



November 29, 2006

TO: Academic Deans
Department Chairs and Program Directors
CCAS, CPS, ESIA, GSEHD, GWSB, SEAS, SPHHS

FROM: Donald R. Lehman
Executive Vice President for Academic Affairs

RE: Part-Time Teaching at GW and the Care Required In the
Designation of Part-Time Faculty and Graduate Students Who Are
Teaching

I thought it useful to again provide a delineation of the differences between various part-time and graduate student positions. I am asking that you consider carefully the appropriate classification when making appointments to non-full-time positions.

First, a bit of background. Part-time teaching is an essential part of our instructional enterprise. We would be remiss in our responsibilities to our students if we did not provide access to the invaluable instructional resources in this area. Individuals who come to GW to teach in a part-time capacity, whether it is one course per year, or perhaps two courses each semester, have different motivations and meet our needs in different ways. These people are an extremely valuable asset to GW, and one of our larger responsibilities is to cultivate our partnership with them.

A large portion of the part-time faculty have full-time jobs elsewhere. They typically teach one course and often bring to our classroom practical experience and background the full-time faculty may not have. Mixed in with the people who already have full-time jobs are individuals who have part-time jobs elsewhere, and who use the opportunity to teach at GW to help create their income base. Some of these individuals already have Ph.Ds and seek an academic career, but for various reasons may not yet have attained a longer-term academic appointment. Advanced graduate students are also hired on occasion, using your part-time faculty monies, to teach a course or to cover a recitation or lab session as part of our part-time teaching cohort. These graduate students are not supported by monies that derive from the Graduate Student Support Budget (which is allocated through the Office of the Associate Vice President for Graduate Studies and Academic Affairs and overseen by the Office of Graduate Student Assistantships and Fellowships), but by the part-time faculty budget. It

is important to make this latter distinction, as you will see below. Let me delineate the definitions to which I am asking you to adhere.

1. Individuals who ARE NOT GW students.

This group consists of faculty who are hired in a part-time capacity and are paid from departmental part-time faculty monies. They may be in one of four possible positions within the “Limited Service” grade of academic personnel. (They do not include those individuals we call **Regular Part-Time Faculty**.)

- **Lecturer (51123):** For individuals who do not hold a doctoral degree.
- **Assistant Professorial Lecturer (51123)**
- **Associate Professorial Lecturer (51123)**
- **Professorial Lecturer (51123)**

We have guidelines for compensation ranges for these ranks and recommended compensation means within those ranges. Going outside those guidelines is considered to be exceptional.

I have attached a copy of the Part-Time Teaching Compensation Per Course table. You will note that, in this particular category, I have not listed faculty who are in the four adjunct positions (Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor). The title of Adjunct is not to be used for people who are only teaching a course or courses on a part-time basis.

We reserve the designation of **Adjunct** for an individual who is doing more than teaching one or two courses on a part-time basis. This title is for individuals who may also (in addition to teaching) be collaborating in research with another faculty member and/or may be assigned advising duties for students. The difference between the **Lecturer** ranks and the **Adjunct** ranks is that we expect adjunct faculty to be carrying more responsibility.

NOTE: You may also hire as part-time faculty in very special circumstances GW students who do not receive funding from the Graduate Student Support Budget (see companion memo, Graduate Students in Instructional Roles). They are compensated from the part-time faculty budget funds. Because these individuals, in most cases, do not yet have a doctorate, they are to be appointed as *Lecturer* and paid according to the prescribed compensation range for students in this capacity.

You may also hire GW graduate students or other qualified individuals on a per course basis to serve as Instructional Assistants, a new position class under account 51123. Whereas part-time Lecturers serve as the instructor of record for a course or course section, Instructional Assistants assist with a professor’s course or assume responsibility for a specific lab, recitation or discussion section that has 0 credits attached to it. Neither part-time Lecturers nor Instructional Assistants should be designated as Graduate Teaching Assistants, as the GTA title

is reserved for students who are paid from funds that derive from the Graduate Student Support Budget.

2. Individuals who ARE GW graduate students

Members of this group receive funding from the monies deriving from the Graduate Student Support Budget. The categories of appointment that *should* be used for students funded by the Graduate Student Support Budget are as follows:

- **Graduate Teaching Assistant (51122):** A graduate student who is paid to assist a faculty member in teaching where the duties may include leading a recitation or discussion section, teaching a laboratory section, grading and the like. The faculty member assigned a graduate teaching assistant determines the GTA's duties. A GTA position is viewed as an important professional training opportunity as students learn to teach under the guidance of a mentor. An advanced GTA preparing for an academic career may, under very special circumstances, teach an independent course or course section with faculty supervision (see "October 2005 memo from EVPAA Lehman regarding *Teaching of Courses by Graduate Students at GW*"). These advanced GTAs are to be designated Graduate Lecturers.
- **Graduate Research Assistant (51122):** A graduate student who is paid for assisting a faculty member in research-related activities using monies from the Graduate Student Support Budget. The faculty member assigned a GRA determines the GRA's duties. Additional funding for graduate students may derive from Sponsored Research activities, but there are no GRA appointments on grants or contracts (please see below for RA appointments on sponsored projects).
- **Graduate Administrative Assistant (51122):** A graduate student who is paid for assisting a faculty or administrative staff member in their duties. The faculty or staff member assigned a GAA determines the GAA's duties.
- **Graduate Fellow:** A graduate student who is awarded a graduate fellowship composed of a stipend (57115) or tuition hours (41911), or both, for which no work is required. I note that it is entirely possible for a GTA, a GRA, or a GAA to also have an appointment as a University Fellow as part of their overall graduate-student-support package.

I hope this clearly distinguishes the four types of graduate appointments that derive from the Graduate Student Budget monies. In addition, graduate students are sometimes paid for work out of the non-graduate student support funds. Two types of such funding are listed below.

- ***Non-award, non-instructional graduate students:***

51229—Many departments throughout the University hire graduate students as temporary hourly workers. These students should be paid from account 51229, Student Employee Salary/Wages, **Non**-College Work Study Program. These students are not paid from the instructional budgets or from the Graduate Student Support budgets. The latter means that the students paid on Wage Account are not GTAs, GRAs or GAAs. For University tracking purposes, these graduate students should **NOT** be paid from 51226, Hourly Wage, Temporary Appointment.

51225—Work Study awards to graduate students are decided by recommendation from the graduate schools to the Office of Graduate Student Assistantships and Fellowships, which screens the applicants for eligibility, monitors the number of awards, and forwards final recommendations to the Office of Student Financial Assistance. These are need-based awards. Departments with Work Study jobs can hire students with Work Study awards. Work Study graduate students are paid from a combination of department and Federal funds on account 51225, College Work Study Wages, but only if a department has submitted an application for these funds.

Below, in order to complete the nomenclature system, I outline in more detail the specific types of graduate student support awards.

- ***Fellowships:*** These are awards to students to aid in the pursuit of studies at an academic institution. Fellowships can be tuition awards, stipends, or a combination of the two. Fellowships are usually awarded at the graduate level.
- ***Scholarships:*** Awards to students to aid in the pursuit of studies at an academic institution. Scholarships can be tuition awards, stipends, or a combination of the two.
- ***Tuition Awards:*** Payment of tuition, either whole or in part, made directly to the student's account. Tuition awards sometimes cover fee costs, as specifically stated in the award letter.

I emphasize that when assigning appointment categories, I am asking you to pay particular attention to the budget pool that will be used to pay graduate students who are receiving some form of support. Please do not simply pay them from part-time faculty budgets. Basically, we are working with four sources of funding, as follows:

- ***A Funds***— Funds which are monies that are built into some sponsored research project budgets. ***A Funds*** can be used, if allowed by the sponsor,

to pay stipends and/or tuition. Wage account funds can be used to pay for the part-time work of some graduate students, but this is not part of “Graduate Student Support.” These students, therefore, should *not* be called GRAs. Graduate students may be appointed as regular staff employees on a sponsored project with the title of Research Assistant (*without* the word *Graduate* preceding), as a RA, not a GRA. Research Assistants are employees of the University eligible for tuition and other employee benefits.

- **C Funds**— Graduate Assistant Salary Funds (account 51122) are for graduate students in department and school operating budgets that derive from the Graduate Student Support Budget monies or student hourly worker accounts.
- **E Funds**—Funds for graduate students that come from payout on endowments.
- **R Funds**—Funds for graduate students from gifts restricted for that use. Some R funds are unrestricted funds for graduate student support, which is given at the discretion of the department or school.

I hope this further clarifies the distinctions that I wish to make. Again, I am asking you to please adhere carefully to them in the future, as this will help ensure that our discussions, internally and externally, concerning part-time salaries and the general support of graduate students are based on consistent definitions. Should you have any questions, please do not hesitate to contact me.

Part-Time Teaching Compensation per Course Academic Affairs

Provided in the table* below are the current compensation ranges and averages for part-time teaching per course that first became effective on 1 January 2000. The rates were established as a direct outgrowth of our continuing review of part-time compensation. These are recommended ranges, with the caveat that no appointments within a given range are to be below the minimum for than range. The means serve as guides as to the nature of your expected distributions. The ranges serve to assure that all schools are working with a given set of guidelines; however, it should be noted that exceeding the maximum of the ranges is considered exceptional and should be considered carefully.

RANK	COMPENSATION RANGES	COMPENSATION MEANS
Lecturer	\$2,500 to \$3,175	\$2,800
Assistant Professorial Lecturer	\$2,700 to \$3,500	\$3,100
Associate Professorial Lecturer	\$2,875 to \$3,700	\$3,200
Professorial Lecturer	\$3,300 to \$4,200	\$3,700

*Established 14 December 1999