


April 1, 2019

TO: Department Chairs and Directors  
School of Arts and Sciences

FROM: Dale S. Koznecki   
Assistant Director, Human Resources -Academics

RE: **Teaching Assistant/Graduate Assistant Notifications**

In accordance with Article XII of the Agreement between the University and the AAUP-AFT, all currently employed Teaching Assistants and Graduate Assistants must be notified **on or before April 30, 2019** of their reappointment status for the coming academic year. Those TA's and GA's appointed only for the fall semester must be notified on or before October 31, 2019 of their status for the spring 2020 semester.

**For Teaching Assistants and Graduate Assistants who will be reappointed:**

By **April 30, 2019**, using the School of Arts and Sciences web-based appointment system at <https://secure.sas.rutgers.edu/apps/taga/main>, indicate in the drop down menu on the *Notification List* those Teaching Assistants and Graduate Assistants who will be reappointed.

The online system will generate and email the Teaching Assistant or Graduate Assistant the actual *Notification of Reappointment for SAS Teaching Assistants and Graduate Assistants*.

If your department has Teaching Assistants, you will be required to upload a copy of the departmental criteria. The system will automatically send a copy of the departmental criteria to Teaching Assistants being reappointed.

By **May 5, 2019**, using the School of Arts and Sciences web-based appointment system, enter a *New Submission* for each reappointed Teaching or Graduate Assistant. A formal appointment letter and a Family Education Rights and Privacy Act (FERPA) waiver will be issued by this office after the appointments are approved.

**For Teaching Assistants and Graduate Assistants who will not be reappointed OR will be placed on a waiting list:**

By **April 30, 2019**, using the School of Arts and Sciences web-based appointment system, indicate in the drop down menu on the *Notification List* whether the Teaching Assistants and Graduate Assistants will not be reappointed OR will be placed on a waiting list.

The online system will generate and email the Teaching Assistant or Graduate Assistant the appropriate notice. (*Non-Reappointment Notice for Teaching Assistants; Non-Reappointment Notice for Graduate Assistants; Waiting List Notice for Teaching Assistants; Waiting List Notice for Graduate Assistants*).

**Waiting List:**

Those students who are placed on waiting lists must be notified as soon as possible if there is a change in their status. If a student on a waiting list requests it in writing, he or she shall receive a second notification in writing on or before June 30, 2019 of the number of appointments already offered in the department for the coming year.

**Notification of Assignment:**

At the time they apply for a TA position, graduate students may indicate any preference they may have with respect to teaching assignments. At least four weeks prior to the beginning of the semester, Teaching Assistants who have primary responsibility for a section shall normally be notified of their teaching assignment. All other TA's and GA's shall be notified of their assignment at least five working days before the first day of classes. It is understood that unexpected circumstances may require modification of the assignment. If an assignment is changed substantially subsequent to notification, the TA or GA must be notified of the change in writing.

**Salary:**

The current Agreement between Rutgers and the AAUP-AFT ended June 20, 2018. Accordingly, there are no contractually mandated increases to the minimum base salary rate at this time. The starting salary for full-time TA's and GA's is \$25,969 for academic year appointments and \$29,604 for calendar year appointments.

**Waiver:**

The University is required to supply certain information about TA's and GA's to the AAUP-AFT, their bargaining agent, but to do so without the students' consent would violate the Family Education Rights and Privacy Act (Buckley Amendment). We believe signing a waiver of the provisions of the FERPA is a term and condition of employment for TA's and GA's and, therefore, urge you to encourage students to sign it. When the signed waiver form is returned, please send a copy to the Office of Human Resources, School of Arts and Sciences Dean's Office or scan to [humanresources@sas.rutgers.edu](mailto:humanresources@sas.rutgers.edu) and upload a copy of the signed form to the appointment request via HCM template-based hire attachment.

Please contact Tamara Pakela [tpakela@sas.rutgers.edu](mailto:tpakela@sas.rutgers.edu) 848-932-6458, if you have any questions on the notification process or the School of Arts and Sciences web-based appointment system. Thank you for your attention to this matter.

**Attachments:**

TA/GA School of Arts and Sciences Web-based Appointment and Notification System Presentation

c: P. March  
J. Masschaele  
T. Vosseler  
S. Lawrence  
Area Deans  
K. Gallagher  
J. DiPaolo  
T. Pakela