

September 25, 2002

**TO:** Departmental Executive Officers  
**FROM:** Raúl Curto, Executive Associate Dean  
**RE:** Off-standard and over 50% effort graduate assistant appointments—change in procedures

In our efforts to achieve additional paperwork reductions, I am pleased to announce that effective September 25, 2002, off-standard Graduate Assistant appointments under 50% (i.e., all appointments at or under 50% other than 25%, 33%, 37.5%) no longer require my approval. However, the requirement to report off-standard appointments to Employee and Labor Relations (ELR) still remains in force, as per the agreement with COGS. As you know, the DEO prepares a memo or e-mail addressed to Employee and Labor Relations that includes 1) the name of the Graduate Assistant, 2) the percentage of effort for the appointment, and 3) a justification for the off-standard appointment. The report can be made one case at a time, or in batches of several cases. Although there are no specific deadlines for submission of the reports, it is recommended that they be sent soon after the appointment forms have been processed. Please copy me on the memo or e-mail that you send to Employee and Labor Relations.

Also, please remember that all Graduate Assistant appointments that, alone or combined with an appointment at another department, causes an employee to have a standard percentage of effort greater than 50% need prior approval from Dean Sandra Barkan. The request can be made on letterhead or by e-mail, and must indicate why the additional percentage of effort would not negatively influence the graduate student's progress toward the degree.

Finally, if the appointment is over 50% **and** off-standard (i.e. appointments over 50% other than 62.5%, 66.7% and 75%), then approvals from both Dean Barkan and myself are needed. Again, the request can be made on letterhead or e-mail, and should be addressed to both of us. Once the approvals are obtained, the DEO needs to forward a copy of my approval to Employee and Labor Relations. That office in turn will forward it to COGS.

TA/RA appointment <b>at or below 50%</b> (alone or combined with any other appointment)		
<u>Standard (25%, 33%, 37.5%, 50%)</u> ↓	OR	<u>Off-Standard</u> ↓
No approval needed No report to ELR needed		No approval needed Must submit report to ELR (copy Dean Curto)

TA/RA appointment <b>above 50%</b> (alone or combined with any other appointment)		
<u>Standard (62.5%, 66.7%, 75%)</u> ↓	OR	<u>Off-Standard</u> ↓
Need approval from Dean Barkan No report to ELR needed		Approvals needed from Deans Barkan and Curto Must submit report to ELR, with copy of Dean Curto's approval

Thank you in advance for your attention to this matter.