RA/TA APPOINTMENTS

Instructions for hiring faculty:

(1) Initiate and complete the RA/TA appointment form. (See below for minimum eligibility requirements for tuition awards. You need to sign in the tuition block as well as in the job description area unless you have told the student that this position cannot cover tuition (These should be very rare cases, such as a funding agency that explicitly forbids it. In that case, every effort should be made to identify an alternate funding source for the tuition.) [Exception: state-funded TA positions do not require a signature]

Whenever possible, the Fiscal Office asks that students be appointed for a full academic year using the dates August 19, 2014 through May 15, 2015 (or, alternatively, August 19 through August 18). [NOTE: positions can still be terminated after a semester if necessary for any reason]. If the position must be on a semester-by-semester basis, the preferred dates are August 19, 2014 through December 31, 2014 for the fall term and January 1, 2015 through May 15, 2015 for the spring term. ***Any exceptions should be approved by Vicki Moore (Victoria_moore@unc.edu; 919-966-7470***).

(2) Give the completed (*description of duties is required*), signed form directly to Courtney Andrews in the EPID Fiscal Office. [pdf documents ***with signatures*** can be emailed to her at courtney_andrews@unc.edu or faxed to (919)966-7457].

(3) If the funding source is not housed in EPID, the tuition block must be signed off on by the relevant business manager. Ask the student to have this done and then s/he can submit the form to Courtney.

(4) Students who are still completing required coursework (typically first 2 years for PhD and MPH, first 3 years for MSPH/PhD students) may not exceed 15 hours per week without special permission from the Student Services Office (ncolvin@unc.edu; 919-966-7459).

(5) The health insurance rate for 2014-15 is $256.88 per month.

Instructions for students being hired as RAs or TAs:

(1) Check with your hiring faculty member to be sure that the steps above have been followed.

(2) Check with the EPID Fiscal Office (2107 McGavran-Greenberg) to complete any required paperwork.

At the Fiscal Office, new appointees will have to complete, in person, additional paperwork and provide identity documentation. Information about acceptable documentation is online. If you have previously been on payroll, ask the Fiscal Office whether or not new paperwork is required. Paperwork must be completed by first of the month to receive paycheck at end of month. For Direct Deposit, bring a check or copy of a check (unless you were set up for Direct Deposit previously).

(3) Student Services must also have a copy of the EPA Webform from the fiscal office. [Our fiscal office will give us copies when ready.]. **If tuition is to be paid, it is the student's responsibility to make sure we have all of the relevant paperwork by the announced deadline.**

For tuition awards, a checklist will be posted outside Nancy's door. Please check here to be sure we have ALL paperwork by the deadline. Check early so that you'll have time to follow up on problems, if any. **ALL paperwork is due to Student Services Office NO LATER THAN AUGUST 31 for the fall term and NO LATER THAN JANUARY 15 for the spring term.**

TO QUALIFY FOR THE IN-STATE TUITION AWARD

Minimum stipend required, per semester - MSPH or PhD students: RAs and TAs = $7850
Minimum stipend required, per semester – MPH: $5700 for RAs and TAs

Must be on payroll no later than August 19, 2014 and at least through December 3, 2014 for fall awards. For spring, the minimum dates are January 7, 2015 through April 24, 2015. Early termination results in voiding of tuition awards. Students must also remain in the same tuition bracket throughout the term. To qualify, the minimum stipend must be earned between August 1 and December 31 for the fall term and between January 1 and May 31 for the spring term.

In-state tuition rates, for one semester, for the 2014-15 academic year:

	9 or more cr hours	6 -- 8.9 cr hours	3 – 5.9 cr hours
MSPH or PhD	$4779.50	$3584.63	$2389.75
MPH	$6529.50	$4897.13	$3264.75

A SEPARATE APPOINTMENT FORM IS REQUIRED FOR EACH POSITION.