

MEMORANDUM

TO: ALL Physics Graduate Students
FROM: Xiaoguang Zhang, Graduate Coordinator
RE: Fall 2017 Appointment

It is time to process Fall 2017 payroll appointments. Please complete all information and return to Pam Marlin's office or mailbox by MONDAY, JULY 24. Late requests will be considered in light of departmental needs.

1. Name: _____ UFID# _____

2. Select One:

(a) _____ I request a Teaching Assistantship Preference: _____ Discussions
_____ Labs
_____ FTE Requested (See Reverse Side)

(b) _____ I expect to be a Research Assistant. If so, please complete the following:

Name of your supervisor: _____

Name of P.I. supporting you (if different) _____

*If your tuition is to be paid from a grant, you will need to get an account code from the research group secretary **BEFORE** turning in the form.*

Account Code that TUITION will be paid from: _____

_____ FTE percentage

APPROVED SIGNATURE (from group secretary) _____

(c) _____ I require NO SUPPORT for Fall 2017 (REQUIRES DEPARTMENT APPROVAL)

(d) _____ I DO NOT PLAN ON BEING HERE Fall TERM
(REQUIRES DEPARTMENTAL APPROVAL FROM YOUR P.I. OR GRADUATE COORDINATOR)

(e) _____ I have been told I will receive a fellowship. If so what kind _____
and do you expect to fulfill a teaching duty this semester YES _____ NO _____

FTE EQUIVALENTS

Prior to Fall 2005, First Year Students came in the first year at a .39 FTE (= \$ on Letter of Offer) working as a TA (Teaching Assistant) or RA (Research Assistant), but this is only for the first year. TA appointments for students beyond their first year are at .33 FTE level, but additional sections can be requested. Please note that not all requests for additional sections can be met.

In some cases, partial RA appointments may be possible from your advisor, and this arrangement may bring your .33 FTE TA appointment to the .39 FTE level. In some cases, students may wish to receive a TA appointment less than a .33 FTE. These requests can be made but reasons must be given. Please note that not all requests for reduced sections can be met. You must have at least a .25 FTE to get a tuition waiver. So if you have a combined TA/RA appointment, then one or the other has to be at least a .25 FTE.

For students entering in Fall 2005 or later, the standard appointment is 0.33 FTE (= \$ on Letter of Offer) working as a TA. The standard RA rate is 0.39 FTE

TA - Teaching Assistants:

Labs (Undergraduate)	2 sections	.25
	3 sections	.33
	4 sections	.41
PHY 2048/2049	3 sections	.25
	4 sections	.33
	5 sections	.41
PHY 2053/2054	2 sections	.25
	3 sections	.33
	4 sections	.41

RA - Research Assistant: Base .39 FTE (But can vary between .25 and .49 FTE)

GA - Grading Assistant: (1st Year) .30 FTE
(Other Years) .25-.30 FTE

If you have any questions please see the Graduate Coordinator or Pam Marlin.