



March 10, 2009

TO: Departmental Executive Officers
FROM: Raúl Curto, Executive Associate Dean, CLAS
Dan Berkowitz, Associate Dean, Graduate College
RE: Graduate assistant overload appointments – change in procedures

Both CLAS and the Graduate College are concerned that overload assistantship appointments (those greater than 20 hours per week) tend to negatively impact both a graduate student’s academic progress and the quality of that student’s work.

Accordingly, overload appointments greater than 62.5% (25 hours per week) will be granted for only one semester during a student’s graduate studies, and only where there is a clear case to be made beyond the student’s monetary gain or the benefit to the department.

Overload appointments will be granted only up to a total maximum of 75%, whether from one department or in combination.

Overload requests should be made to Dean Berkowitz by email (dan-berkowitz@uiowa.edu). These requests must come from the student’s graduate director or department chair and must address:

- the potential academic benefit to the student from the additional appointment;
- that the student has been making good progress towards degree completion;
- that the overload will not have more than *minimal* impact on the student’s progress.

If the appointment is over 50% *and* off-standard (i.e. appointments over 50% other than 62.5%, 66.7% and 75%), then approvals are needed from both Dean Berkowitz and Dean Curto (raul-curto@uiowa.edu). The emailed request should be addressed to both of us.

DEOs no longer need to forward a copy of approvals to Employee and Labor Relations.

A new HRIS report is available to identify graduate assistants who have appointments that total over 50%. The report can be viewed by going to the self-service link at <http://hris.uiowa.edu/portal>. Sign in by using your Hawk ID/Password. Click on the “Administration” tab and then “HR Reports.” Select “Graduate Assistant Reports,” and then “Grad Assistant Over 50% Time.”

TA/RA appointment above 50% (alone or combined with any other appointment)		
<u>Standard (62.5%, 66.7%, 75%)</u>	<u>Off-Standard</u>	
↓	↓	
Need approval from Dean Berkowitz No report to ELR needed	OR	Approvals needed from Deans Berkowitz and Curto No report to ELR needed