



UNIVERSITY
of HAWAII®
MĀNOA

July 2, 2009

MEMORANDUM

TO: Chancellors, Mānoa Deans and Directors

FROM: Peter Garrod, Dean

A handwritten signature in black ink, appearing to read 'Peter Garrod'.

SUBJECT: Graduate Assistants

Due to the limitations of the DAGS payroll system in the processing and payment of certain multiple appointment types, the following guidelines shall apply to the hiring and compensation of graduate assistants (GA):

During the academic period:

- 1) All GAs, regardless of FTE, will be compensated for teaching duties in excess of their FTE on an overload basis.
- 2) Additional teaching duties (beyond their assigned TA duties) will be capped at 6 credits for Mānoa and 7 credits for Community Colleges.

For the Off-Duty/summer period:

- 1) A 9-month GA hired to teach during the off-duty period will be paid on an overload basis.
- 2) An 11-month GA hired to teach during the summer will follow academic period procedures above.
- 3) For 9-month GAs, there is no cap on teaching credits during the summer, since it is their off-duty period.

General reminders:

- 1) All GA appointments at other than 50% will generally need Graduate Division approval.
- 2) Tuition Exemptions
 - a) 50% FTE GA receives a 100% tuition exemption
 - b) 25% - 49% FTE GA receives a 50% tuition exemption

Should you need assistance, please contact the Graduate Division.

c: Brenna Hashimoto, System Director, Office of Human Resources
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Personnel Officers

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