Student Funding 101

GGSE Workshop
December 9, 2019
Strategic Planning Goals

- **Goal 1:** Recruit students, faculty, and staff to GGSE who support research, teaching and service critical to serving the diverse population of California.
  - Objective 1A: Offer stronger multi-year funding packages to graduate students; double graduate student “quarters funded annually.”

- **Goal 4:** Increase GGSE collaborations within UCSB, the UC System, and the broader community that follow a model of shared expertise and promote equity-serving research and learning opportunities.
  - 4C: Build the GGSE policies, structures, and supports needed so that each faculty member will be engaged in significant research collaborations and/or community collaborations.
Agenda

- How Does Employment Work?
- Research Grants and GSRs
- Block Grants and TAships
- Breakout Groups: Department Decision Making
  - ED/TEP
  - CCSP
- Question and Answer
How Does Employment Work?
All appointments or combined appointments are limited to 50% time (an average of 20 hours per week) during the academic terms. An exception may be granted by the home department for a graduate student to be compensated for a maximum of 75%; appointments above 75% require Graduate Division approval (see the exception process below). The 50% time restriction will apply without exception for Associates and international students, dependent upon their visa type or country of origin (consult the Office of International Students and Scholars for further information). All continuing students may work 100% time during the summer, provided they were registered and paid fees for the immediately preceding spring quarter.

Students can become a Teaching Associate after being a teaching assistant for 3 courses and having earned a master’s degree. Teaching Associates are the instructor of record.
Every potential employee must complete the hiring process before they can work.

Hiring includes an intake at GGSE.

Next you complete the I-9 process with Business & Financial Services.

- Full legal name
- Proof of identity (e.g., license, passport)
- Documentation of eligibility to work (e.g., birth certificate, SSN Card, Visa)

The process may include a background check and/or mandated reporting signatures.

For GSR/SA, you will know when process is complete when you receive an email notification.

A break in employment of any length triggers the need to redo the hiring process.
Graduate Student Researcher

- “The student functions as an active collaborator and/or fundamental contributor to the intellectual content of the research”
- Is considered “academic employment”
- Academic employment triggers payment of partial or full tuition/fees starting at 25%
- Is salaried and not hourly (no time card, you do not count your hours)

Student Assistant

- Under supervision, perform duties ranging from unskilled to skilled... the work is unrelated to the educational objectives of the student’s degree program
- Is not considered academic employment
- Never contributes to tuition/fees
- Is hourly, requires a time card
GSR1 = first year of graduate school here
GSR2 = second year
GSR3 = third year until you pass qualifying exams and become ABD
GSR4 = after passing qualifying examinations

The salaries above are at 100% FTE. To determine your salary multiple your FTE by the salary (e.g., 50% GSR1 = .5 x $3,457 monthly)
Teaching Associate positions are about $2,000 more than Teaching Assistant positions annually 100% FTE (see web link for details)
Combining Employment

- Graduate students cannot work >50% FTE without an exception.
- Student assistantships count towards FTE but do not contribute to tuition/fees.
- Academic appointments (e.g., TA, GSR) contribute to tuition/fees at 25% or more.
- If a student has multiple academic appointments, each academic position contributes their proportion of tuition/fees based on salary amount. Examples:
  - 25% GSR + 25% GSR: each contribute 50% of the tuition and fees.
  - 25% GSR + 25% TA: GSR contributes 41% and TA contributes 59%

Note about fellowships: If you have a fellowship that pays your tuition/fees it would not be financially beneficial to take an academic position at 25% or more; the academic position will have to pay your tuition/fees instead and the fellowship tuition and fees will be returned.

Note: If you are combining employment and the total exceeds 50% the system will kick you out during the process and require you complete the exception paperwork and then start the UCPath process again.
Note that if you or your supervisor fail to sign the timecard on time, the case goes to UCPath where it gets resolved in an unknown and often lengthy amount of time.

As a Teaching Assistant, you are expected to work no more than 220 hours for an appointment at 50% time during the academic quarter, including no more than 40 hours in any one week or 8 hours in any one day. It is your responsibility to notify your Faculty Supervisor if you should exceed the approved number of hours set forth for the academic quarter. The Hiring Department either may increase the appointment percentage or may modify your work assignments such that the number of hours worked will be consistent to the appointment percentage/hours normally set forth. Any changes to your appointment is to be communicated in writing between you and the Hiring Department.

PAY DELAYS DEPEND ON THE CAUSE, THE VOLUME. IF PAY PROBLEM (UNDERPAID/OVERPAID), SEND EMAIL TO UCPATH@EDUCATION.UCSB.EDU WITH DETAILS AND PAY STUB IF APPLICABLE. THIS WILL BE REVIEWED AND NECESSARY ACTION TAKEN
Time Cards

You ask, how can I facilitate my own time card process?

- Add handy approval calendar to your Google calendar.*
  - Add event notifications for reminders
- Log on to Kronos to approve the timecard.*
- Once you sign, notify your supervisor.
  - Confirm they sign the timecard before the deadline.
- I need help figuring out how to use Kronos!
  - Make an appointment with Tracey Velasquez
  - Submit an online ticket at [https://timekeeping.ucsb.edu/](https://timekeeping.ucsb.edu/) or call x5000

*at GGSE Resources: education.ucsb.edu/ggse-resources
Deadlines for Employment

- Hiring procedures are complicated and can take a long time due to numerous required steps (e.g., assessment, processing, approval).

- A significant amount of time is needed at the start of each quarter (Jan 1, April 1, July 1, Oct 1) due to the high volume of employment requests made at those times. Due dates are emailed and are often up to 2 months before the upcoming quarter.

- All other employment requests must be made at least ten business days (two weeks) before the requested start date.

- Delays can be caused by, for example:
  - Background checks
  - Mandated reporting certification
  - Obtaining official documentation (birth certificate, etc.)
  - Changing pay cycles (adding new type of employment, etc.)
  - Funding source not yet secured (new grants, no-cost extensions, etc.)
This is an opportunity for a brief discussion with the main point that faculty obtain research grants to support their research and train doctoral students in particular topic areas and methods. They typically fund only students they advise or who are in their topic area. Students can provide input on what a GSR is like and how to network for a GSR if your advisor doesn’t provide that opportunity.
1. What is a Research Grant?

Grants to do research. They may be department or subject/methodology specific. This will be part of your graduate student training. Typically, will receive them from professors in your research area. It is possible to be hired by someone who is not your advisor, but it is not necessarily guaranteed and can be a risk for the PIs because you aren’t guaranteed to stick around as much as their own students are.

2. How can you get a GSR?

Ask professors, read emails (Kelly sends out emails for who have received grants), Ask a professor to co-author a grant and write yourself in as a GSR if possible.

Note that it is really expensive to hire a graduate student (i.e., $100,000 FTE annually) so be aware that you are asking for a lot of money even if it doesn’t feel like that much to you. Note that not all research grants are able to pay tuition fees, etc.
This is an opportunity for a brief discussion about Block Grants and TAships broadly in ways that are not department specific.
Block Grants (notes from the discussion)

- Each department gets a block of money from Grad Div to provide to students that they then decide how to support grad students with.

- Each department does it differently so communicate with your department chair.

- Grad div has stated that they want it to be given in larger chunks and to tell students what they are going to get when they are admitted.

- Always complete your FAFSA, annually.
Breakout Groups: ED and CCSP

Small group discussion about department-specific funding decisions
ED-Specific Information (notes from the session)

- How does ED allocate block grants?
  - Historically, there is a block of money. Some of it is allocated for recruitment and some of it is dedicated to continuing money
  - Recruitment happens during admissions; the advisors advocate for their own students
    - Karen is advocating for multiple year fellowships for incoming students
  - Continuing money: application is in the spring
    - Don’t have to have gotten a block grant before to qualify
    - There’s also a dissertation block grant but once you receive it, you cannot receive another university support again
    - Communicate with your advisor to make sure they are advocating for you to the best of their ability
  - There is a committee who reads the applications and then makes decisions from there
- You should be filling out FAFSA regardless every year
ED-Specific Information (notes from the session)

- How to get a TAship in ED?
  - Department Chair sends out a TA application goes out during the summer
  - Some of the classes have to be a specific person because of the content level that is being taught
  - Tell Department Chair if you want to TA so you’re on the list for consideration.
  - Reach out to other professors you’re interested in TAing for to get on their mind
  - There are some fellowships that requires the department to hire students with those fellowships
  - Brenda also sends out an email to remind everyone

- How are block grants split in ED?
  - Typically by quarter and currently they range from $1,000 to $8,000 per year. This will change as ED is moving towards multi-year funding packages.
CCSP-Specific Information

- CCSP historically covers all first year tuition/fees with fellowships and block grants.
- CCSP historically provides one quarter block grant to cover tuition/fees annually after the first year.
- CCSP has an application process for TA positions. The positions are allocated as fairly as possible considering fellowship requirements, availability, qualifications, etc.
- CCSP has an application process for fellowships; the application will be released in February and due in March.
Slide 1 - Hiring at UCSB

- What is the difference between a TA and a Teaching Associate?
  - TA helps with sections, Teaching Associate is the same as an instructor of record
- Does the % restrictions apply to summer?
  - No, if you’re in good standing you can work up to 100%

Slide 3 - GSR vs SA

- How does percent time translate to SA?
  - You can’t work over 100% ever,
  - In an academic position (GSR or TA) 25%=partial fee remission, 35%+=full pay tuition
  - As a Student Assistant there is no fee remissions
Q&A

Slide 4 - How Much You Make

- These are all FTE so multiply by however much percentage that you are at

Slide 6 - Time Cards

- Student Assistants are flexible (i.e., If I work more hours in one week I can record it and then the following week I don’t work as much)?
  - Yes, just communicate your hours that are needed to complete the work to ensure that the PI has enough money
  - SA’s aren’t required to hit the percentage that they are hired at, they can work less. Just communicate that with your supervisor.
Slide 8- Deadlines for Employment

Q&A

- How do you find out why your employment is delayed?
  - You can ask your supervisor and hopefully they know, or they can ask their analyst.
  - Can we ask the analyst directly?
    - Depending on the reason for the hold up there is a difference in who to approach. Typically you should approach your supervisor first.
    - Note that the employment request is just that, a request. Don’t start working until you get a confirmation email confirming that you are cleared to start working and getting paid.

- If the faculty member has submitted the paperwork, and then they find out, for example, a background check is needed, who communicates that?
  - The student would be directly contacted in order to take care of that
  - Worst case, reach out to your supervisor to confirm a week before you are supposed to start working to see where the hiring process is at
Resources

- GGSE Resources Page
- Funding Workshop 102: coming in Winter on UCSB campus fellowships and resources for funding
- Funding Workshop 103: coming in Spring on external sources of funding such as foundations, professional organizations, and federal agencies
Thank you for your participation!

For future questions ask:

- Your faculty advisor
- Your graduate advisor
- Your department or fellowship chair
- Departmental staff
- Associate Deans
- We are here to help!