Memo

To: College of Arts and Sciences Department Managers and HR Staff

From: Grace Chanfrau, College of Arts and Sciences Human Resources

Re: Summer 2018 Lecturer, Graduate Associate, Student Associate Hiring

Date: October 27, 2017

In preparation for summer 2018, the College of Arts and Sciences Human Resources Office has established the following guidelines for summer hiring. Human Resource Action (HRA) requests for summer Graduate Associate, Lecturer and Student Associate appointments must be submitted by March 23, 2018 to ensure hires are complete prior to the start of the summer semester.

Graduate Students

Graduate students who were appointed as graduate associates in fall semester 2017 and/or spring semester 2018 and are hired for teaching, research or administrative assignments over the summer must generally be appointed as Graduate Teaching Associates (GTAs), Graduate Research Associates (GRAs) or Graduate Administrative Associates (GAAs). In some circumstances, they may also be appointed into student associate positions paid on an hourly rate (see details below).

Please note the following considerations for each type of appointment:

1. Graduate Teaching, Research or Administrative Associate
   a. Minimum enrollment requirements must be met per Graduate School rules, [https://gradsch.osu.edu/pursuing-your-degree/graduate-associates](https://gradsch.osu.edu/pursuing-your-degree/graduate-associates).
   b. Appointment dates are May 16 to August 16, 2018. For GTAs, these dates remain constant regardless of which summer session the student is teaching.
   c. GA Appointments may not exceed .75 FTE.
   d. GA Appointment Document required.

2. Student Associate
   a. Intended to serve as a “bridge” position between SP and AU GA appointments
   b. Enrollment in courses is not required.
   c. Following university HR changes, this is now a non-exempt position meaning it is hourly-paid and eligible for overtime.
   d. eTimesheets required to document hours.
   e. Minimum hourly rate is $20.20 per hour commensurate with the minimum monthly stipend of $1,750 per month required by the Graduate School.
   f. Student Associates are restricted to working 28 hours per week during academic terms in which they are enrolled and 38 hours per week during their off academic term and official school breaks.
   g. Student Offer Form required
Lecturers

The following table outlines the appointment dates for semester lecturers in SU 2018.

<table>
<thead>
<tr>
<th>Session</th>
<th>Session Dates</th>
<th>Appointment Dates</th>
<th>FTE* (for 3 unit hour course)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Week Session 1</td>
<td>May 9 – June 4</td>
<td>May 1 – May 31</td>
<td>100%</td>
</tr>
<tr>
<td>6 Week Session 1</td>
<td>May 9 – June 18</td>
<td>May 1 – June 30</td>
<td>75%</td>
</tr>
<tr>
<td>8 Week Session 1</td>
<td>May 9 – June 29</td>
<td>May 1 – June 30</td>
<td>50%</td>
</tr>
<tr>
<td>Summer Term</td>
<td>May 9 – July 27</td>
<td>May 1 – August 31</td>
<td>33%</td>
</tr>
<tr>
<td>4 Week Session 2</td>
<td>June 5 – June 29</td>
<td>June 1 – June 30</td>
<td>100%</td>
</tr>
<tr>
<td>6 Week Session 2</td>
<td>June 19 – July 27</td>
<td>June 1 – July 31</td>
<td>75%</td>
</tr>
<tr>
<td>8 Week Session 2</td>
<td>June 5 – July 27</td>
<td>June 1 – July 31</td>
<td>50%</td>
</tr>
<tr>
<td>4 Week Session 3</td>
<td>July 2 – July 27</td>
<td>July 1 – July 31</td>
<td>100%</td>
</tr>
</tbody>
</table>


Pay Rates are outlined on the “Lecturer Workload, Pay Rate and Benefits Guidelines” at [https://intranet.asc.ohio-state.edu/guidelines/lecturer](https://intranet.asc.ohio-state.edu/guidelines/lecturer).

In some cases, work assignments or individual employee needs may necessitate alternate appointment dates. With approval of the ASC HR Office, lecturers may be hired for summer semester 2018 with appointment dates beginning May 1, 2018 and ending August 31, 2018. Please contact your ASC HR Generalist to request alternate appointment dates.

Offer letter templates for Lecturer positions are available in the ASC HR folder on the Box.

Cc: Department Chairs and School Directors