1 Old GA allocation policy (pre 2016-17)

GA units will be allocated using the following criteria:

1) One (1) unit will be allocated for each eligible (in-program) graduate student (eligibility determined by SGS).

2) Up to twenty (20) remaining GA units will be allocated by the Dean of Arts based on requests to support large enrolment undergraduate courses. The deadline for request will be the end of the registration period.
   a. Up to ten (10) will be made available in the Fall semester.
   b. Up to ten (10) will be made available in the Winter semester.

3) All GA allocations must be made in conformity with the Faculty of Arts eligibility policy, which was approved by the Heads of Departments.

An incentive outside of the $250,000 allocation for new graduate programs:

1) A maximum of four (4) extra GA units will be allocated for the first two (2) years of a new graduate program.
   a. A total of eight (8) units over two years with a maximum of two (2) units per student per year.

2) In year three, the graduate program will receive GA unit allocations per the regular formula applied to all other graduate programs.

Approved by the Graduate Studies Committee on January 11, 2008
Approved by Heads of Departments, Faculty of Arts on February 27, 2008
“Up to…” rider in (2) added by the Dean of Arts office in 2013.
2 Interim GA allocation policy, effective Sept 2016

Consultations resulting in the new interim policy took place in 2015:

- Winter 2015 - Dr Sean Cadigan (Acting Associate Dean) and Arts Grad Studies Committee.
- Summer and Fall 2015 - Dr Carrie Dyck (Associate Dean): 2 rounds of consultation with Heads, Grad Coordinators, Arts Grad Studies Committee.

The interim policy is in effect for academic 2016-17. The method of calculating regular GA-ships is new. The method for allocating extra GA-ships in support of large enrolment undergraduate courses is the same as previously.

2.1 Principles for allocation of regular GA-ship funding to graduate students

- Provide supplementary funding to in-program graduate students. (Students who are out-of-program are not eligible for funding.)
- Activities funded by GA-ships should provide graduate students with an opportunity for graduate students to acquire skills relevant to their academic training.
- The duties of Graduate Assistants are defined in the TAUMUN agreement [http://www.mun.ca/facultyrelations/TAUMUN_CA_FINAL.pdf]: 13.03 The duties of a Graduate Assistant may include but are not limited to: preparation for classes and/or labs, preparation of teaching materials, teaching under the direction of course instructor, conducting research under the direction of faculty, leading tutorials, supervising laboratories, setting up experiments, preparing and grading exams and assignments, invigilating exams, facilitating workshops, conducting field trips, attending employer training, meeting with students and conferring with the supervisor as required.
- GA-ships cannot be used to support marking for graduate courses, tutorials for graduate courses, or other activities which would potentially put the graduate student in a conflict of interest with other graduate students.

2.2 Regular GA allocations (2016-17)

1. Background on the new method of calculation:

Faculty of Arts GA allocations are based on the SGS baseline funding principles and calculations described in “Funding Guidelines: Guidelines for Awarding of School of Graduate Studies Fellowship and Graduate Student Support” and in “Graduate Student Support - Codes, Terms, and Calculations.” Here are the relevant SGS baseline funding calculations:

Masters
[Average + (Average – Most Recent year enrollment x .75)]
Phd
[Average + (Average – Most Recent year enrollment x .75)]

SGS arrives at the baseline figure for each department using the (sample) formula [Enrolment * base rate * multiplier]. The base rate for Arts is $3914. The multiplier for Arts is 3 for doctoral and 1.75 for Masters. Consequently, for baseline, Master’s students are allotted 3914 x 1.75=$6850 for each eligible Master’s student and doctoral students are allotted 3914x3=$11742 for each eligible doctoral student.

Note: this procedure takes into account both PhD and MA enrolments in each department, and treats PhD students differently from MA students: for baseline funding, SGS does a 3 year rolling average of enrolled full time students and incorporates a growth factor.

The actual levels of SGS baseline funding to Arts departments are provided to departments and Grad Coordinators each fall in an Excel report such as SGS’s “2016-17 departmental allocations summary.xlsx” document. This document is appended.

2. The new formula for calculating regular GA allocations in the Faculty of Arts is (A/B)*C, where

A SGS baseline allocation to the Department (in $)
B Total SGS baseline allocation to the Faculty of Arts (in $)
C Dean of Arts funding envelop for GA allocations ($340,000 is assumed)

Here is a sample departmental allocation (based on an assumed envelop of $340,000):

- A = $102,824
- B = $1,812,345
- A/B = (102,824) / (1,812,345) = 0.057
- C = $340,000
- Therefore (A/B) * C = (0.057) * ($340,000) = $19,380

The number of GA hours represented by the departmental allocation is arrived at by dividing the allocation (e.g., $19,380) by the current TAUMUN GA hourly rate.

Graduate Assistant wages are determined by the TAUMUN agreement. To obtain current pay rates, see Article 26 (Wages): [http://bit.ly/TAUMUN-2014-17](http://bit.ly/TAUMUN-2014-17). 4% vacation pay is included in the base pay rate. 7% benefits must be added.

Starting Sept 2015: $21.57/hr ($23.08/hr after benefits)
Starting Sept 2016: $22.22/hr ($23.78/hr after benefits)

Sample # of hours allocated to a department: 19,380 / 23.78 = 814.97 (815 hours)

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1 This example is based on SGS’s “2014-15 departmental allocations summary.xlsx” document. The total listed here ($1,812,345) is the SGS baseline allocated to ‘Group II’ in that document, but with the amounts for Ethnomusicology and Music removed. See page 4 for details.
3. Relationship to the standard GA-ship of 56 hours:

The TAUMUN agreement ([http://www.mun.ca/facultyrelations/TAUMUN_CA_FINAL.pdf](http://www.mun.ca/facultyrelations/TAUMUN_CA_FINAL.pdf)) states the following: “13.01 A standard graduate assistantship shall consist of 56 hours of work within a 14 week period in a semester. The University may assign graduate assistantships of fewer than or greater than 56 hours per semester. The parties agree that non-standard graduate assistantships involving invigilation duties may be offered and shall be for a minimum of two (2) hours.”

The SGS guidelines ([http://www.mun.ca/sgs/support_guidelines.pdf](http://www.mun.ca/sgs/support_guidelines.pdf)) state that “The remuneration for GA duties forms a portion of the student’s financial support, and is normally awarded and paid on a semester basis. The duties to be performed by a student holding an appointment as a GA will be assigned by the academic unit. Normally, a GA unit consists of 56 hours of work over a 14-week period within a semester (i.e., an average of 4 hours per week).”

### 2.3 Extra GA Allocation policy (2016-17)

1. Up to twenty (20) additional GA units will be allocated by the Dean of Arts based on requests to support large enrolment undergraduate courses. The deadline for request will be the end of the registration period.

   Up to ten (10) will be made available in the Fall semester.
   Up to ten (10) will be made available in the Winter semester.

2. An extra GA allocation may be made to a department/program from time to time, at the discretion of the Dean. The grounds for an extra GA allocation are (a) a sudden increase in graduate enrolments; or (b) the establishment of a new graduate program.

### 2.4 GA allocation procedure

- Each fall, once SGS departmental baseline allocations are known, the Dean will set the Faculty of Arts funding envelop for regular GA allocations. The envelop for regular GA allocations for 2016-17 is $340,000.
- The formula for calculating GA allocations described in §2.2 will be applied, and departments/programs will be notified of their allocation (i.e., the total funding envelope available per department, and the number of GA hours that the envelop represents).
- Departments will allocate GA hours in compliance with the TAUMUN collective agreement, and in accordance with general principles of equity and fairness. (The hours of work per GA-ship may be fewer than 56, according to Clause 13.01 of the TAUMUN collective agreement.)
- Departments/programs should make a case for extra GA allocations as soon as the extenuating circumstances described in §2.2, #4 are known.
- For the changeover year (2016-17), additional GA-ships may be provided, at the discretion of the Dean.
- When assigning GA positions, note that students who work more than 24 hours per week
from all employment sources will have their status changed to part time. Part time status will impact a student’s fellowship and/or scholarship funding.