

# UNIVERSITY OF WYOMING

**Office of Graduate Education**  
**Division of Academic Affairs**  
1000 E. University Avenue  
Dept. 3302, 312 Old Main  
Laramie, WY 82071  
307.766.4286 • fax: 307.766.2606

## MEMO

**DATE:** June 13, 2018 (addendum added 12/13/18)  
**TO:** Academic Deans & Directors, VP – Research & Economic Development, VP – Student Affairs, AVP – Human Resources, Chief Diversity Officer, Director of Athletics  
**FROM:** Jim Ahern, AVP for Graduate Education  
**RE:** Hiring of Graduate Administrative Assistants

Per the 2018 Graduate Fellowships and Assistantships Policy ([http://www.uwyo.edu/uwgrad/files/docs/sap\\_graduate\\_fellowships\\_assistantships.pdf](http://www.uwyo.edu/uwgrad/files/docs/sap_graduate_fellowships_assistantships.pdf)), the university formally identifies three types of Graduate Assistantships (GA): Graduate Teaching Assistantships (GTA), Graduate Research Assistantships (GRA) and Graduate Administrative Assistantships (GAA). Specifically, it outlines the permissions and process required to hire into any GAA position. From the policy:

Graduate Administrative Assistant (GAA): A graduate student employed to assist faculty or staff members with administrative functions within a University unit, and not performing research or teaching responsibilities as outlined above. Graduate administrative assistantships must provide graduate students with the opportunity to supplement course work with practical experience related to the student's field of study. IRS Tax Code, U.S. Code 26, § 127 provides that students who are hired as the GAAs can receive non-taxed tuition remission of \$5,250 per calendar year; amounts in excess of \$5,250 per calendar year are taxable. *Request for a graduate administrative assistantship must be approved in advance by the Dean of the student's academic college and the AVP for Graduate Education.* [italics added]

"Administrative functions" refer to any role that does not fall under teaching or research. Furthermore, please note that a GAA position must be "related to the student's field of study." Employment that is not teaching, research or otherwise related to a student's field of study does not fall under Graduate Assistantships and should be arranged through UW Human Resources.

A UW unit desiring to employ a graduate student as a GAA must receive approval from the Dean of the student's academic college or school and from the AVP for Graduate Education before the hiring is processed. All candidates for a GAA position should be informed by the hiring unit that their hiring is contingent upon approval by their academic dean(s) and the AVP for Graduate Education.

Prior to submitting a hiring request, the hiring unit should send the following in an email to the academic dean of the student to be hired:

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**Request to Hire Graduate Administrative Assistant - Academic Dean Approval**

**Student full name:**

**W#:**

**College of Degree Program:**

**Degree program/major:**

**Unit wanting to hire above student as a Graduate Administrative Assistant:**

**Position start and end dates:**

**Position FTE:**

**According to the UW Graduate Fellowships and Assistantships SAP, "Graduate administrative assistantships must provide graduate students with the opportunity to supplement course work with practical experience related to the student's field of study." Based on this criterion, do you approve of the above student being hired into the GAA position proposed by above department?"**

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The dean shall email the completed form to the Office of Graduate Education ([mpeck@uwyo.edu](mailto:mpeck@uwyo.edu)) for review. The Office of Graduate Education will then notify the hiring unit whether or not the hiring may proceed. Please allow at least two weeks for approvals.

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### **December 13, 2018 Addendum**

If a full-time (.50 FTE) GA position is 0.25 FTE or more GAA, then it requires academic dean and AVP Graduate Education permission.

If a 3/4-time (.375 FTE) GA position is 0.1875 FTE or more GAA, then it requires academic dean and AVP Graduate Education permission.

If a half-time (.25 FTE) GA position is 0.125 or more GAA, then it requires academic dean and AVP Graduate Education permission.

GAA loads lower than stipulated above do not require academic dean and AVP Graduate Education permission. *Nevertheless, all GAA duties, no matter what proportion of FTE, are expected to provide practical experience related to the student's field of study.*