

**CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA**

Subject: Graduate Teaching Assistants Graduate Research Assistants and Graduate Laboratory Assistants	Memo No. 10-4 Pages: 1 of 2 Date: July 1, 2014
Approved by: Julia McCallin, Associate Vice President for Human Resources	

(This supersedes memo 10-4, dated October 1, 1976)

1. POLICY

The Graduate Office administers GTA, GRA, and GLA programs and operations.

2. GENERAL

a. Graduate Teaching Assistant (GTA-B700)

Title - the title of graduate teaching assistant shall apply only to a graduate student who is appointed by a division and approved by the Dean of Graduate Studies for a teaching assistant.

b. Graduate Research Assistant (GRA-B500) and Graduate Laboratory Assistant (GLA-B400)

Title - the titles of graduate research assistant or graduate laboratory assistant shall apply only to a graduate student who has been nominated within a division and approved by the Option Representative and by the Dean of Graduate Studies for a graduate research assistant.

c. Undergraduate Teaching Assistant (UTA-B600)

Title - the titles of undergraduate teaching assistant shall apply only to an undergraduate student who has been nominated within a division and approved by the Option Representative and by the Dean of Graduate Studies for a graduate level teaching assistant assignment.

3. ASSISTANTSHIP STIPENDS

a. Assignment Arrangement

Graduate Assistant stipends at Caltech are based on four separate, 12-week quarters, resulting in a 48 week pay period. Students are also entitled to two weeks annual vacation and Institute holidays. Students should prearrange their vacation schedule with their advisors and, when appropriate, may arrange longer (up to 14-weeks) or shorter summer appointments with the corresponding stipend adjusted proportionately.

b. International Students

International students on a student visa are restricted by immigration regulations as to the number of hours they can work each week and all students are limited by wage laws and the Institute maximum allowance of 62 work and study units combined (ex. 20 hours of GRA + 36 units of enrollment = 56 total work/study units). Therefore, assignments during the academic year should not exceed 20 hrs per week (or more than 50% of a standard 40 hour work week). Since there are no academic requirements during the summer term (i.e., research only) summer stipends can be greater with payment up to 40 hours a week. However, it is strongly recommended that options try to keep the monthly stipend rates at a level consistent with at least the minimum annual rate by spreading the payments equally over the 12 months.

4. METHOD OF PAYMENT

Stipend rates should be thought of in terms of a percentage of a standard work week of 40 hours.

GRA's and GTA's are paid on last pay period of the month (on or before the 26th). The specific research and teaching obligations of graduate assistants during the 12-week quarters are agreed upon with the advisor. In general, teaching obligations are confined to the twelve weeks of the academic quarters, excluding summer.

The minimum and maximum annual stipend rates for academic year 2013-2014 are as follows:

Minimum Annual Rate = \$29,000

Maximum Annual Rate = \$39,000

Paying students below the minimum rate (\$29,000 annually) or above the maximum rate (\$39,000 annually) requires, without exception, prior approval from the Dean.

Refer to PM10-1 for specific GRA and GTA monthly stipend rates of pay.

5. EXCEPTIONS

Any exception to this policy requires the approval of the Dean of Graduate Studies or designee.