

Good afternoon,

I hope this email finds everyone safe and well. As everyone is aware, the collective negotiations agreement between the University and the AAUP-AFT (“the Agreement”) sets forth various requirements with respect to Teaching Assistants (“TAs”) and Graduate Assistants (“GAs”). Please be reminded that department chairs and program directors are encouraged to make full-time appointments to full-time graduate students, when appropriate. Please also be reminded of the following requirements, timelines and form letters for fiscal year 2022-2023:

Subject	Timelines, Requirements and Processes
Eligibility to Work in the U.S.	<ul style="list-style-type: none"> TAs and GAs offered appointments must document their eligibility to work in the U.S. TAs and GAs are required to have their employment eligibility verified through government databases using E-Verify.
Holders of F-1 or J-1 Visas Sponsored by Rutgers	<ul style="list-style-type: none"> On the New Brunswick campus, TAs and GAs who hold an F-1 or J-1 visa sponsored by Rutgers University must attend a workshop offered by the Rutgers Global – International Student and Scholar Services. Information for student visa holders, including workshop information, may be accessed at the following URL: https://global.rutgers.edu/on-campus-employment. The student’s “International Payroll Form” will be completed during the workshop, as required by the Office of Payroll Services. On the Camden or Newark campuses, a TA or GA who holds an F-1 or J-1 visa sponsored by Rutgers University should contact the Office of International Students (OIS) and Global Programs or the Office of International Student and Scholar Services (OISS), respectively, at the following URLs for assistance with payroll forms and onboarding: OIS https://international.camden.rutgers.edu/ OISS https://myrun.newark.rutgers.edu/oiss
Notification of Departmental Criteria for Appointments and Reappointments	Academic departments that have employed TAs and GAs in each of the three previous semesters are required to give notice in writing of the departmental criteria for such appointments and reappointments. The statement of criteria should be included with all letters of appointment, reappointment and notice of waiting list status.
Full-time PhD Students Paid a Salary by Rutgers to Teach Courses	Full-time PhD students who are paid a salary by Rutgers University to teach courses in a Rutgers University academic program during an academic year, and prior to the PhD student’s admission to candidacy, or through the completion of the fifth year of the doctoral

	<p>program, whichever is sooner, shall be appointed only as TAs for such assignments.</p>
<p>Written Notification of Status for FY 2022/2023</p>	<p><u>Timelines</u></p> <ul style="list-style-type: none"> • Currently employed TAs and GAs must be notified in writing of their status for the coming year on or before April 30, 2022. • Those TAs and GAs appointed only for the fall semester must be notified on or before October 31, 2022 of their status for the Spring 2023 semester. <p><u>Form Letters</u></p> <ul style="list-style-type: none"> • TAs and GAs who are reappointed for the coming academic or calendar year, or the fall semester only, should be sent an appropriately modified version of the attached Form A letter. The same letter must also be sent to all newly appointed TAs and GAs. • All other currently employed TAs and GAs must be sent the attached Form C-1 letter or the attached Form C-2 non-reappointment/waiting list letter. If an individual is not to be reappointed, they must be provided with written explanation of the reasons for non-reappointment. (A separate email will be sent to all units from the Office of Academic Labor Relations requesting submission of the names of all TAs and GAs who receive notification of non-reappointment.) <p><u>TAs and GAs with a Status of 'Waiting List'</u></p> <ul style="list-style-type: none"> • Notification shall indicate if reappointment is contingent upon the availability of funding, or meeting other previously established and announced criteria, or both. • Notification shall indicate the number of TAs and GAs employed in the department in the current year and the number of appointments already offered in the department for the coming year. • Notification with respect to any change in their waiting list status shall be as soon as possible. • Upon request by a student with a status of 'Waiting List,' they shall receive a second notification in writing, on or before June 30, of the number of appointments already offered in the department for the coming year. • Should an assistantship become available for a student whose name is on the waiting list, they must be sent an appointment letter (attached Form A).
<p>Notification of Teaching Assignment</p>	<ul style="list-style-type: none"> • At least four weeks prior to the beginning of the semester, TAs who have primary responsibility for a section shall normally be notified of their teaching assignment.

	<ul style="list-style-type: none"> • All other TAs and GAs shall be notified of their assignment at least 5 working days before the first day of classes. • If an assignment is changed substantially subsequent to notification, the TA or GA must be notified of the change in writing. • If at any time over the course of an appointment, a TA or GA reasonably believes that their specifically assigned duties routinely require hours that will cumulatively exceed the hours of effort required by the appointment percentage over its full term, they may raise the matter with the department chair, unit head or appropriate graduate director.
Salary	<p>The Agreement (Article 8, PART THREE) provides the minimum base salary for full-time teaching and graduate assistants.</p> <ul style="list-style-type: none"> • The minimum base salary for academic year appointments for Fiscal Year 2022-2023 is \$30,162. • The minimum base salary for calendar year appointments for Fiscal Year 2022-2023 is \$33,999. • TAs and GAs may be paid above the minimum base salary rate, which shall become the individual base salary for future appointments.

Please disseminate this information as you deem appropriate. This communication and all related attachments can also be accessed on the website of the Office of Academic Labor Relations at the following URL under “Teaching Assistant and Graduate Assistant Appointment”:
<https://academiclaborrelations.rutgers.edu/resources>.

If you have any questions concerning the attached, please feel free to contact the Office of University Labor Relations at oa1r@oq.rutgers.edu.

As always, your time and attention to this very important communication is greatly appreciated.

Thanks,
Paula

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