

Planning Guide for Summer Session Appointments 2009

June 16, 2009 to September 15, 2009

OSCAR
Oregon State Central Admin Resource
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This guidebook comes to you through the combined efforts of OSU's Human Resources, Payroll Department, the Graduate School, International Programs, and Summer Session.
If you have any questions, please refer to the enclosed contact list on page 2.

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Summer 2009 Session Calendar

Summer Job Forms Deadline (forms must be received by Employee Records & Information by this date to allow for processing)	May 11
Session 6: Intersession/Zero week	Jun 15 – 19
Summer Study Privilege (SSP) forms due	Jun 22
Session 1: Eleven-week session	Jun 22 - Sep 04
Session 2: First 4-week session	Jun 22 - Jul 17
Session 3: Eight-week session	Jun 22 - Aug 14
Session 4: Second 4-week session	Jul 20 - Aug 14
Session 5: Three-week session	Aug 17 - Sep 04
Independence Day (observed)	Fri ~ Jul 03
Labor Day	Mon ~ Sep 07

HR Contacts

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General Information

Summer hiring tasks and instructions are available at the OSCAR (Oregon State Central Administrative Resource) website: <https://oscar.oregonstate.edu>.

In the “Recruit/Appoint” section, locate the appropriate tasks (summer hiring, graduate, etc.) and log in. The “Summer Job Form” is produced after completing the appropriate summer hiring task.

- The deadline for receipt of summer job forms by Employee Records & Information is Monday, May 11, 2009
- All summer session hiring is completed through this process. Please, do not submit actions through the Online Position Description and Recruiting System for summer session.
- An appointment to a summer position does not affect fall term hiring. If a newly appointed summer session instructor is to be considered for appointment for fall term, the applicant must apply and be hired from the department instructor pool. A regular unclassified recruitment is required for the initial academic year appointment using the Online Position Description & Recruiting System.
- All appointments (except for graduate and student employment) for non-resident aliens must be routed through International Student & Faculty Services first for approval. ***Plan ahead to ensure these forms are received by Employee Records & Information by the deadline.***
- Summer appointments must be approved at the Dean or Vice President level. The Office of the Provost maintains the list of authorized delegated signature authorities: <http://oregonstate.edu/admin/hr/jobs/DSA.doc>
- Summer 9-Month Graduate appointments: summer term dates June 16 – September 15 must be used.
- Summer Academic Pay employees: summer term job ‘begin’ and ‘end’ dates must fall within June 16 – September 15. Meaning, June 16 is the *earliest job ‘begin’ date* and September 15 is the *latest job ‘end’ date*.
- Job ‘begin’ and ‘end’ dates must reflect contract dates from the employee’s letter of offer. If an employee is teaching a weekend seminar only, either the job ‘begin’ date or the job ‘end’ date must include one "Monday through Friday" working day. Example: employee teaches a Saturday seminar; the job ‘begin’ date would be the Friday one week prior the seminar and the job ‘end’ date is Saturday, the day of the seminar.
- Model letter for summer appointments will be released soon, they will be found at: <http://oregonstate.edu/admin/hr/model.html>

- OPE for unclassified summer teaching and non-teaching appointments may be estimated at 30%.
- Need IDs for your employees? The University ID report in the HR Data Warehouse provides this information.
- Need position numbers? The “Pooled Positions for an Org” report in the HR Data Warehouse will display a complete list of pooled positions for your unit.
- While there is no explicit policy concerning the issue of graduate assistants serving as the instructor of record, the Graduate School recommends listing graduate assistants as the *secondary* instructor of record for undergraduate courses (100-499) and not as the primary, even if the graduate assistant bears all the teaching responsibility. In this way, should a grade dispute, academic dishonesty, or other appeal arise, the faculty member is the appropriate first point of contact for the appeal. As well, students can not be listed as instructor of record at any time. This includes a graduate student on student job in the summer.
- Due to the current budget uncertainty and freeze on salary increases, an increase in salary above an employee’s current salary rate will not be permitted. A summer academic wage employee may only earn two and one half months of his/her 9 month, Spring term 2009 annual salary rate during the summer. The only exception to two and one-half month limitation is if an employee on a summer academic wage appointment is supported by research funds during the summer period. This exception has to have the written approval of the employee’s department head, Dean and the associate Director of the office of Human Resources prior to the summer appointment.

Changes

(after the original Job Forms have been submitted)

To make changes to an original summer teaching or non-teaching job form that has already been submitted, use the summer revised job form. (Exception: if class is cancelled, resulting in instructor receiving no pay, make a copy of the original summer job form and write “**CANCELLED**” across it.)

When a summer revised job form is received, pay for the remaining time on the appointment will be adjusted appropriately to make the total paid for the summer position correct. If the employee has been overpaid before the revision is received, they will not receive additional pay, and the department will need to submit an overpayment form to the Payroll Office.

To make changes to a graduate assistant job form that has already been submitted, complete new form and mark “REVISED” at the top. Send revised job forms to Employee Records & Information.

Sick Leave Policy

(for summer term appointments)

Regular nine-month academic staff employed half-time or more for summer teaching or summer non-teaching appointments are eligible to accrue and to use sick leave during the contracted period of such appointment. Accrual rate and usage rules are the same as those that apply during the regular academic year.

Regular nine-month staff employed less than half-time during summer are **not** eligible to accrue sick leave, but are eligible to use a prorated amount of sick leave earned but unused while previously eligible to accrue leave. Note: this cannot be entered during time entry, please contact Employee Records and Info.

Other summer teaching staff hired *only* to teach summer session, are **not** eligible to accrue or use sick leave.

For those eligible to accrue sick leave, it will be calculated based on the contract start and end dates and appointment percent.

~ Appointments ~

Summer Teaching, Summer Non-Teaching & Regular Academic Wage

Summer Teaching = New hire or 9-month unclassified employee who continues to work into the summer in a *teaching* capacity. May only earn two and a half months of their 9-month (2.5/9) annual salary during summer. Use the summer hiring task for this purpose and check “teaching” in the appropriate task question. Position numbers begin with **C24xxx for hourly or C29xxx for Salary**. The account code is 10203; the earn code is SUM.

If the employee has never applied to an academic year Instructor Pool Posting in the Online Position Description & Recruiting System attach screening reasons and letter of explanation to the Job form:

- **Screening reasons.** Sample List of Valid Reasons for Non-Selection:
Each job’s focus may require different screening criteria. In every case it is important to ensure that screening criteria are applied consistently, and are directly related to the requirements of the job. The following list contains some examples of valid, job-related reasons for screening a candidate out of the hiring process.

Applicant’s Option

- Failed to respond to interview invitation
- Withdrew application
- Offered the position, but declined (try to ascertain reason)
- Accepted another position (try to ascertain reason)

Degree Related

- Did not possess the required terminal degree

Professional Experience

- Does not meet minimum qualifications
- Insufficient technical competence in the required area
- Applicant’s experience was outside the primary advertised area of responsibility

- **Letter of explanation.** The letter must include:

A statement explaining how the appointee was recruited for the position, i.e., from a fixed-term instructor pool, department advertisement/announcement, word of mouth, etc., and:

- Name, gender, race, and job-related reason for each woman and person of color applicant not-selected

(cont.)

Summer job forms with accompanying letters of explanation will be routed by Employee Records and Information to Employment Services for review and approval BEFORE the job form can be processed.

If the employee applied to a regular Instructor Pool posting in the Online Position Description & Recruiting System, state the Instructor Pool Posting number on the summer job form.

Summer Non-Teaching = 9-month unclassified employee who continues to work into the summer in a *non-teaching* capacity. This is a 9-month faculty member continuing to conduct research over the summer. They may only earn two and a half months of their 9-month (2.5/9) annual salary during summer. This can be split in any fashion between summer session and summer academic wage positions. The pay can be earned in any time frame during the summer.

- o Example: Employee's 9-month annual wage is \$30,600
 Calculation for maximum $(\$30,600/9) \times 2.5 = \$8,500$
 \$8,500 is the maximum the employee can earn over the summer.
 Submit two Summer Job Forms to accomplish this example:

Pay Type	Contract Dates	Lump Sum Amounts
Summer Session (teaching)	06/16/09 – 07/31/09	\$4,250
Summer Academic Pay (non-teaching)	06/16/09 – 07/31/09	\$4,250
Total Pay for Summer		\$8,500

A 9-month faculty member continuing to conduct **research** over the summer may earn up to three months of their 9-month annual salary during the summer only upon written approval of their Department Head, Dean, and the Associate Director of the Office of Human Resources prior to the appointment. Use the summer hiring task for this purpose and check “non-teaching” in the appropriate task question. Be sure to allow time for the letter to be approved and returned to you prior to submitting the Summer Job Form. *The approved letter **must** be attached to the job form.* Position numbers begin with **C26xxx for hourly or C28xxx for salary**. The account code is 10204; the earn code is SMN.

Regular Academic Wage = a short-term, non-recurring, *non-teaching* unclassified position for usually 89 days or less. This appointment type may be made anytime during the year. A typical use would be to start an appointment for a new 9-month faculty member who will be working prior to September 16. *Use the academic wage hiring tasks (not summer hiring tasks) for this purpose.* Position numbers begin with **C25xxx for salary or C27xxx for hourly**. The account code is 10209; the earn code is SAL.

Graduate Assistant ~ Summer Appointments

Please refer to the instructions in OSCAR to help you determine how to hire a graduate student for summer session.

If you are hiring a 9-month graduate assistant for summer term, the appointment dates must be between June 16th and September 15th. Hire dates outside of this timeframe will negatively affect the health insurance options made available to the graduate assistant.

For Graduate Assistants being paid on a student job by default hours because they will not be eligible to receive tuition remission for the summer (registered for less than 9 credits), you will need to put them on a student position that begins with C50 and the suffix is 55, It ensures that 9-month graduate assistants are paid for the full month of June (June 1-15 on their assistantship and June 16-30 on student wages). This eliminates the need to change graduate assistants to the mid-month pay cycle for summer wages.

The stipend amount for summer appointments will be paid at the same rate of pay that was paid during the previous academic term or the rate of pay committed to in the fall. Only if the department has extended a commitment to the graduate assistant agreeing they will be reappointed the following academic term/year will the summer appointment stipend be considered for a salary increase to the rate appointed to the following academic term/year.

To be eligible for tuition remission and the institutional contribution to the graduate assistant-only health premium, the appointment must be at 0.2 FTE (104 hours) or greater, based on a full term and must not exceed 0.49 FTE (255 hours).

The graduate assistant must enroll and maintain a minimum of nine credit hours towards his/her degree during the summer term. Graduate tuition remissions will be charged to the same index bearing the expense associated with the assistant's stipend and health insurance benefits. If you are paying your graduate assistant from your summer session index, tuition remission will be charged to that index.

The appointment percent, not FTE, will be reflected in Banner in order to correctly pay the employee.

OAR 580-20-005 prohibits one from simultaneously holding the status of faculty member and graduate student. For more information, please refer to the following website: http://oregonstate.edu/dept/grad_school/faculty/facultystudent.html

A graduate student is an individual who has been formally admitted to the Graduate School, regardless of current enrollment. This individual will continue to be considered as a graduate student unless or until:

- * Completion of his/her program and certification of degree;
- * The graduate student has formally withdrawn.

Faculty status includes instructor, senior instructor, faculty research assistant, research associate, lecturer, assistant professor, associate professor, professor, and professional faculty. Faculty status will not be given to graduate students. Exceptions to OAR 580-20-005 may be considered by the Dean of the Graduate School and will be granted only in cases in which the individual requesting the exception has presented a compelling case justifying such an exception including assurance that there are no issues of conflict of interest deriving from the petitioner's student status and faculty employment.

The minimal conditions that must be met in order for the request to receive formal consideration by the Dean are listed below; satisfaction of the conditions does not result in automatic granting of an exception.

- The unit/program of enrollment is separate and distinct from the unit/program of employment.
- The faculty members associated with the employment and responsible for the employment supervision of the petitioner are not members of the petitioner's graduate committee and are not responsible for evaluation of the petitioner's performance as a graduate student.
- The petitioner is not involved in any duties that include instruction or evaluation of other graduate students.
- The petitioner is not involved in any academic decisions within the unit/program of enrollment.
- The duties of the employment will not interfere with any time limits associated with the petitioner's degree.
- It is not feasible to offer the position as a graduate assistantship rather than as a faculty position.
- The unit/program of enrollment has no objection to the faculty appointment.

Summer Student Employment

(Undergraduate Hourly Appointments)

Citizen and Resident Alien Students

One of the following must be met for student employment during summer:

1. Must have attended a learning institution for past spring term **AND** intend to enroll at a learning institution for the up-coming fall term.
- ~ **OR** ~
2. Must be enrolled for summer term for at least 3 credit hours, with the intent to be enrolled for at least 6 credit hours for fall term (unless graduating at the end of summer term).

High School Students

Must be 14 years of age or older; continuously enrolled in a learning institution for past spring term/semester **AND** intend to enroll for upcoming fall term/semester **OR** participating in home schooling program.

International Students

Must have continuously attended a learning institution full-time for the past 3 terms (unless newly admitted during the current academic year) **OR** attending summer classes **AND** intend to enroll for at least 12 credit hours for up-coming fall term (unless approved for a reduced course load through International Student & Faculty Services).

Summer Work Limitations

Regular student employees working during the summer months must have been eligible for employment during the previous spring term and expect to enroll fall term as a degree seeking student.

Students who have received their baccalaureate degrees in the spring, and who plan to enter graduate school in the fall, may be employed as student workers during the summer if they are officially admitted to the Graduate School.

Eligible students may work full time (40 hours per week) during the summer if they are not attending classes, or are taking less than 6 credit hours. Time worked over 40 hours per week must be paid as overtime.

Students enrolled for 6 credit hours or more may not be employed as temporary employees.

Maximum Hours/Week

Undergrads: Taking 6 or more total credit hours during summer term - may work a maximum of **20** hours per week; provided the spring and fall criteria are met.

Undergrads: Taking 0 to 5 total credit hours during summer term - may work a maximum of **40** hours per week; provided the spring and fall criteria are met.

When determining the maximum number of hours a student is eligible to work per week, students are required to look at their **total credit hours** for the whole summer term. Therefore, if their total summer course load consists of 6 credits or more, then a maximum of 20 hours per week can be worked until the course(s) are completed. At which, the student can then work a maximum of 40 hours per week until fall term begins. Internship credit hours will be considered on a case-by-case basis.

Example #1:

Mary is taking a total of 15 credits this summer term. Her schedule is as follows:

Session	Dates	Courses	Course Title	Credits
Session 2	6/25-7/20	PH 201	General Physics	5
Session 4	7/23-8/17	PH 202	General Physics	5
Session 5	8/20-9/7	PH 203	General Physics	5
Total Credits				15

Therefore, from 6/25 to 9/7, Mary may only work a maximum of 20 hours a week. However, once her classes are over, from 9/8 to 9/23 she will be eligible to work a maximum of 40 hours a week until the start of the fall term on 9/25.

Example #2:

Seth is taking a total of 5 credits this summer term. His schedule is as follows:

Session	Dates	Courses	Course Title	Credits
Session 2	6/25-7/20	EC 201	Microeconomics	4
Session 4	7/23-8/17	PAC 184	Golf I	1
Total Credits				5

Therefore, from 6/25 to 9/23, Ryan is eligible to work a maximum of 40 hours a week until the start of the fall term on 9/25.

***Note:** This policy might be confusing to students who often look to summer term on a session by session basis. However, they should know that this policy is analogous to the Office of Financial Aid; who awards students based on their credits for the entire summer session. Likewise, the Registrar's office calculates a student's summer term GPA after grades from all sessions have posted.*

Useful Web-Sites

OSU Student Employment Manual

<http://oregonstate.edu/dept/budgets/STUEMPManual/STUEMPManual.htm>

Meal and Rest Period Information from the Bureau of Labor and Industries

http://www.boli.state.or.us/BOLI/TA/T_FAQ_Restandmeal.shtml

If you have any questions, please contact Employee Records and Information at 737-8300.

Note: the following information does not cover Summer Session appointments for graduate assistants. It is provided here for your convenience and is also available at http://oregonstate.edu/dept/grad_school.

2009-10 Graduate Assistant Fiscal & Academic Year Appointments (not including summer term appointments)

Appointment Guidelines

Appointments of graduate teaching assistants typically are computed on the basis of an academic year (9 months). Appointments of graduate research assistants typically are computed on the basis of a fiscal year (12 months). In each instance, an appointment may be for a portion or all of the 9- or 12-month period. No appointment can be for less than 0.20 FTE or more than 0.49 FTE for any academic term.

All graduate assistants are required to be enrolled for a minimum of 12 credits each term of their appointment during the academic year (9 credits during summer term) to be eligible for the graduate assistantship stipend, tuition remission, and an 85% graduate assistant-only health insurance premium subsidy. Please note that audit registrations, course withdrawals, and E-campus course work may not be used to satisfy these enrollment requirements. In addition, graduate assistant tuition remission may not be applied to E-campus tuition charges.

Graduate assistants with a full-time equivalent appointment of .20 FTE or greater shall receive a lump sum payment of \$300 for each term of the appointment during an academic year, not including Summer Session.

Graduate assistants not performing service are required to perform duties at OSU to justify their stipends. For example, graduate assistants on 0.30 FTE appointments are expected to provide effort of 156 hours during each 13-week term of their appointment. Graduate assistants at other FTE levels are expected to provide proportional levels of effort. Since graduate research assistants ordinarily use research under their appointment as part of a thesis, separating work for which they are paid and work for their thesis is not an easy task. Therefore, it may be appropriate to spend more hours per week on research activities when they are related to the student's thesis. In any case, care should be taken to assure that the level of effort is commensurate with the level of FTE for both graduate teaching and graduate research assistants.

Although tuition remission accompanies an assistantship and enhances the value of the appointment to the student, the tuition remission is not a part of the stipend. The tuition remission per se is not to be considered in determining the hours of service required of the assistant.

Departments are required to articulate in each graduate assistant's letter of offer the details of the appointment (e.g., contract dates, FTE, monthly stipend/salary, tuition remission); highlight information concerning the \$300/term salary supplement and the mandatory graduate assistant health insurance plan; provide an estimate of mandatory resource fees, if applicable; and outline expectations regarding specific work assignments and work schedules. Model appointment letters are available on the Office of Human Resources web site (<http://oregonstate.edu/admin/hr/gradstud/home.html>). Specification of these details at the onset diminishes the potential for miscommunication later and is good practice.

Administrative-Academic Unit Partnering for Graduate Assistantships

As specified in the OSU Tuition Remission Policy, only academic units may award tuition remissions (see, http://oregonstate.edu/dept/grad_school/faculty/remissionpolicy.html). Administrative units may award tuition remission indirectly by supplying associated stipend dollars to an academic unit to be used to recruit an eligible graduate student.

The OSU Tuition Remission Policy defines academic units as "all academic Colleges including the Graduate School and interdisciplinary degree programs reporting to the Dean of the Graduate School."

Administrative units may continue to use graduate assistants, but they must do so by coupling their stipend funds to a tuition remission by partnering with an academic unit/program.

Intent of Policy

Graduate assistant tuition remissions are used as part of financial packages to recruit and retain academically superior graduate students to OSU. To maximize the use of graduate tuition remission resources, only academic programs may determine the quality and competitiveness of graduate students to be recruited to OSU.

Guidelines for Administrative and Academic Unit Partnerships

To achieve policy objectives, an administrative unit is required to collaborate with an academic unit **prior to the beginning of the graduate assistant hiring process**. The following describes the steps required to engage in administrative and academic unit partnerships for the purpose of hiring graduate assistants:

1. The administrative unit must specify the qualifications and skills associated with the graduate assistant position to be filled.
2. The administrative unit must contact the academic program(s) that is most likely to attract a pool of graduate student applicants who will have the desired qualification/skill set.
3. Establishment of the recruitment pool will be the responsibility of the academic units in which partnerships are being pursued, with the goal of maximizing the recruitment of the best and most qualified graduate students to OSU.
4. Administrative and academic units will make every effort to engage this process during the graduate student recruiting season with the goal of making the assistantship offer by the national offer deadline of April 15.

5. The administrative unit will select a graduate student from the recruitment pool established by the academic unit partners.
6. The administrative unit will notify the academic unit in which the graduate student is enrolled that a selection has been made.
7. The academic unit will draft and extend the letter of offer to the graduate assistant based on information provided to them by the administrative unit.
8. Once the letter of offer has been signed by all parties, the academic unit will process the appointment paperwork and submit it to the Office of Human Resources.
9. The administrative unit will draft the graduate assistant position description and provide a copy to the academic unit.
10. Based on the funding source, the administrative unit will either transfer the stipend funds to the academic unit in which the student is enrolled or provide the academic unit with an appropriate payment index (for details by funding source, see "Guidelines for Accounting and Reimbursement – GA Tuition Remission.")
11. The administrative unit will evaluate job performance in consultation with the academic unit to ensure the graduate assistant's ongoing academic success and eligibility for appointment renewal.
12. This policy requires a minimum appointment level of 0.20 FTE and maximum of .49 FTE each term of the appointment. Graduate assistants are required to enroll for a minimum of 12 credits each term, 9 credits during Summer Session.

Note: All academic units as defined above have full authority to extend offers and process graduate assistantship appointments regardless of the program of enrollment of the appointee. Academic units are encouraged to consult with the students' academic home to ensure he/she has been admitted and his/her academic progress warrants the appointment.

Inter-Institutional Graduate Assistants

The following represents an agreement between Oregon State University, University of Oregon, Portland State University and Western Oregon University regarding the employment of graduate students. OUS graduate students employed as graduate assistants on any OUS campus participating in this agreement will be subject to the eligibility requirements, policies and procedures established for graduate appointments by the *employing* campus. Appointments in which the employing institution is not the student's academic home institution must receive prior approval by the Graduate Dean/Director of the *employing* institution.

Appointments of Non-OSU Graduate Student on OSU Graduate Assistantship

Attempts to fill the position from among the pool of OSU enrolled graduate students must be exhausted. All provisions of the OSU Graduate Tuition Remission Policy and the CGE bargaining agreement must be met, including minimum and maximum appointment levels and enrollment requirements. Letters of appointment for non-OSU graduate students must inform the student that as a condition of their continued appointment as a graduate assistant at OSU, he/she must register and maintain a minimum of 12 credits at his/her home institution during all terms of the assistantship (9 credits during summer session.) Should subsequent changes in registration result in enrollment below 12 credits for the term, eligibility for the appointment will be forfeited. It is the student's responsibility to notify the employing department and the OSU Graduate School of changes in registration that would render the student ineligible for the assistantship and subsequent benefits.

OUS Graduate Students on Inter-institutional (Split) Appointments

The OSU portion of a split graduate assistantship must meet all provisions of the OSU Graduate Tuition Remission Policy and the CGE bargaining agreement. The OSU portion of the split appointment must represent a work effort of a minimum .20 FTE (104 hours) during each 13-week period. When combined, the total employment effort for all portions of the split appointment must not exceed .49 FTE (255 hours) during each 13-week period. Graduate students employed on split graduate assistantship appointments must be enrolled for a minimum of 12 credits at OSU (9 credits during summer session.) When all previous conditions have been met, tuition remission will be prorated according to the proportional FTE paid by each institution. In addition, the graduate assistant will be eligible for the OSU graduate assistant salary supplement and health insurance benefit. The health benefit will be offered and paid by OSU according to the policy/plan in effect at the time of the appointment only if the graduate assistant's other employing institution does not offer a health insurance option.

Recommended Stipend Guidelines

Recommended guidelines for graduate stipends in 2009-10 are included on page 6 of this memorandum. Examples are given for graduate assistants appointed at 0.20, 0.30 FTE and 0.49 FTE. Adjustments to other FTE levels between 0.20 and 0.49 may be computed by the department as necessary. The recommended 2009-10 minimum annual rates have been developed to equalize actual monthly stipends for appointments at 9- and 12-month terms of service. In addition, recommended minimum annual rates are footnoted to reflect the stipend necessary to provide full financial certification for international students appointed at .49 FTE.

The collective bargaining agreement between OSU/OUS and the Coalition of Graduate Employees (CGE) American Federation of Teachers Local 6069 specifies a **required** minimum full-time equivalent monthly salary rate of \$2,811 (see Article 11, Section 1.) While the 2009-10 Graduate School guidelines specify a **recommended** minimum full-time equivalent monthly salary rate of \$3,542 to remain competitive in the global graduate student marketplace, in all cases, **the CGE required minimum of \$2,811 must be met or exceeded.**

In addition to specifying the required minimum full-time equivalent monthly salary rate of \$2,811, the collective bargaining agreement also calls for a three percent (3%) annual increase for graduate employees reappointed at a full-time equivalent monthly salary rate of \$3,164 or less. Please refer to the collective bargaining agreement at the following link for complete details: <http://oregonstate.edu/admin/hr/gradstud/documents/contract.pdf>.

The Graduate School recommends that stipends not be less than the minimum specified in Level I for graduate assistants at either the 9- or 12-month levels (0.20 FTE). Departments are strongly encouraged to provide stipends above these recommended levels as resources permit. Please review FTE and stipend levels to assure that there are no inadvertent gender or ethnic disparities among appointments. Levels II through IV portray recommended stipends that correspond to assignments with increased experience and education requirements.

Table 1 (below) illustrates important converging issues with regard to graduate assistant stipends, at both mandatory and optional levels, including collective bargaining agreement base minimums and international student financial certification budgets.

Table 1. Base Minimums Required to Satisfy Specific Policy or Purpose

Specific Policy or Purpose	2009/10 Monthly FT Rate	2009/10 Annual FT Rate (9-mo. Basis)	2009-10 Annual FT Rate (12-mo. Basis)	Appt. FTE	Meets Grad. School Recommended Minimum (yes/no)	Mandatory or Optional Minimum
a) CGE Collective Bargaining Agreement, Article 11 - required minimum	\$2,811	\$25,299	\$33,732	.20 - .49 FTE	No ¹	Mandatory
b) CGE Collective Bargaining Agreement, Article 11 -3% salary increase required for reappointments at this level	\$3,164 or less	\$28,476 or less	\$37,968 or less	.20 - .49 FTE	No ¹	Mandatory
c) To fully satisfy international student financial certification, 9-month appointments	\$3,165 or greater	\$28,485	-	.49 FTE	No ¹	Optional
d) To fully satisfy international student financial certification, 12-month appointments, while meeting CGE required base minimum	\$2,811 ² or greater	-	\$33,732 or greater	.49 FTE	No ¹	Optional
¹ Graduate School recommends 9-month annual rate of \$31,878 and 12-month annual rate of \$42,504.						
² Reappointments at this monthly full-time rate subject to 3% salary increases as specified in point b) above.						

CGS Resolution

The Resolution adopted by the Council of Graduate Schools (CGS) concerning offers of financial support and their acceptance during the graduate student recruitment cycle may be downloaded at <http://www.cgsnet.org/portals/0/pdf/CGSResolutionOct2008.pdf>.

This long-standing policy states that, *“Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution.”* Offers of financial support include scholarships, fellowships, traineeships, or assistantships. Signing bonuses should also be considered as an offer of financial support. This Resolution also states that, *“...acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made.”*

Oregon State University is a participant in this Resolution, and as such, we seek your assistance in complying with its terms. Please read the Resolution carefully so that all parties understand the expectations implicit in agreements for financial support. You may also find helpful the discussion about this topic on the CGS web site at: <http://cgsnet.org/Default.aspx?tabid=201>. As recommended by CGS, a copy of this Resolution should be provided with each letter of offer, or you may refer students to the CGS web site.

TOEFL and SPEAK Test Requirements

Regular admission requires international students to meet minimum TOEFL score requirements of 550 (paper & pencil test) or 213 (computer based test). Graduate applicants must meet both the following subtest and total scores if Internet-based TOEFL (iBT) scores are submitted:

Reading:	Minimum 18
Listening:	Minimum 18
Speaking:	Minimum 18
Writing:	Minimum 18
Total Score:	Minimum 80

A minimum score of 6.5 on the IELTS may be used as an alternate to the TOEFL test requirement.

Students regularly admitted, admitted conditionally for academic reasons, and/or admitted provisionally as degree-seeking graduate students may qualify for graduate research assistantships. Students admitted for English language conditions may **not** hold assistantships and are required to participate in ELI training until they have fully met their conditions.

The SPEAK test, administered by the English Language Institute, will be required to establish the types of assignments given to international teaching assistants. The appointing department is responsible for assuring the SPEAK test has been taken, and for assuring compliance with language guidelines.

2009-10 GRADUATE ASSISTANTS — 9-MONTH APPOINTMENTS

Recommended Minimum (9month) Annual Stipend¹

	.20 FTE		.30 FTE		.49 FTE	
	Annual Stipend ^{2,3}	Monthly Stipend	Annual Stipend ^{2,3}	Monthly Stipend	Annual Stipend ^{2,3}	Monthly Stipend
GA I (beginning graduate)	\$6,376	\$708	\$9,563	\$1,063	\$15,620	\$1,736
GA II (one year experience)	\$6,503	\$723	\$9,755	\$1,084	\$15,933	\$1,770
GA III (MS or equivalent)	\$6,633	\$737	\$9,950	\$1,106	\$16,251	\$1,806
GA IV (oral prelim completed)	\$6,766	\$752	\$10,149	\$1,128	\$16,576	\$1,842

¹ **\$31,878 9-month recommended minimum annual rate**

² A minimum of \$28,485 at .49 FTE is needed to satisfy financial certification for 2009-10, if appointed on 9-month basis.

³ Stipend levels vary among programs. Although the minimum recommended stipend is specified, units may elect to offer higher stipends than those shown. Stipends are computed for illustration purposes only, and may be adjusted proportionately for other FTE levels.

⁴ Increases of 2% are included in each level above GTA I. Reappointments with a full-time equivalent monthly salary rate of \$3,164 or less are eligible for a 3% annual increase as specified by the collective bargaining agreement.

2009-10 GRADUATE ASSISTANTS — 12-MONTH APPOINTMENTS

Recommended Minimum (12 month) Annual Stipend¹

	.20 FTE		.30 FTE		.49 FTE	
	Annual Stipend ^{2,3}	Monthly Stipend	Annual Stipend ^{2,3}	Monthly Stipend	Annual Stipend ^{2,3}	Monthly Stipend
GA I (beginning graduate)	\$8,501	\$708	\$12,751	\$1,063	\$20,827	\$1,736
GA II (one year experience)	\$8,671	\$723	\$13,006	\$1,084	\$21,243	\$1,770
GA III (MS or equivalent)	\$8,844	\$737	\$13,266	\$1,106	\$21,668	\$1,806
GA IV (oral prelim completed)	\$9,021	\$752	\$13,532	\$1,128	\$22,102	\$1,842

¹ **\$42,504 12-month recommended minimum annual rate**

² A minimum of \$33,732 at .49 FTE is needed to satisfy financial certification for 2009-10 and to meet collective bargaining agreement requirements, if appointed on 12-month basis.

³ Stipend levels vary among programs. Although the minimum recommended stipend is specified, units may elect to offer higher stipends than those shown. Stipends are computed for illustration purposes only, and may be adjusted proportionately for other FTE levels.

⁴ Increases of 2% are included in each level above GTA I. Reappointments with a full-time equivalent monthly salary rate of \$3,164 or less are eligible for a 3% annual increase as specified by the collective bargaining agreement.

Note: One year's experience is defined as:

- Registering for at least three terms as a full-time student here or elsewhere
- Maintaining a satisfactory progress toward the degree
- Filing an acceptable graduate program. The equivalent of a master's degree is defined by OUS as 45 graduate credits

International Section (Non-Resident Aliens)

International Scholars

International scholar advisors in the Office of International Student and Faculty Services (ISFS) are available to answer questions regarding summer hiring. It is in the best interest of the scholar and the department to consult with Charlotte Ross (737-6475) or Jackie Bangs (737-6468) prior to making a verbal or written offer to an individual.

Most visas offer little flexibility to teach in summer session. Typically, a person enters the United States to work in a particular field and department. For example, J-1, TN, and H-1B visa holders are “hosted” by departments and are limited to the activity that was established prior to their arrival at OSU.

It is not uncommon for a scholar or a potential employer to believe that if the person has a visa it is all right for him or her to move from one department to another. This is not the case. It is also not possible for someone on certain visas at other institutions to work at OSU simply because they have a visa that permits them to work in the U.S. Many visas are institution-specific, as well as job-specific.

The time involved to process paperwork for an international scholar is variable and may take up to six months, depending on the type of visa. Please contact ISFS as soon as possible to discuss the most appropriate visa option.

International Students

The process for hiring an international student for summer session is basically the same as the process for hiring during the academic year. Students are eligible to work during the summer if they will be returning to classes in the fall and have maintained their immigration status while in the United States.

If the student will be hired as a student employee or graduate assistant, send the hiring paperwork directly to Human Resources.

Additional paperwork to attach to the Summer Job Form for new hires:

- CO-NRA Form
- I-94 Departure Record (front and back)
- F-1 Visa Holders: I-20 Form
- J-1 Visa Holders: DS-2019 Certification of Eligibility for Exchange Visitor
- For J-1 students only: Employment Authorization Letter from Int'l Student & Faculty Services
- 8233 tax treaty form (if claiming a tax treaty exemption)

Summer Study Privilege Policies

Summer Study Privilege will be offered again for the 2009 Summer Session. Graduate students meeting the criteria are eligible for Summer Session tuition remission (\$221/credit) for up to 12 credit hours. Tuition in excess of 12 credit hours and all fees are the responsibility of the student. Summer Study Privilege will be administered through the Office of Summer Session, but is funded by the department of the graduate student's major and must meet the approval of the Department Chair/Head of that department.

Questions regarding Summer Study Privilege may be directed to:

Summer Session Office (located on the 4th Floor of the Valley Library)

Ph: 541-737-9608, Fax: 541-737-2734,

E-mail: summer.session@oregonstate.edu.

The student's major department will not receive tuition revenue for courses taken by Summer Study Privilege participants and will have to absorb the revenue due other departments when the student takes courses outside of the major department. Please note: this reduction in tuition revenue applies only to graduate students who have **officially** signed up and received approval for participating in the Summer Study Privilege program and not to other graduate students enrolled in Summer Session courses.

Students who wish to take advantage of Summer Study Privilege **must** present the following completed forms to the Summer Session office located on the 4th Floor of the Valley Library:

- Summer Study Privilege: Certification of Student Eligibility for Tuition Remission
- Summer Course Enrollment Agreement
- Summer Student Privilege Student Agreement

A copy of these forms, are attached for your convenience. The deadline for submission of these forms is **June 22, 2009**.

Student Eligibility Requirements

The Summer Study Privilege allows up to 12 credit hours of Summer Session tuition remission for graduate students that meet the following criteria:

1. Student was on a Spring Term 2009 appointment for a minimum **0.20 FTE**, maximum **0.49 FTE**.
2. Student is budgeted/certified for a Fall Term 2009 appointment for a minimum **0.20 FTE**, maximum **0.49 FTE**. Students not accepting or, otherwise, not fulfilling their Fall Term 2009 appointment will be charged tuition.
3. Student will not be on appointment or student wages with the Oregon State System of Higher Education during the entire 2009 Summer Session, (12-wks / Jun 15 – Sep 4).
 - Students taking advantage of the Summer Study Privilege who receive wages (including hourly or student wages) or other reimbursement within the Oregon University System during any portion of the 2009 Summer Session (12-wks / Jun 15

- Sep 4) will be charged for all tuition. The Oregon University System includes: OSU, EOU, WOU, OIT, PSU, UO, SOU and associated summer programs or camps.
4. Student registers for and completes a **minimum of 3 credit hours** during Summer Session 2009.
- The ***Summer Study Privilege Certification of Student Eligibility for Tuition Remission, the Course Enrollment Agreement*** and this contract are submitted by **June 22, 2009**.

Please note the following...

- Students eligible for Summer Study Privilege will receive a tuition remission (\$221/credit) on **only the first 12 credit hours** in their **MAJOR DEPARTMENT**, unless otherwise approved in writing by their department. Unauthorized tuition taken in excess of the allowed 12 credit hours will be the responsibility of the student.
- Students may not register for additional or change courses once they have submitted their **Summer Course Enrollment Agreement**, unless the following steps have been taken:
 - A secondary **Summer Course Enrollment Agreement** is completed for the additional course(s) and submitted to Summer Session prior to the June 22 deadline, or
 - Written approval from the Department is obtained for the additional course(s) and submitted to Summer Session prior to the June 22 deadline.

Tuition and fee costs incurred for the registration of courses not listed on the approved Summer Course Enrollment Agreement will be the sole responsibility of the student.

- Student and Department Chairs/Head sign the ***Summer Course Enrollment Agreement*** form to assure that courses are only being taken in their major department. Exceptions to this policy should be submitted to the Summer Session Office in writing by the Department or noted on the ***Summer Course Enrollment Agreement*** form.
- Students taking advantage of the Summer Study Privilege who do not meet all the criteria will be charged for all tuition at \$221/credit.
- To obtain Summer Study Privilege forms either print the appropriate pages (22-25) from within this document -OR- contact Summer Session at summer.session@oregonstate.edu for electronic formats.

SUMMER STUDY PRIVILEGE STUDENT AGREEMENT FORM

The Summer Study Privilege allows a minimum of 3 credit hours and up to a maximum of 12 credit hours of Summer Session tuition remission for graduate students that meet the following criteria:

1. Student was on a Spring Term 2009 appointment for a minimum **0.20% FTE**, maximum **0.49% FTE**.
2. Student is budgeted/certified for a Fall Term 2009 appointment for a minimum **0.20% FTE**, maximum **0.49% FTE**. **Students not accepting or, otherwise, not fulfilling their Fall Term 2009 appointment will be charged tuition.**
3. Student will not be on appointment or student wages with the Oregon State System of Higher Education during the entire 2009 Summer Session (12-weeks/Jun 15 – Sep 4).
 - Students taking advantage of the Summer Study Privilege who receive wages (including hourly or student wages) or other reimbursement within the Oregon University System during any portion of the 2009 Summer Session (12-weeks/Jun 15 – Sep 4) will be charged for all tuition. The Oregon University System includes: OSU, EOU, WOU, OIT, PSU, UO, SOU and associated summer programs or camps.
4. Student registers for and completes a **minimum of 3 credit hours** during Summer Session 2009.
 - **The Summer Study Privilege Certification of Student Eligibility for Tuition Remission, Summer Course Enrollment Agreement and this contract are submitted by June 22, 2009.**
5. Students may only take the course(s) that have received written approval by their department, up to a maximum 12 credit hours in their **MAJOR DEPARTMENT**, unless otherwise approved of in writing by their department. Tuition taken in excess of the allowed 12 credit hours or without written approval will be the responsibility of the student.

Please note the following:

Students eligible for Summer Study Privilege will receive a tuition remission (\$221/credit) on the **first 12 credit hours**. **Tuition/fees for hours taken in excess of 12 will be the responsibility of the student.**

Students taking advantage of the Summer Study Privilege who do not meet all of the criteria will be charged for all tuition.

I have read, understand and agree to the above regulations concerning the Summer Study Privilege.

Signature of Student

Date (mm/dd/yy)

Printed Name

OSU Student ID Number

Address (summer residence)

Phone Number

Address (continued)

(Summer Session approval)

Summer Session Signature

Date (mm/dd/vv)

**SUMMER STUDY PRIVILEGE
CERTIFICATION OF STUDENT ELIGIBILITY FOR TUITION REMISSION**

This is to certify that _____, _____
Student Name OSU Student ID number

was on a graduate assistant appointment of at least 0.20% FTE (max. 0.49% FTE) during Spring Term 2009, and will be reappointed for at least 0.20% FTE (max. 0.49% FTE) Fall Term 2009. If the Fall Term 2009 department is different from the Spring Term 2009 department, both Department Chair/Heads must sign below.

(departmental approval for eligibility)	
_____ Department Chair/Head Signature	_____ Please Print Name
_____ Department	_____ Department Address
_____ Fall Term Department Chair/Head Signature (if different)	_____ Please Print Name
_____ Fall Term Department	_____ Department Address

**SUMMER STUDY PRIVILEGE
SUMMER COURSE ENROLLMENT AGREEMENT**

The following course(s) will be taken for Summer Study Privilege tuition remission at a minimum of 3 credit hours and a maximum of 12 credit hours:

_____ Course Title, Number & CRN	_____ Credit Hours
_____ Course Title, Number & CRN	_____ Credit Hours
_____ Course Title, Number & CRN	_____ Credit Hours
_____ Course Title, Number & CRN	_____ Credit Hours
_____ Student Signature	_____ Please Print Name

(departmental approval for noted courses)	
_____ Department Chair/Head Signature	_____ Please Print Name
_____ Department	_____ Department Address