THE UNIVERSITY OF MAINE
Graduate School

Executive Committee of the Graduate Board
Thursday, March 23, 2023
By Zoom:

[Join Zoom Meeting](#)
ID: 82686859002
Passcode: 098222

3:00-4:30 pm
AGENDA

1. Review/approval of February 16, 2023 Graduate Board minutes

2. Review/ approval of February 7, 2023 Curriculum Committee Report

3. Announcements/updates
   - Graduate Commencement update
     i. [Faculty Participation & Regalia Deadline 3/31](#)
   - Centennial update
   - Reminder - time change for GB meetings in AY 23-24
   - Trustee, Thurgood, and Hunter TA award recipients
   - Graduate Writing Course – IEI 99 – offered June 5 – July 24
   - [Graduate Assistantship Instructions](#)

4. Export Control restrictions Q&A – Amanda Ashe

5. Graduate Program Assessment update – OIRA staff

6. Draft policy 15.1.1 (PTO for grad students) – version 6

7. Items arising

THE UNIVERSITY OF MAINE
Graduate School

Graduate Board
Thursday, February 16, 2023
By Zoom:

[Join Zoom Meeting](#)
ID: 82686859002
Passcode: 098222

3:00-4:30 pm
AGENDA

Attendance: E. Allan, P. Agrrawal, J. Artesani, K. Ashley, C. Beitl, J. Bonnet, T. Bowden, M. Brichacek, S. Butler, M. Camire, S. Campbell, J. Chiarell, A. Cruz-Uribe, R. Dewan, J. Gill, K. Glover, A. Goupee, N. Hall, K. Huguenard, R. Jarrett, S. Klein, A. Knowles, Z. Ludington, J. McClymer, C. Murphy, S. Nittel, B. Peterson, E. Pandiscio, L. Rickard, D. Saber, J. Settele, S. Smith, P. Stechlinski, P. Van Walsum, R. Wheeler.

Guests: D. Singh, Dean, Fogler Library, Aylah Ireland, Graduate Student Success Manager, Crystal Burgess, Graduate Communications Director, Allyson Davis, Graduate Student Employment Manager.

Meeting Called to order: 3:05PM

1. Review/approval of January 26, 2023 Graduate Board minutes
    - Motion to approve – Rob Wheeler, Patty Libby 2nd
            Debbie Saber abstained, otherwise, unanimous approval.

2. Review/approval of February 7, 2023 Curriculum Committee report

    New Courses:
    LMS 520   Digital Age Methods of Teaching In Library and Media Studies
    LMS 560   Assessment in Library and Media Studies
    LMS 598   Library and Media Studies: Special Topics

    Modifications:
    EHD 501   Social Context of Education
    SED 511   Planning Inclusive Early Childhood Programs and Environments
    SED 552   Working with Families of Students with Disabilities

- Motion to approve – Patty Libby, Jim McClymer 2nd
- One correction – Patty requested that we add DLL as the instructional resource for the three course modifications
- Unanimously approved with the amendments noted

3. Announcements/updates
   - Welcome Daisy Singh, new Dean, Fogler Library
     i. Discussion of journals moving to open access
     ii. Graduate Student involvement would be good – Katie Ashley is going to connect with Daisy to name a representative from the Graduate Student Government (GSG).

   - Shared TA nominations (round 2)
     i. Seeking nominees for TAs in Biology, Chemistry, Math and Physics.

   - [Assistantship award letter template](#) – Allyson
     i. Award letter has been edited for clarity – including the recommendation to outline the job description in the letter.
     ii. Link above is a new updated resource for appointing new students.
     iii. Sick time language may need to be updated based on the revision of policy 15.1.1.

     iv. Centennial update on [website](#) and graphic mark – Crystal highlighted major features of the website.
         1. Send questions or ideas to Amanda Quiring, Chair of the Graduate School Centennial Marketing subcommittee.
         2. Donation information
         3. Events
         4. [Share your story link](#)

   - CRM – Shared Org update – Crystal
     i. Target X transition into the shared organization with Salesforce
     ii. Contract with Target X ends June 30, 2023.
     iii. CRM Ninjas – 3rd party vendor assisting with the transition
     iv. Debbie Saber asked about how the new system would work (similar to current system).
     v. Sandy Butler asked about ongoing admissions for those still involved in the process - how will they access applications in June? (we don't know yet – but, will share that information when it is available).
     vi. Graduate School is aware that we may need to extend Target X contract
     vii. Sharon Klein – two current challenges: Load times and not being able to access applications once you have made a decision. Crystal stated that the new system would be faster and easier. Programs do have access to applications after you have made a decision. Note: Keith Evans is the new grad coordinator for economics.

viii. Silvia Nittel – retraining effort / we built a lot of software around the current process with the 9 programs I coordinate. It would be helpful to have the PDF's the same. Crystal will share a demo video.

ix. Susan Smith – thank you! This is the first year we have had the portfolio attached to the application – it would be helpful to continue.

x. Crystal will try to make sure that special requests are included as we build the new system.

xi. Crystal will provide updates via email and via Graduate Board.

- Promoting 4+1 options to undergrads (see attachment)
  - i. Approved, accelerated programs currently on our website
    1. Global Policy, Intermedia have also developed agreements with other UMS campuses and other universities.
    2. Scott has been meeting with Interim VPEM Norm Jones regarding offering the option to apply to a 4+1 earlier in the undergraduate admissions process. Students would be required to maintain a certain GPA to be eligible to pursue an accelerated master's degree. USM has a simple declaration form (shared in the packet) that we may wish to use.
    3. Rob Wheeler commented that simplifying the process would be excellent.
    4. Benefits: Quality of undergraduate applicant pool could be improved…currently UMaine has a 93% undergraduate acceptance rate. This may be a good recruitment tool for undergraduate programs.
    5. Silvia Nittel suggested that 4+1 might not make sense to promote earlier for SCIS programs – but makes the most sense in their junior or senior year. It must be sold to them from their undergraduate academic advisors. Scott replied that the 4+1 early admission option may be more popular with undergraduates' parents.
    6. Sharon Klein – on board with advertising the 4+1 options sooner. Starting earlier with the advertisement would be helpful. A problem with admitting our own students is the prerequisite requirement we have in place (the courses are not typically taken until sophomore year). The other obstacle is the application process and the requirement for letters of recommendation, etc… Early alert may be helpful to getting students the guidance to move through the application/admission process.
    7. Jim Artesani will discuss options with the faculty in his department – but senses that there will be interest in pursuing more "early" 4+1 options.
    8. Patty Libby agreed that we are missing a huge marketing opportunity on the front end.
    9. Jacquelyn Gill noted that thesis options are tougher for 4+1 students. SBE dropped the 4+1 option because of students' readiness. Faculty have limited capacity. Thesis based programs will have difficulty offering these options.

- [Graduate Commencement update](#) – Kathleen
    i. Friday, May 5 ceremony at 4PM, students and faculty, please arrive by 3 PM as we will again have a large number of students and faculty participating.
    ii. [Faculty participation form](#) will be coming soon from Diane Dunn – the deadline to reply and request rental regalia is 3/31/23.

    iii. Encourage students to apply to graduate now (deadline was 2/1)
        1. Assist and advise students on completion of requirements & any transfer credits that need to be applied – send to Emily.
    iv. Tam retainable option is more affordable for doctoral students – it is non-fitted and elasticized (more of a one size fits all).
    v. Doctoral hooding will be on Friday with all other graduate students (like last year).
    vi. Reception – we don't have plans to have a reception after the ceremony – could be done at the department level.
    vii. Jim Settele mentioned that the ceremony was long last year – we have reduced the speeches, etc…are there any plans to shorten it this year?
    viii. Scott replied that the majority of the ceremony time is spend in actual hooding of students, so with more students graduating, the ceremony will take longer. The Graduate School is discussing ways to shorten the ceremony going forward, including having master's students hooded at college or even program receptions.

- VPEM candidates – please attend the open sessions and share your thoughts!
    i. Presentation invitations went out earlier today.
    ii. 21st 11:15am (William Bisset)
    iii. 23rd 11:00am (Trevor Eagle)
    iv. 27th 11:00am (Kevin Coughlin)

4. Export Control restrictions – Amanda Ashe, Director of Research Compliance
    - Materials have been shared for your review. Unfortunately, Amanda is unable to join us today. She will attend next month to answer any questions.

5. Draft policy 15.1.1 (vacation/sick leave grad students)
    - Reviewed other universities policies as well as University HR policies.
    - After discussion with the Graduate Executive Committee, the policy was revised to drop the use of the words "PTO," and add a section for vacation and a section for sick leave.
    - Leave for part-time university employee was used as the basis for creating this recommendation.
        i. 60 hours for a 9-month appointment (three 20 hr weeks)
        ii. 80 hours for a 12-month appointment (four 20 hr weeks)
    Feedback:
    - Patty Libby asked the following questions:
        1. How do we track the vacation hours since GA's do not report time and are paid monthly automatically? (Suggested a spreadsheet to track).
        2. With the new 3-week vacation - are we allowed to expect GA's to work holidays? (Holiday time off is granted separately as it is for other

university employees).

     3. Concern that a GA will have the same vacation time that a part time UMPSA staff member has that has worked for the University for 25 years.

- Silvia Nittel asked if we could require the time to be taken during the breaks.
- Sharon Klein had a conversation with Keith about the policy – the statement about the 3 days of sick days (remove the word "minimum"). Add the word "average" to the 20 hours a week statement. Economics is in favor of specifying that the 3 weeks of time off be during a break.
- Jacquelyn Gill stated that she agreed with Sharon — "even I can't take three weeks off in the middle of my teaching duties unless I'm going on medical leave."
- Sharon Klein asked if we could create a statement that would allow for exceptions – (i.e. DLL needing more flexibility during holidays, etc…)
- Jim McClymer stated: The policy as drafted does not allow weeks during semester: "*As long as the requested time does not interfere with critical assistantship duties.* "
- Laura Rickard stated: This is really a non-issue for TAs because there is nothing for them to do over breaks (except for DLL, that is).
- CiCi asked about BOT discussion and whether it was the same - Katie Ashley is the person to reach out to if you have feedback.
- Sharon Klein questioned the "accrual" of time (time isn't really accrued – but given to them).
- Laura Rickard asked if the sick time would make anyone feel like they could only use 3 days of sick time & then had to come in if they were sick. ." (Scott said that the idea behind sick time is to afford flexibility based on circumstances but also to address chronic abuses).
- Jacquelyn Gill stated that "It happens all the time in food service and retail. People come in sick because they fear losing their jobs. Then more people get sick, so the costs are higher long-term than letting people stay home
- Sharon Klein noted that there are different sides that may try to take advantage of the policy (either students or faculty).
- Jacquelyn Gill stated that having a policy would be helpful to balance the needs.
- Jim McClymer suggested: "In the event of sickness or other emergency please contact your supervisor/department for how to deal with these events,"and add that "sick time is not vacation."
- Jacquelyn Gill suggested that they are seeing more students disclosing mental health and other illnesses. Student Accessibility Services may need to be involved.
- Silvia Nittel suggested that good communication would help to clarify expectations.
- Scott would like to have Graduate Board membership take this current version of the policy back to their departments and gather their thoughts and ideas for the next meeting.

6. Items arising

Meeting Adjourned: 4:58PM

CURRICULUM COMMITTEE REPORT

The Curriculum Committee met on March 7th, 2023 and is recommending the following courses to the Graduate Board for approval at its March 23rd meeting.

New Courses:

ELL 572   Second Language Acquisition

KPE 501   Clinical Experience I

KPE 522   Clinical Evaluation II

KPE 531   Therapeutic Interventions I

KPE 541   Evidence Based Practice and Quality Improvement

SED 502   Strategies for Culturally and Linguistically Diverse Students with Disabilities

THE UNIVERSITY OF MAINE

Export Control: A Brief Overview

Amanda Ashe
Office of Research Compliance

February 2023

Overview of U.S. export control regulations

Export Control Regulations (ECR) are a complicated body of Federal laws aimed toward:

- Restricting exports that could contribute to the military potential of U.S. international adversaries
- Preventing the proliferation of weapons of mass destruction
- Advancing U.S. foreign policy goals
- Protecting the U.S. economy and promoting trade goals

NON-COMPLIANCE

Steep Penalties for Individuals and Institutions:

- Significant fines (up to $1M per violation)
- Loss of import/export privileges
- Debarment or suspension from government contracting
- Seizure of items being shipped
- Imprisonment up to 10 years

Overview of U.S. export control regulations

| Regulations	Federal Agency with Oversight	Area of Oversight
ITAR -*International Traffic in Arms Regulations*	Department of State, Directorate of Defense Trade Controls (DDTC)	Technologies with **inherently military** properties U.S. Munitions List (USML)
EAR - *Export Administration Regulations*	Department of Commerce, Bureau of Industry & Security (BIS)	Technologies with both commercial and military applications, most commercial items, and certain military items not controlled under the ITAR Commerce Control List (CCL)
OFAC-*Office of Foreign Assets Control*	Department of the Treasury, OFAC	Prohibits transactions of value with **certain countries** and individuals

Overview of U.S. export control regulations

Essentially, these regulations govern 4 things:

- **First** – The 'export' of research instruments, materials, software, and technology with some level of national security concern

- **Second** – The sharing of export-controlled technology or software with foreign nationals studying, researching, working or visiting in our facilities

- **Third** – Who it is we are interacting with [i.e. avoiding Prohibited entities]

- **Fourth** – OFAC regulations govern travel, academic, research and business transactions with certain sanctioned countries such as **Cuba**, **Iran**, North Korea & Syria

  - *Note: While not comprehensively sanctioned by OFAC, Belarus, Russia and the Crimea, Donetsk and Luhansk regions of Ukraine are subject to strict sanctions by the U.S. Government.*

University activities which _may_ raise export issues

- International shipping

- International travel, fieldwork & conferences

- International financial transactions

- Hosting a foreign visitor/scholar

- Foreign national participation in research activities

- International collaboration/technology sharing

- Using 3rd party proprietary information/restricted materials

- Teaching courses abroad or online

- Engagement with sanctioned countries (or individuals in, or ordinarily resident in, a sanctioned country i.e. Cuba or Iran)

Submit requests for review to um.export@maine.edu
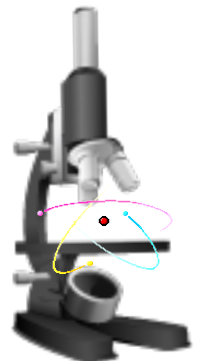
Key Risk Areas & Due Diligence

PHYSICAL EXPORTS

Exports may require export license(s) or documented use of a license exception, depending on the item, destination, recipient and/or end use.

Risk Mitigation

- Ensure all international shipments & 'hand carried' exports are reviewed by export compliance staff in ORC
    - A website and online form are under development. In the meantime, submit requests for review to um.export@maine.edu

Key Risk Areas & Due Diligence

DEEMED EXPORTS

An export of 'technology' or source code is 'deemed' to take place when it is released to a foreign national within the U.S.

A release of 'technology' can occur when:

- it is available to foreign nationals for visual inspection (e.g. technical specs, manuals, plans, blueprints, tours etc.);

- when exchanged orally; or

- when made available by practice or application under the guidance of persons with knowledge of the technology (e.g. training or technical assistance)

Important Note: *Publicly available technology & software is not subject to export control, nor are the* <u>results</u> *of 'fundamental research'!*

Key Risk Areas & Due Diligence

DEEMED EXPORTS (cont.)

When filing certain visa applications (e.g. H-1B) the government requires the University to certify whether or not an export license is required for the applicant to conduct the proposed activity.

While petitions for other visa categories (e.g. F-1 & J-1) do not require an export control certification to the U.S. government, the underlying export compliance requirements remain the same.

Risk Mitigation

- Ensure an export review & license determination is conducted prior to involving foreign nationals in research (faculty, staff, students and/or visiting scholars)
  - To initiate a review, submit a [Deemed Export Worksheet & Attestation (PDF)](#) to um.export@maine.edu

Key Risk Areas & Due Diligence

PROHIBITED PARTIES

EO 13224 states that U.S businesses must ensure that persons and/or entities with whom they are working are not restricted or otherwise prohibited from participating in the activity. *Many federal agencies restate this requirement in their regulations and agreements.*

The University uses a software, Visual Compliance, for Restricted Party Screening (RPS). Some screening is automatic (i.e. by ORA, DIC, ORC), some screening requires faculty and staff to initiate a screening request.

Risk Mitigation

- Request Restricted Party Screening in Visual Compliance
  - submit requests for review to um.export@maine.edu

Responsibilities

At minimum, <u>all members</u> of our community must:

- Be able to recognize that an export compliance issue might exist;

- Know who to contact for assistance (um.export@maine.edu)

For more information, including access to Export Control Training and the one page reference [‘Primer on Export Controls’ (PDF)](#), please visit: https://umaine.edu/orsp/compliance/export-control-regulations/

Office of Research
Compliance

1865 THE UNIVERSITY OF
MAINE

5703 Alumni Hall, Rm 310
Orono, Maine 04469-5703
Tel: 207-581-1480
umaine.edu/research-
compliance

From: Amanda Ashe, Director of Research Compliance & Export Control Officer

Date: July 24, 2020 (Reviewed & updated 2/15/2023)

RE: Sanctions Implications of Online Courses

In these unprecedented times while UMaine is working to determine how best to provide educational opportunities while also prioritizing public health and considers offering more students online courses, it is important to highlight that while many students can take online courses from their home countries, U.S. export control regulations *may* impact our ability to offer some students an online education from their home country. The U.S. Department of the Treasury's Office of Foreign Asset Controls (OFAC) sanctions in many cases require either documented use of a *general license* (if available) or a *specific license* for the university to provide online education (a service) to individuals residing within sanctioned countries.

Cuba, Iran, North Korea, and Syria are currently the countries most comprehensively sanctioned (and thus most likely to require a license to offer on-line courses to students in those countries). The sanction programs are unique for each country so what may be allowed will vary by country and in some cases, by type of student (undergraduate vs graduate and/or field of study). *Additionally, Belarus, Russia and the Crimea, Donetsk and Luhansk regions of Ukraine are likely to trigger licensing requirements for software and/or prohibit financial transactions due to strict sanctions by the U.S. Government.*

As an example, for a student in Iran to take on-line graduate courses from UMaine, we would need to secure a specific license from OFAC. OFAC's General License G for Iran (PDF) provides a narrow exception for certain programs of study (non-STEM) for online *undergraduate* course work accessed from within Iran, but not *graduate* coursework *(Note that OFAC has introduced General License M-2 for Iran (PDF) which may provide coverage for graduate students in non-stem fields who have been issued a nonimmigrant visa but whom can't travel due to the COVID pandemic; however this GL expires 9/1/23).* Also, as a comprehensively sanctioned country, there may be restrictions for providing access to certain software to students within Iran and other sanctioned countries (this depends on both the export classification and the University's licensing and use agreements for the software). In many cases, an OFAC license is needed for the 'service' and a second license is needed for the 'export' of software (or other exported commodities and items related to the course).

Attached is a summary chart from the Association of University Export Control Officers (AUECO) [from May 2021] of the Sanctions Implications for Online Courses (*please note this is an internal reference document that AUECO has asked its members to not share outside their respective institutions*).

During normal times, OFAC licenses can take several months to receive, but colleagues at other universities are reporting that it is taking 3-6 months to secure OFAC licenses (if they are issued) thus it may not be a feasible option in some situations. The University can face steep penalties if we violate OFAC sanctions (up to $1M/violation).

To request an export compliance review, please contact the export compliance team within the Office of Research Compliance at um.export@maine.edu. In the event a general license is available, our office will review, confirm and document the use of the general license as required by regulation.

For more information about how U.S. export control regulations may impact other university activities, please visit https://umaine.edu/research-compliance/export-control/.

Sanctions Implications for Online Courses

The provision of online course(s) to an individual physically located within a country subject to comprehensive sanctions administered by the U.S. Department of the Treasury's Office of Foreign Assets Control (OFAC) constitutes an export of a regulated service. Authorization for the provision of the regulated service must be granted via either by a general or specific license. In addition to the provision of services for offering the course, the export of items other than general software utilized to host the course would require review. The export of any commodities and items related to the course should be reviewed to determine any applicable licensing requirements.

Below is a detailed review of the related citations for each country.

Country	Citation	Course Level/Description	Allowable/Unallowable	Notes
Cuba				
Cuba	31 CFR 515.565 (a)(2)(x)	Undergraduate or below online Internet-based courses	Allowable via general license	
Cuba	31 CFR 515.201(a)	Graduate internet-based courses	Unallowable	Unless specifically authorized by OFAC through license
Cuba	31 CFR 515.565 Note 2 to paragraph (a). 15 CFR 740.21	Online Course Software	Requires EAR licensing determination	Allowable for ECCNs: EAR99 and 5D992.c
North Korea				
North Korea	31 CFR 510.201 (a)(3)(ii)(B)	All online, internet-based course	Unallowable	Unless specifically authorized by OFAC through license
Syria				
Syria	31 CFR 542.207	Graduate and Undergraduate online internet-based courses	Unallowable	Unless specifically authorized by OFAC through license

Crimea Region				
Crimea Region of the Ukraine	Pursuant to E.O. 13685, dated 12/19/2014	Online Internet-based courses graduate and undergraduate	Unallowable	Unless specifically authorized by OFAC through license
Country	**Citation**	**Course Level/Description**	**Allowable/Unallowable**	**Notes**
Iran				
Iran	31 C.F.R. 560. General License G, (b)(1)(iii)	Online courses (including Massive Open Online Courses, coursework not part of a degree seeking program, and fee-based courses) in the humanities, social sciences, law, or business provided that the courses are the equivalent of courses ordinarily required for the completion of ==undergraduate== degree programs in the humanities, social sciences, law, or business	Allowable via general license	Does not cover individuals in degree seeking programs in science or engineering.
Iran	31 C.F.R. 560. General License G, (b)(1)(iii)	Introductory ==undergraduate== level science, technology, engineering, or math *courses ordinarily required for the completion of undergraduate degree programs in the humanities, social sciences, law or business.*	Allowable via general license	Does not cover individuals in degree seeking programs in science or engineering.

Iran	31 C.F.R. 560. General License G, (b)(1)(iii)	Introductory ==undergraduate== level *courses ordinarily required for the completion of undergraduate degree programs in engineering, science, or math.*	Unallowable	Unless specifically authorized by OFAC through license
Iran	31 CFR 560.204, 31 CFR 560.410(a)	Online Internet-based ==Graduate== level courses	Unallowable	==Unless specifically authorized by OFAC through license==
Iran	31 C.F.R. 560. General License G, (c)(1)	Online Course Software	Allowable	Must be EAR99 or Educational Information not subject to the EAR. (See 15 CFR 734.9). Note: OFAC stated in a briefing to AUECO that students could use 5D992.c if for personal communications, which school counts as.
Iran	31 C.F.R. Part 560 General License M-2	Online educational services for graduate educational courses in the humanities, social sciences, law, or business, or are introductory science, technology, engineering, or mathematics courses ordinarily required for the completion of graduate degree programs in the humanities, social sciences, law, or business.	Allowable.	Allowable temporarily but does not cover individuals in degree seeking programs in the STEM fields. Authorized until September 1, 2023.

Graduate Program Assessment Onboarding

Update from the Office of Institutional Research and Assessment (OIRA)
    Ryan Weatherbee (Assistant Director for Assessment)
    Mandy Barrington (Assessment Coordinator)
    Laura Millay (Assessment and Institutional Research Analyst)

The onboarding of all graduate programs to the university learning outcomes assessment process is underway. Our timeline is as follows:

2020-21
Program Learning Outcome (PLO) Development Pilot Programs

2022-23
Curriculum Mapping Assessment Plans

2021-22
Finish PLO Development Pilot Programs Workshops

2023-24
Start 3-Year Reporting Cycle

Status Update

Program Learning Outcomes (PLOs)
81/190 (43%) of programs have submitted and posted their PLOs to their websites

Curriculum Maps
30/190 (16%) of program have provided maps
Please complete the following survey to let us know your timeline for completing your map: Grad Curriculum Map Progress

Resources

The graduate assessment section of the OIRA/Assessment website is your one-stop-shop for everything related to graduate assessment:
    https://umaine.edu/oira/assessment/graduate-assessment/

Details about the various steps of the onboarding process, including links to program-specific reporting documents can be found in the expectations document (also available on the graduate assessment website):
    Graduate Program Assessment General Expectations - 2022-23

Draft revision to Graduate School policy 15.1.1

15.1.1 Graduate Assistant

A Graduate Assistant is a graduate student who receives compensation (regardless of source) in return for required services in connection with research, instruction or instructional duties (including grading papers, assistance with laboratory sections, etc.), or administrative duties. Graduate Assistants on standard appointments are expected to work 20 hours a week and to perform their duties each week throughout the term of their appointment, unless otherwise arranged with the faculty supervisor. Supervisors are expected to release their assistants for the 10 days around Christmas to New Year's Day, but may otherwise expect the assistant to perform all assigned duties throughout the term of appointment.

Students and their supervisors should craft a work agreement at the start of the assistantship term. Graduate thesis research (i.e., work specific to the assistant's project, not necessarily related to the source of funding) may require additional time beyond 20 hours per week; such work should be described in the work agreement and should be reflected by student enrollment for graduate thesis research credits. Either students or faculty may appeal to the Graduate Board Executive Committee if a mutually satisfactory work schedule cannot be achieved. Individuals considering an appeal should contact the Dean or Associate Dean of the Graduate School to discuss their case before submitting a written appeal.

15.1.1 Graduate Assistant

A Graduate Assistant is a graduate student who receives compensation (regardless of source) in return for required services in connection with research, instruction or instructional duties (including grading papers, assistance with laboratory sections, etc.), or administrative duties. Graduate Assistants on standard appointments are expected to work 20 hours a week and to perform their duties each week throughout the term of their appointment, unless otherwise arranged with the faculty supervisor.

Supervisors are expected to provide graduate assistants 60 hours of vacation time over the course of a nine-month appointment, not including university holidays. Graduate assistants on 12-month appointments should receive a minimum of 80 hours vacation. Vacation time for appointments of less than 9 months would be prorated based on the length of the appointment. Except for emergency situations (see sick leave section below), students must submit requests for vacation time well in advance of planned vacations. Vacation time used is applied against the expected number of hours the GA is assigned to work each week. Students and their supervisors should craft a work agreement at the start of the assistantship term which should include anticipated time off and plans for covering work duties if necessary. As long as the requested time does not interfere with critical assistantship duties (e.g., teaching or helping with a class, maintaining the health and vitality of animals, meeting critical research deadlines, etc.), supervisors are expected to grant the time off. Vacation time may not be rolled over beyond the term of appointment nor paid out as salary.

Graduate assistants are allowed a reasonable amount of personal time for sick leave, bereavement leave and other emergencies. In the event of sickness or other emergency graduate assistants should contact their supervisor/department to develop a plan for coverage during the GA's absence.

Graduate thesis research (i.e., work specific to the assistant's project, not necessarily related to the source of funding) may require additional time beyond 20 hours per week; such work should be described in the work agreement and should be reflected by student enrollment for graduate thesis research credits. Either students or faculty may appeal to the Graduate Board Executive Committee if a mutually satisfactory work schedule cannot be achieved. Individuals considering an appeal should contact the Dean or Associate Dean of the Graduate School to discuss their case before submitting a written appeal.