Frequently Asked GA Questions

- When is the deadline to appoint a GA for a new Semester?
  o Summer= May 15th Fall Semester = May 15th Spring Semester = December 15th
  o If appointing for the academic year the deadline is May 15th
  o Once the semester begins, GA contracts may not be changed for that semester except under special circumstances (change to a grant, resignation, etc.).

- What are the dates a GA is required to work? And how many hours should a GA work?
  o Graduate Assistants are required to report in the same time frame as faculty. GAs must report to work one week prior to the first day of instruction each semester.
  o GAs may work up to 20 hours per week in their assigned teaching or research roles.
    ➢ Teaching 3 credits = 10 hours per week
  o Note: there are only part-time GA positions at UNLV during the summer.

- Are GAs obligated to work over holidays or breaks?
  o No, Graduate Assistants are required to report in the same time frame as faculty. GAs are not required to work through winter break or spring break.
  o GAs must be appointed in Grad Rebel Gateway to work during summer sessions.

- How often must students complete/submit the GA application in Grad Rebel Gateway?
  o A new application must be submitted by the student for each academic year, even if you want to continue in the same GA position.
  o If a GA is appointed for one semester at a time, a new application must be submitted each semester to be considered for an assistantship.
  o Students must submit a new application for Summer GA positions.
  o GAs must also submit a new GA application to apply for a new or different assistantship.

- If a student receives an assistantship, do they automatically qualify for another year of funding after their first year as GA?
  o GAs may be appointed for the academic year, or on a semester basis.
  o All GAs must complete and submit a new Grad Rebel Gateway GA application in order to renew their assistantship.
  o Departments must appoint the GAs they want to hire each semester or for an academic year.

- Other than the application form submitted in Grad Rebel Gateway, what other materials do GAs need to submit in order to qualify for an assistantship?
  o New GAs will be prompted to complete the on-boarding process through Workday. The GA will need to complete the I-9 process as well as complete online sexual harassment training. Steps are outlined in the Graduate Assistant Handbook.
• When can an international GA sign their employment contract?
  o An international GA can sign their employment contract once the Graduate College has received their valid social security number. We encourage international students to apply for required materials prior to the start of the semester.
  o New international GAs must take the free SPEAK Test via the English Language Center prior to signing their GA contract and beginning work. Once passed the international GA will be permitted to teach courses or lab sessions.

• How are students notified of the department’s decision to appoint a GA?
  o Students are sent an email when a decision has been made on their application. The students must log-in to their Grad Rebel Gateway account to view the decision letter and accept or decline the assistantship.
  o Students have two weeks from when their GA offer letter is posted to their Grad Rebel Gateway account to either accept or decline your GA offer. If they fail to do so in this time frame, their GA offer is rescinded. Departments may contact the GA office to reappoint a rescinded GA offer.

• When are tuition waivers processed?
  o When all required paperwork has been completed and submitted, and the employment contract has been signed. Students must be enrolled in their graduate courses before waivers can be processed. Please allow at least five business days for processing tuition waivers; and a bit longer during the busy season right before the start of the semester.
  o Externally funded GAs no longer need to complete and return the signed Externally Funded Tuition Waiver Form (“the pink form”). All data is recorded in Grad Rebel Gateway.

• Can I hire a GA to work additional hours for my department on an LOA or Student Worker contract?
  o Domestic students may work an additional 10 hours a week outside of their assistantship with prior approval from the Graduate College. GAs must complete and return to the Graduate College the Request For Additional Employment Form. http://graduatecollege.unlv.edu/PDF_Docs/additional_employment.pdf However, when GAs work as employees of the university it impacts their FICA and taxes, so they need to check with the GA office and HR/Payroll to ensure that they understand the fiscal consequences.
International students are not permitted to work more than 20 hours per week during the academic year. Thus, the 20-hour-per-week assistantship must be an international student’s sole paid employment unless approved by the Office of International Students and Scholars (OISS) for Curricular Practical Training (CPT)/Optional Practical Training (OPT).

- Do I have to appoint a GA for the fall and spring semester?
  - The Graduate College strongly suggests appointing a GA for the academic year. However, departments may appoint on a semester-by-semester basis.

- What should I do if my GA graduates or decides to resign before the end of their contract?
  - Written notification must be sent to the Graduate College and GA department as soon as you are aware of the change.
  - GA resignation may result in the loss of tuition benefits.

- How do I terminate a GA?
  - Supervisors must follow the procedures on the GA Termination Form in order to terminate a GA appointment early: [http://graduatecollege.unlv.edu/forms/](http://graduatecollege.unlv.edu/forms/)
  - Graduate assistants may be terminated if they do not satisfactorily perform their assigned work duties and/or do not make satisfactory progress toward their degree. Unsatisfactory degree progress includes, but is not limited to: not filing a degree program on time; receiving a D or F; an overall GPA below 3.00; obtaining an incomplete grade that is not removed within one calendar year; failure to establish a required graduate committee in the appropriate timeframe; failing department qualifying and/or comprehensive examinations; and failure of a prospectus defense or failure to advance to candidacy.
  - If a GA appointment is terminated early, tuition and fees are not generally rescinded for the current semester.

- Why are new International GAs required to take the Speak Test?
  - To ensure adequate speaking skills prior to student interaction. For more information visit, [http://graduatecollege.unlv.edu/news.html?U=graduate&id=3271](http://graduatecollege.unlv.edu/news.html?U=graduate&id=3271)

- What should I do if my GA workload assignment changes?
  - GA workload assignments must be reported accurately. Any changes must be reported to the Graduate College as soon as you are aware of any changes.

- When must state funds be spent by?
  - All state funds must be spent by the end of the fiscal year on June 30th.
  - In order to spend your state funds on time please adhere to the GA appointment deadlines (Summer = May 15th, Fall Semester = May 15th, Spring Semester = December 15th).
  - State GAs will not be appointed after the 1st week of the semester.
Frequently Asked Questions about Externally Funded GAs

- What is the minimum stipend?
  - Masters level = $11,250.00 per academic year, $5,625.00 per semester
  - For Doctoral level please see stipend information at https://www.unlv.edu/sites/default/files/page_files/27/GradCollege-GA-StipendPayrollInfo-May2017.pdf

- When are the deadlines for appointing an externally funded GA?
  - Summer = May 15th
  - Fall Semester = May 15th
  - Spring Semester = December 15th
  - GAs appointed on new grants/contract funds after the GA deadline will be evaluated and processed on a rolling basis.

- Can I appoint a GA on state and external funds?
  - Yes, a GA can be appointed on both state and extramural funds.
  - The state stipend amount must be for the minimum stipend required, and the extramural funds must be used as the supplement.
  - The state stipend cannot be used to supplement the required minimum for an extramurally-funded account.

- What must I provide for an extramurally-funded GA?
  - You must provide the minimum stipend for an extramurally-funded GA. See stipend, payroll, and appointment information at https://www.unlv.edu/sites/default/files/page_files/27/GradCollege-GA-StipendPayrollInfo-May2017.pdf
  - You may pay for all or a portion of tuition, special fees, and insurance, but it is not mandatory for extramurally-funded GAs.

- How many credits must an extramurally-funded GA enroll in?
  - All GAs, regardless of funding source, must enroll in a minimum of 6 graduate level credits per semester.

- Do I need to have adequate funds in the object line in order for the Graduate College to process the JV to charge my account?
  - Yes, there should be enough funds allocated to each line to cover the tuition, special fees, and insurance for each GA you would like to appoint from your account.

- What if my grant ends prior to the GA contract ending?
  - Another account number with adequate funds must be submitted to the graduate college before the GA can be appointed.
  - If a grant extension will be granted through OSP, a supplemental account number must be submitted to the graduate college as a placeholder until the grant has been extended. If the grant extension is not approved, the placeholder account will be charged.