

# UIC POLICIES AND PROCEDURES

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MANUAL Human Resources	SECTION Employment	PAGE 1 of 2
SUBJECT Appointment Process for Graduate Assistantships		EFFECTIVE 04/01/1997 REVISED 09/01/2013
ISSUED BY Assistant Vice President for Human Resources	APPROVED BY Chancellor	

## PURPOSE

To define the terms and conditions under which graduate students may hold an assistantship, to establish responsibility and authority in the appointing of graduate assistants and to outline procedures for the processing of assistantship appointments.

## SOURCES AND BACKGROUND

University of Illinois Statutes  
Graduate College Handbook  
GEO Collective Bargaining Agreement when applicable

## APPLICABILITY

Students registered with the Graduate College and those enrolled in professional areas such as Medicine, Dentistry, and Pharmacy.

## POLICY

Students registered in the Graduate College or enrolled in professional areas such as Medicine, Dentistry, or Pharmacy are eligible to hold assistantships. Affirmative action searches are not required when appointing graduate assistants and each department formulates its own process to advertise and select qualified students. Job descriptions and selection criteria are to be documented. Terms of employment are governed by the union contract for Teaching Assistants and Graduate Assistants. UIC policies, only, apply to Research Assistants.

A graduate student is eligible for a tuition waiver (excluding assessed differentials) if employed between 25% and 67% time for at least 91 calendar days in each semester or 41 calendar days during the summer session beginning with the week before instruction begins through the last day of final exams. The 91 or 41 calendar days are based on a period of from one week before to the beginning of instruction through the last day of final examinations. Graduate students holding appointments of less than 25% or more than 67% time during the spring and fall semesters are not eligible for a tuition waiver. A tuition and fee waiver held during the spring semester will extend through the summer session unless an appointment held during the summer session exceeds 67% time.

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Assistant Vice President for Human Resources	Chancellor	

## PROCEDURES

### RESPONSIBILITY

1. Unit Hiring Official
2. Department/Unit Head
3. UIC HR Service Center

### ACTION

- Works with the student to complete all required appointment documents. Processes the HR Front End transaction and forwards required appointment material to unit head.
- Reviews all material for completeness, resolves questions or missing data, and transmits completed appointment material to UIC HR Service Center.
- Receives and reviews appointment material for accuracy and enters data into the system for pay purposes and credit of tuition waiver and service fee.