

CURRENT ADMISSIONS CYCLE

Q. Does this mean we'll get a PSA of 47K, or is this a fixed 29K stipend that can only be applied to the first year?

A. Funds are equivalent to a \$47K PSA x the target enrollment number provided by Grad Division. Funds can be used for stipend and/or fees but the student must receive \$29K (stipend and/or salary) in the academic first year (F,W,S).

Q. Can this money be used past the first year?

A. Yes, provided the stipend for the student in the first 9 months i.e first “year” not summer – meets \$29k. So you can offer 2 quarters of GDIV fellowship then a quarter of employment and move 1 quarter of the GDIV fellowship to the following year.

Q. If we move 1 quarter fees and stipend to year 2 is the program responsible for any fee differential?

A. Yes, the department is responsible. Fee amounts have always been given by the Budget Office at the rate of year 1 tuition/fees only; so this hasn't changed.

Q. Can we move some of the 29k to the summer, if we use TAs or GSRs in one of first three quarter (keeping 29K total for the first three quarters of course)

A. No, graduate students aren't enrolled in the summer, and Grad Division fellowships are contingent on academic enrollment.

Q. Do we need Grad Division approval to make the shifts when stipends are provided? Meaning, is the Grad Division going to track such changes?

A. Yes, Graduate Division tracks all changes via GradESS.

Q. It says fees are covered. What about the one time document fee and the like?

A. The one time document fee is not included nor is the new student UC Grad and Prof Assoc Fee.

The Tech fee is covered but there are discussions about limiting the Tech fee to 12 units as there are several hundred students who are enrolled in 13-21 units. We currently have no way to automate including these fees over 12 units.

Q Can we make more offers than the target? And how can we change the target number?

- A. The number of offers and the target number (i.e number to be recruited) are connected but distinct.

Programs can make more offers than the target enrollment. But we are asking programs to be cautious and not to exceed targets for this year. Unlike previous years, this year Grad Division can only fund students up to the target number and not above. (47K x target number)

One obvious question is: how many more offers can programs make than the target? In the past programs could make twice as many offers as the target. This year that seems likely to be a risky strategy and programs should probably adjust their recruitment strategy. For example, programs may want to make fewer offers than twice the target, or they might want to release offers in smaller batches and closely monitor their take rate as the recruiting season progresses. Historical data on take rates by program is available on the Institutional Research website and this data may help inform the program's decision on how many offers to make.

If a program wishes to increase its target above what was allocated by the Graduate Division, then the program needs the approval of the college office. And in general it is advisable that programs inform the college office about its recruitment strategy for this year.

Q. Since there are no add ons, does this also affect Summer Jump Start?

- A. We will not be offering Jump Start/Grad Edge this year.

Q. If the target enrollment number is N, does that mean the number of outstanding offers at any one time cannot exceed N?

- A. No. All programs are allowed to make more offers than the target.

We are asking that programs not go over target in terms of actual enrollment. Grad Div will not fund students recruited over the target number.

The question is how many more offers than the target can a program make? This is not a question that has a one size fits all answer. All programs do have access to their historical take rate on the Institutional Research website. That data - which is specific to your program – could inform

how many more offers you take. Another strategy is to make fewer offers at one time and closely track responses.

You can adjust your target number with the approval of the college office.

Q. Are we able to put all offers through but have grad division HOLD the 'waitlisted' ones until we get declines?

- A. No. All apps that have admission approval are placed in the Pending Program Final Approval bin in Slate. They remain in that bin until the chart is returned by the Grad Advisor with final approval noted in Routing Comments. If the program doesn't return the chart, Elisa won't send out an offer in Slate. That is the best we can offer with what is built out in Slate.

Slate does have a waitlist process, but it needs to be explored and tested. We had this on our list as an enhancement for the 24-25 application cycle.

Q. I understand the minimum take home in year one is \$29k, but is there a minimum starting in year 2 that we need to be aware of before we build the new financial charts?

- A. Beyond year 1, the rules are entirely governed by the contracts.

Q. Can we use the extra funds to cover additional students?

- A. Graduate Division will fund students at \$29k + tuition and fees up to the target number. If you are planning on recruiting additional numbers you need to discuss that with your college office and have their approval to increase your target number.

Q. What salary numbers are you using in the offer letters?

- A. Currently GradSIS and GradESS reflect the new Spring 2023 and Fall 2023 salaries.

Q. Will Graduate Division provide NRT coverage if offers are packaged with departmental funding only?

- A. Yes, if a program chooses to use program or college funds to make offers above their target number, those offers can include NRT awards paid by Graduate Division.

Q. Can they give GSR year 1 and move part of fellowship to year 2?

- A. Yes, as long as the student receives \$29K in income in year 1 (9 months) from a mix of fellowship and employment.

Q. If programs stretch out offers using departmental support and end up getting less SIRs, will we then swap out their department support for the fellowship funding?

- A. No. We have always used the Central Fellowship funding as recruitment money. If the applicant accepts the offer, we do not allow them to adjust the Central Fellowship dollars, only department funding. If the applicant doesn't accept the offer, the program may revise the commitment of Central Fellowship Funding and Department funding.

Q. How is NRT being handled? Are the awards going to stay the same for domestic non-residents and international students?

- A. Yes, if a program chooses to use program or college funds to make offers above their target number, those offers can include NRT awards paid by Graduate Division.

Q. If we go over 375 for the campus, what happens?

- A. Grad Division has been budgeted for 375 students. This is a hard budget cap for Grad Div. If we go over that number then the financial responsibility rests with the program that admitted the students over their target. In some cases this may be okay because it will be on the basis of an agreement with the college office (e.g., the program is able to show grant funds to support the student). But that depends on the program having an agreement with the college office to go over the target.

Q. Will they have to submit a new application if applied to ME and now want to apply to MSE?

- A. If an applicant wants to change the program on their application, they do not need to submit a new application and pay another application fee. Please contact the Graduate Admissions Office to assist in updating the program in Slate and GradSIS.

Q. Does a deferred student from last year count towards this cohort/target?

A. Yes, if they start during the 2023-24 academic year.

Q. Can we move a portion of the tuition money into stipend if a TA or GSR appt is picking up fees for that quarter?

A. Yes, but only as part of their Admissions package.

Q. What happens to leftover recruitment money?

A. Leftover funding stays with the cohort for the life of the cohort (6 years). Funds are used for fee matching for external awards, DYP's, etc.

Q. If a student declines an offer that includes central fellowship, what can they do with that central fellowship before May 1?

A. Make a brand new offer to another student.

Q. If an applicant declines an offer with Central Fellowship funds, can the program move those funds to another admit who got an offer with only Department or PI funds on it?

A. No. We have always used the Central Fellowship funding as recruitment money. If the applicant accepts the offer, we do not allow them to adjust the Central Fellowship dollars, only department funding. If the applicant doesn't accept the offer, the program may revise the commitment of Central Fellowship Funding and Department funding.

Q. Do programs need their College Dean's approval to make offers above their Target # regardless of how they structure the packages?

A. No. The program does not need college approval to make offers and can make more offers than the target number. Programs do, however, need college approval to increase their target number above that allocated by the Graduate Division. Graduate Division will fund students up to that target. Above that number the financial responsibility rests with the program. The program can decide jointly with the college office to increase the target number.

While there is no requirement to consult with the college office before making offers, the hard limit on recruitment means that it is advisable for programs to keep the college office informed about their recruitment strategy for the year.

Q. Does FWS of Year 1 need to total \$29000 in Stipend or Salary to the student even if programs are creative with different support types?

A. Yes. The \$29k can be met by whatever combination of employment and fellowship you offer, but \$29k is the minimum.

Q. Can programs supplement the \$29000 first year Stipend with small GSR appointments (like 10%, 15%, etc.)?

A. Yes, but programs MUST keep the following in mind:

“The GSR’s workload will be commensurate with the appointment percentage and title/classification.”

OFFER ACCEPTANCE DEADLINE

Q. Is there any discussion about moving away from the April 15th deadline to encourage applicants to notify us sooner about their admission offer?

A. No. That’s the deadline that we have adhered to for many years as part of the group of schools in the Council of Graduate Studies organization. More information about the April 15 resolution is available at <https://cgsnet.org/resources/for-current-prospective-graduate-students/april-15-resolution/>. A PDF listing participating schools may be found [here](#).

Q. Is it permissible for programs to ask students to decide earlier ?

A. No. Nor can we offer incentives for students to SIR earlier. This is because – like many R1s – we signed on to a ‘fair play’ pact with schools in the Council of Graduate Studies.

We **can** say “an early response is helpful/appreciated”... and that has been the tone/tenor of communications so far.

What is probably most effective in helping recruit students, however, is having faculty reach out to applicants to talk to them directly.

NEW CONTRACT IMPLICATIONS

Q. Do programs need to pay students in the summer?

No. This is not a requirement. This would be up to the program/department.

Q. Are the pay steps remaining the same for all programs? And will the pay steps reflect the new salaries for GSRs?

- A. There are entirely new pay steps within the contracts, which apply across all programs.

Currently GradSIS and GradESS reflect the new Spring 2023 and Fall 2023 salaries.

Q. What about the 50% GSR appointment rule?

- A. The contract does not mandate a 50% appointment, though UCOP does advise that 49% GSRs now be paid at 50%.

The contract states: “The GSR’s workload will be commensurate with the appointment percentage and title/classification.”

GSR appointments should be based on defined workload, and programs should be consistent. Programs should not reduce GSR % to match available funding.

In the past, there were concerns that with a 50% appointment and above, then GSRs would need to be paid vacation and other benefits. UCOP is working to turn off the code in UC Path that generates vacation accrual. This will be retroactive back to the date of ratification and should mean that an appointment at 50% will not result in those costs.

Q. Many of our programs have traditionally paid GSRs at 49% due to a rule that had them accrue vacation if they were 50% or more. Has this been fixed in UC Path so that we can make the majority of GSR appointments at 50%?

- A. UCOP is working with UC Path Leadership to have this code turned off retroactive to the date of contract ratification.

Q. Has there been any discussion about having a blanket approval to employ TAs more than 50% for 23-24 AY?

A. This is under discussion.

Q. Can we appoint at less than 50%? Is it an expectation? Management right component to this. If the student is only working 37.5% of the term or is this 40% GSR.

A. See Article 13 Management and Academic Rights and Article 19 Past Practice. There is no mention of mandatory FTE in Article 2 Appointments. Description of duties should demonstrate expectations based on hours.

Q. Are we required to pay NRT for TA's and GSR's via employment (both PhD and Masters)?

A. The new ASE and GSR contracts state "GSR and ASE appointment (s) totaling **25%** or more of full-time for an entire given quarter/semester is eligible to participate in the University's Partial fee remission program for tuition and fees and remission of Nonresident Supplemental Tuition ("NRST")"

Q. TARS to document time for leave for students?

A. There is no formal plan to move to timesheets or time cards for TAs or GSRs. It would be good for supervisors (instructors and PIs) to consider how best to ensure that students are not working beyond the contracted limits e.g for 50% FTE TAs the 220 hours per quarter we are all familiar with.

Q. When will TA steps be implemented?

A. On Oct. 1, 2023, experience will determine steps based on experience as of 6/30/2023.

Q. HEERF funding for Spring – are we increasing HEERF fellowship to match new stipends?

A. Grad Division will be increasing award amounts for DYP, including HEERF, to \$8000 quarter.

Q. I20 is not matching what they are being charged – international office check?

- A. We recommend speaking with Kelly Hinosawa, in ISS. In the past, Graduate Admissions only needed to list a minimum verification of support in order to issue the I-20.

Q. Programs were told to use the April 1, 2023 GSR Salary Step 1 for all years where GSR is on a Fellowship Package because the other amounts were not available yet. Can a faculty member pay the student the actual dollar amount of the “Employment” on the chart rather than increasing to whatever a 50% GSR is in a given term?

- A. No, PI's must pay the amount dictated by the contract for the relevant pay period.