

Vice Provost for Research and Dean of the Graduate College

December 12, 2008

MEMORANDUM

TO: Graduate Coordinators

FROM: Deanne Snavely
Interim Vice Provost for Research
and Dean, Graduate College

SUBJECT: Graduate Assistantship Allocations and Contracts for 2009-2010

Enclosed is a summary of your department's 2009-2010 Graduate Assistantship Allocation. Your Allocation includes an across-the-board 1.5% stipend increase authorized by the Board of Trustees. The stipend rate charts have been adjusted to reflect the increase.

The 09-10 Graduate Assistantship Stipend Budget has been distributed as follows:

A 1.5% across-the-board increase has been added to each department's base allocation.

80%: Distributed by the College Line Dean

20%: Distributed by the Graduate College Dean in a competitive process

For the 09-10 Fiscal Year the Graduate Dean has allocated one half of the 20% back to each department/program. The allocation information enclosed shows the money you have received from your College Dean and the Graduate Dean.

The remaining money will be used in a competitive process as follows:

1. To promote diversity initiatives including the *Win Stone Fund* and *Presidential Diversity Scholarships*;
2. To promote research initiatives including grant matches and GA support for junior tenure-track faculty members;
3. To fund graduate assistantships in academic departments, research centers and offices on campus that can provide high quality professional development opportunities;
4. To reward departments who have excelled in funding graduate students on external grants.

Guidelines for applying for stipends from the **Graduate Dean's Competitive Pool** are enclosed.

Your department has previously received an announcement outlining the procedures for accessing additional stipends from the *Win Stone Fund* (December 1, 2008 deadline has passed). Information regarding the *Presidential Diversity Fellowships* competition will be distributed early in the spring semester with applications due in early March.

All money in your allocation that remains unspent as of June 1, 2009 will be returned to the Graduate College for redistribution.

Beginning June 1st the Graduate College will cancel all contracts that remain unsigned 30 days after they have been sent out. It is the responsibility of the department to follow-up with students on unsigned contracts. We will accept fax copies, e-mails from the student confirming they will sign, scanned contracts, etc. to help students meet this deadline. (The student must still sign the original contract and mail it to us.)

All departments will have the opportunity to access this centralized money on a case-by-case basis as qualified applicants become available. We are prepared to work closely with departments which identify special circumstances that should be considered during this process. The Graduate College goal is to utilize the stipend allocation process to maintain enrollments with top quality graduate students.

The Graduate College will monitor stipend allocations from late Spring through the start of Fall Semester. Your student records team member in our office can provide you with management reports that identify the total available allocation, total spent for Summer 09 and Academic Year 09-10 contracts, your current allocation balance and unsigned contracts that have been issued in your program.

The Graduate College will begin accepting requests for graduate assistantship contracts for the 2009-2010 academic year immediately. Enclosed for your review and use are several important items. Please look them over carefully and contact Gail McRoberts (27817) (gmcrobe@bgnet.bgsu.edu) or me if you have any questions.

Graduate College forms are also available on our web site at the following address:
http://www.bgsu.edu/colleges/gradcol/documents_forms.html

1. **YOUR DEPARTMENT/SCHOOL'S GRADUATE ASSISTANTSHIP ALLOCATION FOR 2009-2010**
2. **GUIDELINES FOR AWARDING AND MANAGING GRADUATE ASSISTANTSHIP CONTRACTS**
3. **GRADUATE ASSISTANTSHIP RATES FOR 2009-2010 ACADEMIC YEAR
GRADUATE ASSISTANTSHIP RATES FOR SUMMER 2009**
4. **AWARD CALCULATION FOR GRADUATE ASSISTANTS**
This sheet can be used for calculating the total value of the package you are offering students. It will accompany contracts sent to new students by the Graduate College. You are urged to communicate the total award amount to students when you talk with them. You should keep in mind that some universities only provide partial tuition grants, whereas all of our graduate assistants receive a tuition scholarship grant covering the entire Ohio instructional fee and the non-resident fee (if applicable). It is very important to note that the general fee is also paid for them.
5. **REQUEST FOR GRADUATE ASSISTANTSHIP CONTRACT -- SUMMER
REQUEST FOR GRADUATE ASSISTANTSHIP CONTRACT - ACADEMIC YEAR**
6. **REQUEST FOR TUITION GRANT (FOR STUDENTS NOT RECEIVING
ASSISTANTSHIPS) PLEASE NOTE THE GUIDELINES ON THE REVERSE SIDE OF
THE TUITION GRANT FORM**

7. **SUMMER 2009 GRADUATE ASSISTANTSHIP GUIDELINES AND RATES**
Funds from your Graduate College allocation may be used to support no more than .25 of a summer appointment.
8. **DISSERTATION FELLOWSHIP (NON-SERVICE) AWARD GUIDELINES**
9. **COUNCIL OF GRADUATE SCHOOLS RESOLUTION REGARDING GRADUATE SCHOLARS, FELLOWS, TRAINEES, AND ASSISTANTS**
10. **2009-2010 GRADUATE DEAN COMPETITIVE POOL INFORMATION**
11. **GRADUATE ASSISTANT CONTRACTS FUNDED FROM GRANTS (*New procedure*)**

cc: Chairs/Directors
Deans