

**Title:** Teaching Assistant and Graduate Assistant Nine-Month Appointment Guidelines –  
Department of Pharmacy Systems, Outcomes and Policy

**Approved:** 2024-02-18

The Graduate Employees Organization (GEO) contract negotiations that were completed in Spring 2022 required the creation of a task force to examine the feasibility of expanding the number of 9-month assistantship appointments at the University of Illinois Chicago (UIC). The task force provided recommendations to the Provost related to the proportion of assistantships in a department that are 9 months in duration and the guidelines for appointment to 9-month assistantships. The recommendations were that departments appoint at least 30% of their teaching assistants (TA) and graduate assistants (GA) to 9-month appointments and that the guidelines are posted on the department website. This policy describes the process that will be utilized in the Department of Pharmacy Systems, Outcomes and Policy (PSOP) for the appointment of 9-month TAs and GAs.

All students in the PSOP PhD program are eligible for TA appointments. Students that are admitted to the PSOP PhD program are typically guaranteed funding via a TA appointment at a 0.5-FTE level during the Fall and Spring semesters over the first two years of their program. This is dependent on the number of TA slots available to the department from the Dean's Office. Even when guaranteed, the appointments had previously been separate TA appointments for the Fall and Spring semesters. The department will appoint at least 30% of the available TA slots to 9-month appointments that cover the Fall and Spring semesters.

The PSOP department will utilize the following criteria to prioritize students who will receive an offer for a 9-month appointment.

1. First-year graduate students
  - a. All first-year, non-fellow graduate students seeking a TA appointment will be offered a 9-month TA appointment.
2. Second-year graduate students
  - a. Second-year, non-fellow graduate students seeking a TA appointment will be prioritized for a 9-month offer with the following criteria:
    - i. Prior TA performance
    - ii. Academic performance
    - iii. Input of advisor, Director of Graduate Studies (DGS) and Unit Executive Officer (UEO)
3. Non-first or second-year graduate students
  - a. Non-first or second-year graduate students seeking a TA appointment will be prioritized for a 9-month offer with the following criteria:
    - i. Progress toward degree

- ii. Prior TA performance
- iii. Academic performance
- iv. Input of advisor, DGS and UEO

The above criteria will be followed, in order, until at least 30% of the TA positions have been appointed as 9-month appointments.

Letters of appointment shall be issued as soon as practical with the intent to issue the letters at least 45 days before the start of the appointment. Importantly, the appointment is only guaranteed after an appointment letter is received and signed by the appointee and returned to the College Human Resources department.