

FRACTION CALCULATION

USE FOR GRADUATE STUDENT INSTRUCTOR OR GRADUATE STUDENT STAFF ASSISTANT APPOINTMENTS

THE UNIVERSITY RECOGNIZES THAT CERTAIN INTERNATIONAL GRADUATE STUDENTS VISAS (E.G., F-1 AND J-1 VISAS) PROHIBIT THEM FROM WORKING MORE THAN 20 HOURS PER WEEK. THE UNIVERSITY WILL NOT SET AN INDIVIDUAL WEEKLY WORK EXPECTATION FOR THIS POPULATION THAT EXCEEDS THEIR MAXIMUM WEEKLY WORK HOUR RESTRICTIONS.

1. PERSONAL/IDENTIFYING INFORMATION

Last Name:		First Name:	Middle Name:
UMID:		Department:	
Course:	Term(s):	Approved by:	Date:

2. TOTAL WORK EXPECTATION - Graduate Student Instructor

A. Prior to First Day of Classes	Total Hours	
Registration		
Training Sessions (other than training for which academic credit is given or other compensation is provided)		
Preparation		
Other _____		
B. First - Last Day of Classes	Hours/Week X No. of Weeks ¹	
Class Contact (teaching)		
Attendance at Lectures		
Office Hours		
Preparation (lesson plans, class notes, instructional materials, etc.)		
Grading		
Meetings		
Tutoring		
Lab or Problem Solving		
Other _____		
C. End of Classes - End of Employment Period		
Examinations		
Grading		
Other _____		
TOTAL WORK EXPECTATION		

3. TOTAL WORK EXPECTATION - Graduate Student Staff Assistant

_____ Hours/Week X _____ No. of Weeks ¹	=	TOTAL WORK EXPECTATION	
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4. AVERAGE WEEKLY WORK EXPECTATION

_____ Total Work Expectation / _____ No. of Weeks in Employment Period ²	=	AVERAGE WEEKLY WORK EXPECTATION	
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5. EMPLOYMENT FRACTION

Average Weekly Work Expectation	Appropriate Employment Fraction	Average Weekly Work Expectation	Appropriate Employment Fraction	Average Weekly Work Expectation	Appropriate Employment Fraction	Average Weekly Work Expectation	Appropriate Employment Fraction	Employment Fraction
up to 3.49	0.087	7.50 - 9.49	0.237	14.50 - 16.49	0.35	25.50 - 30.49	0.65	
3.50 - 5.49	0.137	9.50 - 12.49	0.25	16.50 - 20.00	0.50	30.50 - 35.49	0.75	
5.50 - 7.49	0.187	12.50 - 14.49	0.30	20.01 - 25.49	0.60	35.50 or more	1.00	Standard Hours

6. ACKNOWLEDGMENT

Prepared by (Authorized Dept. Agent/Name):	Date:	Accepted by (GSI/SA Signature):	Date:
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¹ Weeks of Term I (Fall) 13 weeks Class: Term II (Winter) 14 weeks Term III (Summer) 14 weeks	Term III-A 7 weeks Term III-B 7 weeks	² Weeks in Period I: Sept 1 - Dec 31 17 weeks Period II: Jan 1 - Apr 30 17 weeks Period III: May 1 - Aug 31 18 weeks	Period III-A: May 1 - Jun 30 9 weeks Period III-B: Jul 1 - Aug 31 9 weeks
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For Graduate Student Staff Assistants: If employment periods differ from the above, specify here the exact dates; see University-GEO Agreement, Article VIII, Job Security.	Date From:	Date To:
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FRACTION CALCULATION INSTRUCTIONS

1. Purpose: This form is designed to enable departments to assign employment fractions which are consistent with other departments and the University GEO Agreement, which governs the employment of Graduate Student Instructors and Graduate Student Staff Assistants. In this connection, it is important to note that the time commitment the department expects of the individual must govern the employment fraction.
2. Preparation for Graduate Student Instructors:
 - A. Section 1 - Complete entire section.
 - B. Section 2A - Enter the total number of hours of work expected prior to the first day of class.
 - C. Section 2B - Enter the number of hours of work expected each week for the appropriate categories and multiply by the number of weeks during which the work is to be performed. (All categories need not be used.)
 - D. Section 2C - Enter the total number of hours of work expected after the last day of class.
 - E. Total Sections 2A, 2B, and 2C (If entering data electronically, this calculation is automatic.)
 - F. Section 4 - Divide the total of Sections 2A, 2B, and 2C by the total number of weeks in the employment period. The result is the average weekly work expectation. (If entering data electronically, only the number of weeks in the employment period needs to be entered. The calculation will be automatic.)
 - G. Section 5 - Determine the appropriate employment fraction by matching the average weekly work expectation as determined in Section 4 with the appropriate employment fraction in Section 5. **(Appropriate employment fractions are limited to those presented in Section 5.)**
 - H. Section 6 - Complete entire section.
3. Preparation for Graduate Student Staff Assistants:
 - A. Section 1 - Complete entire section.
 - B. Section 3 - Calculate the total hours expected during the employment period, i.e. total work expectation. (If entering data electronically, the calculation will be done after the hours per week and number of weeks are entered.)
 - C. Section 4 - Divide the total work expectation in Section 3 by the total number of weeks in the employment period. The result is the average weekly work expectation. (If entering data electronically, only the number of weeks in the employment period needs to be entered. The calculation will be automatic.)
 - D. Section 5 - Determine the appropriate employment fraction by matching the average weekly work expectation as determined in Section 4 with the appropriate employment fraction in Section 5. **(Appropriate employment fractions are limited to those presented in Section 5.)**
 - E. Section 6 - Complete entire section.

NOTE: "If employment is in a department or unit other than the one in which the degree is being pursued, the graduate student will not be given the title Graduate Student Staff Assistant unless prior arrangements have been made between the employing department or unit and the department or program in which the degree is being pursued to provide employment under that title," (University - GEO Agreement, Article I, Recognition and Definitions). In such cases, the appointment form should be signed by the academic as well as the employing department or unit.

A copy of the form should be given to the Graduate Student Instructor or Staff Assistant and the original must accompany the individual appointment form to HR Records and Information Services.