



HIRING A GRADUATE ASSISTANT

Graduate Assistants (GAs) encompass the following three categories: Graduate Teaching Assistants (GTA), Graduate Research Assistants (GRA), and Graduate Program Assistants (GPA). Please see the most current [Graduate catalog](#) for specific GA policy details related to the eligibility and conditions of employment.

Minimum compensation rates for all GA appointment types will be published yearly. Programs are allowed to set rates higher than the minimum; however, the central funding amount that is distributed by the Office of Graduate Studies (OGS) will be at the minimum.

Current salary and wage rates for FY2027 as of February 1, 2026, not including fringe.

	GTA	GRA	GPA
Type of Pay	Biweekly stipend	Biweekly stipend	Hourly wage
Minimum Salary	\$13,453/9-month stipend	\$13,453/9-month stipend	\$17.25/9-month wage
Max FTE/Hours	0.5 FTE*	0.5 FTE*	20 hours/week
Additional Eligibility Requirement	Proof of English proficiency.		
Additional Departmental Requirements	UW-System requires that all GTA appointments must include minimum standards for selection, orientation (or waiver based on experience), training, and evaluation.		

FTE (Full-Time Equivalent) is a unit of measurement that represents the workload of an employed person or student, allowing for comparison of workloads across different contexts. Example: UWGB considers 1.0 FTE the equivalent of 40 hours, a person working 0.5 FTE works 20 hours, and a person working 0.3375 FTE works 13.5 hours. A **full-time GA works 20 hours and is 0.5 FTE.*



INSTRUCTIONS FOR FILLING OUT THE GA AUTHORIZATION TO HIRE FORM

To hire a Graduate Assistant, please complete an [Authorization for Graduate Assistantship form](#). Note that some sections include further information by scrolling over the blue information icon .

- **Position Number:** If unsure, leave blank.
- **Supervisor Name:** Use the search engine to find the primary person the student will report to.
- **Department Name:** Select the department or campus unit where the position is housed.
- **Position Type:** See [Graduate Catalog policy](#). Note, you cannot combine hourly positions with those that are on a stipend (GTA/GRA).
- **Appointment Basis:**
 - A (12 month) or C (9 month) option will be listed on the form for GRA/GTA appointments. OGS does not recommend hiring on a 12-month basis since a pay structure beneficial to students has not yet been established. **Select C (9- month) for contracts that are only one semester and for those that are for the academic year.**
 - Hourly must be used for all GPAs.
- **Proposed Salary and Hourly Range (100%):** include the stipend or hourly wage amount for the hire using the *Minimum Salary* amounts provided on page 1. To remain competitive while recruiting, higher salary amounts may be used when funding is available.
- **FTE:** Input one of the following percentages: 50% (20 hours); 33.75% (13.5 hours); 25% (10 hours). Contact HR for any other calculations.
- **Position of Trust:** Please select the answer that most applies to this position.
- **Funding Information:**
 - Funding information for positions funded by OGS should be included in your award notification message. If you are unsure of the information or your amount, please contact the Graduate Programs Manager in OGS.
 - Grant and Department-funded GA positions must include the account number and percentages.
 - Positions may be split into multiple accounts.
- **Is the position grant-funded?:** Click “Yes” if the position will utilize grant funding (even partial).
- **Start Date and End Dates:**
 - Fall 2026 semester, only: 08/24/26 – 01/06/2027
 - Spring 2027 semester, only: 01/07/2027 – 05/23/2027
 - Academic year (9-month): 08/24/2026 – 05/23/2027
- **Name of Selected Candidate:** Enter the graduate student’s name.
- **Email Address:** Enter the student’s email address.
- **Justification/Rationale:** Provide a brief position description and how the position meets the applied learning experience. Contact OGS if you need help.



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- **Check Boxes:** It is not the supervisor's responsibility to confirm each check box, but it is the supervisor's responsibility to confirm the students were notified about their **Eligibility for Employment** (page 5). Please select each box to confirm you have shared this with the GA.
- **Attachments:** Please upload the final Position Description or Posting, and if an exception has been approved (page 5), include a copy of that email exchange here.
- **Submit:** select Submit after all of the above have been completed.



Additional information to help you understand GA appointments

Hiring Paperwork	Authorization for Graduate Assistantship form (completed by hiring department)
Contracts Sent By	Human Resources
Benefits	<p>A Comprehensive Health Insurance Plan (14.6% fringe benefit rate) is available to all GAs hired for 0.3375 FTE (or 13.5 hours per week) when an Academic Year appointment is a minimum of 4.5 months, and when an annual appointment is a minimum of 6 months. Benefit information will be included in the contract.</p> <p>Fringe benefits will be covered by the University’s Central Funds when the salary is paid from a 102 account.</p>
Tuition	<p>GAs are conferred in-state status for tuition purposes when they work a minimum of 0.3375 FTE (13.5 hours per week) and have a minimum of a 4.5 month contract.</p> <p>Some external grants will allow GA tuition costs. We encourage PIs to include GRAs in their proposals, including the tuition benefit, when allowable. Graduate tuition rates can be found on the Student Billing website.</p> <p>Tuition covered by grant or department funds must be directly reported to Student Billing by the Supervisor or designee of that funding source to studentbilling@uwgb.edu.</p> <p>Tuition covered by waivers must be reported to Graduate Studies by the Supervisor or designee of that waiver approval to gradstu@uwgb.edu.</p>

Conditions of Employment

- GAs typically work a maximum of 20 hours per week.
- International students can work a maximum of 20 hours per week in any combination of on-campus employment while classes are in session.
- International students must notify International Education of GA appointments for visa purposes.

Additional Considerations

- The Office of Human Resources and the OGS must be consulted prior to early termination of an appointment
- Hiring units should review the [CGS April 15 resolution](#).
- UWGB employees are not eligible for GA positions, even if they are degree-seeking students.



Eligibility for Employment

GAs are often awarded on a competitive basis to graduate students who best meet the requirements of the position and those listed below. The GA position should not interfere with the student's educational goal, rather aid in the prompt and successful completion of the degree program while supporting the hiring department. A graduate student must satisfy all the minimum requirements and conditions listed below.

- Admitted in full academic standing in a UWGB graduate degree program (the graduate degree is conferred by UWGB). Graduate Special, certificate students, and degree students admitted provisionally, on academic probation, or academic suspension are not eligible.
- Enrolled in a minimum of 6 graduate degree credits each academic term (which constitutes full-time enrollment for a GA).
- Maintains a minimum cumulative grade point average 3.0.
- Shows satisfactory academic progress toward degree completion, as defined by the graduate program.
- Is within the length of time-to-degree for graduation (i.e., master's students have five years to complete their degree; doctorate students have seven years to complete their degree).

NOTE: All GA positions must encompass an applied learning experience that is directly related to their program of study. The OGS will have final authority with the determination of the appointment category and matters related to the applied learning experience.

Exceptions

In the event that a position and/or graduate student warrant an exception to any of the above policies, guidelines, and considerations, a formal request may be submitted to the OGS at gradstu@uwgb.edu. If the hiring unit does not correspond with the student's degree program, please also include the Graduate Chair in the discussion for their approval prior to submitting a request to OGS. Each request requires review and approval by the Associate Vice Chancellor of Graduate Studies & Research or their designee. A confirmation of the exception requested and final decision must be provided with the Authorization of Graduate Assistantship form.