though no taxes are withheld from the stipend checks. Generally, only the portion of the stipend used to pay for books, supplies, or equipment that are required for classes and for which the student has receipts can be considered tax exempt. Fellows should consult the local Internal Revenue Service with specific questions about the taxability of the stipend. There are no Form 1099s issued for fellowship stipends. However, upon request, the student’s appointing department or Dean’s Office will generate a tax letter indicating the total stipend received during the previous calendar year. It is the recipient’s responsibility, where applicable, to report the stipend to the IRS.

- Study: Full-time registration (minimum of 12 graduate credits per semester) in course and seminar work each session of the award. Supported doctoral students in their last semester prior to candidacy may be allowed a reduced course load to conform with remaining credit requirements. Such reduced enrollments will not, however, be cause for full-time enrollment certifications. Supported doctoral students formally admitted to doctoral candidacy may register for one-credit of dissertation 899 and be considered in conformance with award eligibility requirements and are certifiable as enrolled full-time.

- Tuition Scholarships: Graduate students with this type of award may qualify for a tuition scholarship of up to 12 graduate credit hours per semester following the application of TAP if a New York State resident.

STIPEND PAYMENT

- The following table indicates the dates when fellowship checks will be issued during the 2009-2010 academic year. In most cases, checks are available through the Dean’s or department chair’s office. Students should contact their school to confirm the appropriate pick up location.

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<th>PAYMENT</th>
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BLENDED AWARDS

- A “blended” award consists of a partial fellowship and partial assistantship. This position is designed to provide students with greater contact with faculty and to receive enhanced teaching and research experience, while allowing for substantial freedom from work obligations in order to pursue full-time study.

- Departments will be able to mix funding types to craft competitive awards, which will help to enhance the use of funding as a recruitment and retention tool. Half-assistantships with a stipend that meets eligibility requirements ($4,122 for the academic year or $2,061 per semester) are eligible for GSEU health insurance.

- Students holding assistantships with annual stipends of $4,046 to $8,092 and appointed to .25 FTE lines are expected to register as full-time students and provide half the professional assistance of full assistants.

HALF ASSISTANTSHIP (.25 FTE) AND HALF FELLOWSHIP

- Study: Full-time registration (minimum of 12 graduate credits per semester) in course and seminar work each session of the award. Supported doctoral students in their last semester prior to candidacy may be allowed a reduced course load to conform with remaining credit requirements. Such reduced enrollments will not, however, be cause for full-time enrollment certifications. Supported doctoral students formally admitted to doctoral candidacy may register for one-credit of dissertation 899 and be considered in conformance with award eligibility requirements and are certifiable as enrolled full-time.

- Duties: Equivalent to about ten hours a week for the assistantship portion of the award; there is no work obligation associated with the fellowship portion of the award.

- Tuition Scholarships: Graduate students with this type of award may qualify for a tuition scholarship of 12 credits.

STIPEND PAYMENT

- Students receiving a blended assistantship will receive two different paychecks. They will receive a bi-weekly check from state resources, with tax, health insurance and any other dues deducted; and they will receive a monthly fellowship check.
TEMPLATE FOR GRADUATE ASSISTANTSHIP OFFER LETTER

Date

Name
Address
City, State Zip

Dear Name:

We are delighted that you will be entering/returning to our graduate program in field this semester and would like to offer you a position as a graduate/teaching assistant for the term. Below, we have outlined for you the terms of the assistantship, including a statement on the nature of your responsibilities.

Your appointment as a graduate/teaching assistant would be for the term and would include a stipend of dollar value for the period. In return, you would be expected to work approximately hours per week beginning with the first day of classes and extending through finals week. Your assignment would be description.

In order to maintain the assistantship for the Spring semester and be eligible for reappointment in future semesters, you must maintain a satisfactory academic record, be enrolled as a full-time student, and satisfactorily complete your assistantship duties. Doctoral students who enter their doctoral program with a master’s degree in the same field may be eligible to be appointed for a total of three years and doctoral students who enter with a bachelor’s degree may be eligible for four years. If you have been advanced to candidacy by the end of this funding eligibility, and if you have been consistently funded by your department either through state support or external funding, you may also be eligible for an additional year of funding which will support the writing of your dissertation. Due to the nature of the University’s budget, reappointment in future semesters is contingent upon the availability of University funding.

The Communications Workers of America Local 1104/Graduate Student Employees Union represents graduate and teaching assistants at the University at Albany for the purposes of collective negotiations. As a member of the GSEU bargaining unit, you may be eligible for a health insurance plan providing an annual coverage of up to $350,000 per year. The State contributes 90% toward individual coverage premiums and 75% toward dependent coverage premiums. Details may be accessed through the Office of Human Resources Management’s web site http://hr.albany.edu.

To advise us of your intentions, please sign the duplicate copy of this letter indicating your acceptance or declination of this offer and return it to me as soon as possible but no later than April 15, 20[XX]. By signing you acknowledge as a condition of the assistantship that you will not take any additional work either on or off campus. Please do not hesitate to contact me should you have any questions. We look forward to hearing from you soon.

Sincerely,

__________ I accept the assistantship as stipulated in this letter.

__________ I decline the assistantship as stipulated in this letter.

Signature ____________________________ Date ____________________________

Note: Paragraph #4 pertains only to U.S. residents, permanent residents, F-1 and J-1 Visa holders who hold at least a half assistantship and receive an annual stipend of $4,122 or a semester stipend of $2,061. Please amend this paragraph accordingly as required.
DATE

Name
Address
City, State Zip

Dear Salutation:

We are delighted that you will be [entering or continuing in] our doctoral graduate program in [Field] and would like to offer you a position as a full-time Carson Carr Graduate Diversity Scholar for [the academic year 200X-0X or Fall 200X or Spring 200X]. Below, we have outlined for you the terms of the Carson Carr Graduate Diversity Scholar award, including a statement concerning the nature of your work responsibilities.

Your appointment as a Carson Carr Graduate Diversity Scholar would be for the [200X-0X academic year or Fall 200X or Spring 200X] and would include a stipend of [$dollar value] for the period. Your initial work assignments will be determined as your first semester progresses. They will typically include attending departmental colloquia, attending meetings of the graduate student organization in your department, getting to know faculty in your program, becoming integrated into the life of the department, and participating in campus-wide Graduate Student Organization events and activities. You would be expected to be available approximately 20 hours per week (when classes are in session) for these activities. In the second semester, you would continue to attend colloquia and remain a full participant in graduate student life, as well as assume teaching and/or research obligations for 20 hours per week as designated by your department.

In order to maintain the assistantship and be eligible for reappointment in future semesters, you must maintain a satisfactory academic record, be enrolled as a full-time student, and satisfactorily complete your assistantship duties. Upon reappointment for a second or subsequent year, your work obligation would continue to include teaching and/or research obligations for 20 hours per week during each semester as designated by your department. Doctoral students who enter their doctoral program with a master’s degree in the same field may be eligible to be appointed for a total of three years and doctoral students who enter with a bachelor’s degree may be eligible for four years. If you have been advanced to candidacy by the end of this funding eligibility, and if you have been consistently funded by your department, you may also be eligible for an additional year of funding which will support the writing of your dissertation. Due to the nature of the University's budget, reappointment in future semesters is contingent upon the availability of University funding.

The Communications Workers of America Local 1104/Graduate Student Employees Union represents graduate and teaching assistants at the University at Albany for the purposes of collective negotiations. As a member of the GSEU bargaining unit, you may be eligible for a health insurance plan providing an annual coverage of up to $350,000 per year. The State contributes 90% toward individual coverage premiums and 75% toward dependent coverage premiums. Details may be accessed through the Office of Human Resources Management's web site http://hr.albany.edu.

To advise us of your intentions, please sign the duplicate copy of this letter indicating your acceptance or declination of this offer and return it to me as soon as possible but no later than April 15, 20XX. By signing you acknowledge as a condition of the assistantship that you will not take any additional work either on or off campus. Please do not hesitate to contact me should you have any questions. We look forward to hearing from you soon.

Sincerely,
_______ I accept the Carson Carr Graduate Diversity Scholar award as stipulated in this letter.
_______ I decline the Carson Carr Graduate Diversity Scholar award as stipulated in this letter.

Signature _________________________________________  Date _______________________

Note: Paragraph #4 pertains only to U.S. residents, permanent residents, F-1 and J-1 Visa holders who hold at least a half assistantship and receive an annual stipend of $4,122 or a semester stipend of $2,061. Please amend this paragraph accordingly as required.
TEMPLATE FOR CARSON CARR GRADUATE DIVERSITY SCHOLAR
MASTERS OFFER LETTER

Date

Name
Address
City, State Zip

Dear Salutation:

We are delighted that you will be [entering or continuing in] our master’s graduate program in [Field] and would like to offer you a position as a Carson Carr Graduate Diversity Scholar for [the academic year 200X-0X or Fall 200X or Spring 200X]. Below, we have outlined for you the terms of the Carson Carr Graduate Diversity Scholar award, including a statement concerning the nature of your work responsibilities.

Your appointment as a Carson Carr Graduate Diversity Scholar would be for [the 200X-0X academic year or Fall 200X or Spring 200X] and would include a stipend of $[amount] for the period. Your initial work assignments will be determined as your first semester progresses. They will typically include attending departmental colloquia, attending meetings of the graduate student organization in your department, getting to know faculty in your program, becoming integrated into the life of the department, and participating in campus-wide Graduate Student Organization events and activities. You would be expected to be available approximately [#] hours per week (when classes are in session) for these activities. In the second semester, you would continue to attend colloquia and remain a full participant in graduate student life, as well as assume teaching and/or research obligations for [#] hours per week as designated by your department.

In order to maintain the assistantship and be eligible for reappointment in future semesters, you must maintain a satisfactory academic record, be enrolled as a full-time student, and satisfactorily complete your assistantship duties. Upon reappointment for a second or subsequent year, your work obligation would continue to include teaching and/or research obligations for [#] hours per week during each semester as designated by your department. Master’s students are eligible to be appointed for a total of two years. Reappointment in future semesters is contingent upon the availability of University funding, your academic progress, and also, in certain master’s programs, on the programmatic requirements of the second year of study.

The Communications Workers of America Local 1104/ Graduate Student Employees Union represents graduate and teaching assistants at the University at Albany for the purposes of collective negotiations. As a member of the GSEU bargaining unit, you may be eligible for a health insurance plan providing an annual coverage of up to $350,000 per year. The State contributes 90% toward individual coverage premiums and 75% toward dependent coverage premiums. Details may be accessed through the Office of Human Resources Management’s web site http://hr.albany.edu.

To advise us of your intentions, please sign the duplicate copy of this letter indicating your acceptance or declination of this offer and return it to me as soon as possible but no later than April 15, 20[XX]. By signing you acknowledge as a condition of the assistantship that you will not take any additional work either on or off campus. Please do not hesitate to contact me should you have any questions. We look forward to hearing from you soon.

Sincerely,

[Signature]

Note: Paragraph #4 pertains only to U.S. residents, permanent residents, F-1 and J-1 Visa holders who hold at least a half assistantship and receive an annual stipend of $4,122 or a semester stipend of $2,061. Please amend this paragraph accordingly as required.
Date

Name
Address
City, State Zip

Dear Name:

We are delighted that you will be entering our graduate program in Field this Semester and would like to offer you a fellowship for the term. Below, we have outlined for you the terms of the award.

Your appointment as a fellow would be for the term and would include a stipend of dollar value for the period to be distributed in ten lump sum monthly payments. In order to maintain the fellowship for the Spring semester and be eligible for reappointment in future semesters, you must maintain a satisfactory academic record and be enrolled as a full-time student. There is no work obligation associated with this award. Due to the nature of the University’s budget, reappointment in future semesters is contingent upon the availability of University funding.

To advise us of your intentions, please sign the duplicate copy of this letter indicating your acceptance or declination of this offer and return it to me as soon as possible but no later than April 15, 20[XX]. By signing you acknowledge that you will not take any additional work either on or off campus. Please do not hesitate to contact me should you have any questions. We look forward to hearing from you soon.

Sincerely,

I accept the fellowship as stipulated in this letter.

I decline the fellowship as stipulated in this letter.

Signature ________________________________  Date ___________________
Template for Tuition Scholarship Award Letter

Date

Name
Address
City, State Zip

Dear Salutation:

With this letter, I am delighted to confirm that you have been awarded a tuition scholarship for up to [#] credits [or $ amount] per semester. In order to receive this award, you must complete the enclosed Tuition Scholarship Award Form and return it to me as soon as possible but no later than April 15, [20]XX. This form can be found at the Office of Graduate Studies web site http://www.albany.edu/gradstudies/forms_tuitionscholarship.shtml. Please be aware that acceptance of this tuition scholarship award may affect your eligibility for financial aid.

As a New York State resident, please be aware you must complete a Tuition Assistance Program (TAP) application to be eligible for this tuition scholarship award. Once you have completed the Free Application for Federal Student Aid (FAFSA) form you should be mailed a copy of this TAP application. In the event that you do not automatically receive a copy by mail, copies of the FAFSA form are available from the Office of Student Financial Services/Financial Aid. [Use for in-state students and omit paragraphs #3, 4 and 5]

If you are a U.S. citizen or permanent resident and are not currently a New York State resident, your tuition scholarship award is provided at the out-of-state rate for your first year of study. If you are eligible for subsequent year(s) of support on an assistantship and a tuition scholarship, your tuition scholarship award will be provided at the in-state rate and you will be billed for the difference between the in-state and out-of-state tuition rates. To avoid these charges, upon relocation to the Albany area you should immediately make the changes required for you to be eligible for in-state residency by the beginning of the fall semester in your second year. These changes include, but may not be limited to, New York State driver license or identification card, car registration (if applicable), voter registration or housing lease. Additional Information concerning application for New York State residency can be found at the Office of Student Financial Services website http://www.albany.edu/studentaccounts/nyresidencyguideline.htm. Once you declare NYS residency, you will also need to complete a Tuition Assistance Program (TAP) application. You should automatically be mailed a copy of this TAP application after you have completed the Free Application for Federal Student Aid (FAFSA) form. Copies of the FAFSA form are available from the Office of Student Financial Services/Financial Aid. [Use for new out-of-state students and omit paragraphs #2, 4 and 5]

As a returning student whose residency is still officially listed as being outside of New York State, you need to be aware that the tuition scholarship coverage will only be provided to you at the in-state rate and you will be billed for the difference between the in-state and out-of-state rate. To avoid these charges, you should apply for New York State residency. Information concerning application for New York State residency can be found at the Office of Student Financial Services website http://www.albany.edu/studentaccounts/nyresidencyguideline.htm. Once you declare NYS residency, you will also need to complete a Tuition Assistance Program (TAP) application. You should automatically be mailed a copy of this TAP application after you have completed the Free Application for Federal Student Aid (FAFSA) form. Copies of the FAFSA form are available from the Office of Student Financial Services/Financial Aid. [Use for returning out-of-state students and omit paragraphs #2, 3 and 5]

As an international student your tuition scholarship award will be provided at the out-of-state rate and will continue to be offered at the out-of-state rate if you continue to receive funding for second and subsequent years. [Use for international students and omit paragraphs #2, 3 and 4]

I look forward to hearing from you soon.

Sincerely,

Note: Please remember to include a Tuition Scholarship Award Form.