



MEMORANDUM

Date: June 8, 2009

To: Directors of Graduate Studies
 Business Managers
 Directors of Graduate Studies Assistants

From: Cindy Robertson 

Re: Graduate Student Job Classifications

Cc: Associate Deans, Finance and Administration

As you are aware, the [Graduate School Tuition Remission Policy](#) will be implemented on July 1, 2009. In order to clearly identify the Ph.D. student research assistants (Ph.D. RAs) that will be subject to tuition remission we will need a distinct job code. This job code would be clearly differentiated from Master's student research assistants, Graduate Assistants (i.e. a graduate student who may both teach and conduct 'incidental research') and Teaching Assistants, since none of these three graduate student job classifications will be subject to tuition remission.

Job Code 1590, Research Assistant is currently used for Ph.D. and Master's students as well as Graduate Assistants conducting incidental research. There are also many different job codes currently in use for graduate student Teaching Assistants with no existing job descriptions or apparent differentiation between the codes. We are therefore clarifying, renaming and/or establishing the following four job classifications that will be used for graduate student workers who are paid on the monthly faculty and staff payroll. Note that this does not pertain to or impact job classifications for graduate students paid on the bi-weekly, non-exempt payroll. Those will remain unchanged.

Job Code	Current Title	New Title	Description of Change
1502	Graduate Teaching Assistant	Graduate Assistant	Rename
1594	Teaching Assistant	Teaching Assistant	No change
1590	Research Assistant	Research Assistant - Ph.D Student	Rename
1513	N/A	Research Assistant - Master's Student	New

Job descriptions have been posted for your reference on the [Duke University Human Resources website](#). All other exempt graduate student job codes will be eliminated unless there is a compelling reason to retain them; i.e. use in a professional graduate program outside the Graduate School.

Please review the Job Descriptions to determine which best fits each of your graduate students. ***If you are not responsible for payroll for your graduate students, please forward this memorandum to the payroll clerk for your department or program for action!***

By July 10, 2009 all Ph.D. RAs who meet the criteria outlined in the [Research Assistant - Ph.D. Student Job Description](#) posted on the HR website, should be classified in Job Code 1590. Note that if any of your Ph.D. students are funded by a source with a three (3) in the third digit of the cost center or WBS element (i.e. xx3-xxxx), they **must** be classified in Job Code 1590 since the meaning of the third digit indicates that the funding source's primary purpose is research, which is therefore, subject to tuition remission.

Any students who are currently classified in Job Code 1590 who **do not** meet the description of a Ph.D. RA must be reclassified to the appropriate job code or transferred to a new position with the appropriate job code also **by July 10, 2009**. Note that if a multiple students are assigned to a single position (i.e. the position is over-allocated) and some students meet the Ph.D. RA description while others do not (for example, both Ph.D. and Master's students using the same position number), you will need to create a new position linked to the different job code. This will help us ensure that all students subject to tuition remission are properly aligned with the new policy, and that all students who are not subject to tuition remission are appropriately excluded.

By October 10, 2009 all other students should be properly classified into either the Graduate or Teaching Assistant job classification depending on the nature of their role.

If you need assistance with moving large numbers of students, contact Christin Marten at c.marten@duke.edu in the Graduate School for assistance. If you have other questions, comments or concerns please feel free to contact me at cynthia.robertson@duke.edu or Christin Marten.

Thank you in advance for your attention to this very important matter and for your patience as we work through the many details surrounding the implementation of tuition remission.