

MEMORANDUM

TO: Deans, Associate Deans, Department Chairs, and Department Heads

FROM: Philip Cohen, Dean, Graduate School

RE: Graduate Assistant Appointments for AY 06-07

DATE: 28 August 2006

cc: Dana Dunn, Vice President for Academic Affairs and Provost
Joe Jackson, Associate Dean, Graduate School

I write to provide you with some information about a necessary change in our graduate assistant appointment policies and processes.

Before the MyMav implementation, units adjusted residency for purposes of tuition for non-resident graduate assistants in CICS and then appointed them in DEFINE for 1 semester, or 9 months, or 12 months. Now the Office of Graduate Studies adjusts residency for purposes of tuition for non-resident graduate assistants in MyMav and then units appoint them in DEFINE. However, MyMav is a term-based or semester-based system in all of its functions such as enrollment, residency setting, tuition setting, and billing. Because setting residency for non-resident graduate assistants now occurs each semester in MyMav, graduate assistant appointments for Fall 2006 in DEFINE will also be for one semester only.

I realize that appointing graduate assistants each semester represents a significant increase in workload across the campus. Our staff is working with the MyMav Project to automate some aspects of residency setting in MyMav and to explore other options for reducing this workload. We are reviewing whether we can set residency in MyMav for a longer period or whether we can set residency in MyMav for one semester and then enter an appointment in DEFINE for a longer period.

Please share this information with all personnel in your office who are involved in appointing graduate assistants.