

**CALIFORNIA INSTITUTE OF TECHNOLOGY**  
**STAFF PERSONNEL MEMORANDA**

<b>Subject:</b>  <p style="text-align:center"><b>Graduate Teaching Assistants, Graduate Research Assistants, and Undergraduate Teaching Assistants</b></p>	<b>Memo No. 10-4</b> <b>Pages: 2</b> <b>Date: May 15, 2017</b>
<b>Approved by:        Joseph E. Shepherd, Vice President for Student Affairs</b>	

(This supersedes memo 10-4, dated July 1, 2014)

**1.     POLICY**

The Graduate Office oversees GTA and GRA 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 under guidelines approved by the Dean of Graduate Studies for a teaching assistant assignment.

b.    Graduate Research Assistant (GRA-B500)

Title - the title of graduate research assistant shall apply only to a graduate student who has been appointed by a division under guidelines approved by the Dean of Graduate Studies for a graduate research assistant assignment.

c.    Undergraduate Teaching Assistant (UTA-B600)

Title - the title of undergraduate teaching assistant shall apply only to an undergraduate student who has been appointed by a division and under guidelines approved by the Dean of Undergraduate Students for a teaching assistant assignment.

**3.     ASSISTANTSHIP STIPENDS**

a.    Assignment Arrangement

Graduate Assistant stipends at Caltech are based on four quarters paid monthly throughout the year. Students are also entitled to two weeks annual vacation and Institute holidays. Students should prearrange their vacation schedule with their advisors.

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 (20 hours of GRA or GTA per week during an enrolled academic term). The Institute maximum allowance is 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 hours 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. International students can only accept a work assignment of more than 20 hours per week if they are not enrolled in the academic term in which the work takes place.

**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 quarters are agreed upon with the advisor. In general, teaching obligations are confined to the academic year.

The minimum and maximum annual stipend rates for academic year 2016-2017 are as follows:

Minimum Annual Rate = \$31,000

Maximum Annual Rate = \$41,000

Paying students below the minimum rate (\$31,000 annually) or above the maximum rate (\$41,000 annually) requires, without exception, prior approval from the Dean.

Refer to PM 10-1 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.