



Graduate School  
UNIVERSITY OF WISCONSIN-MADISON

**MEMORANDUM**

DATE: 29 November 2017

TO: Deans, department chairs, directors of graduate studies and graduate program coordinators

FROM: Sarah C. Mangelsdorf, Provost *SCM*  
Laurent Heller, Vice Chancellor for Finance and Administration *LH*  
William J. Karpus, Dean of the Graduate School *WJK*

RE: FY19 Graduate Assistant Stipend Minima and Principles

With the new academic year well underway, it is time to start planning graduate assistantship rates for FY19. It will be our second year following the new procedure and this memorandum provides instructions and timeline to inform your planning. The Graduate School, in consultation with the Offices of the Chancellor, Provost and the Vice Chancellor for Finance and Administration, set the MINIMUM rates for all GA titles.

**Programs (with approval from their school/college) are required to determine and submit their FY19 assistantship rates to the Graduate School by January 5, 2018, at [go.wisc.edu/11f81r](http://go.wisc.edu/11f81r).** The actual stipend amounts (normalized to a 50% appointment) should be entered in the worksheet. For example, if you plan to pay TAs in your program the minimum stipend, you enter that number. If you plan to supplement TA stipends with gift funds, enter the total dollar amount the students in your program will receive. Programs that intend to set stipends at the campus minimum rate will still need to submit the form to verify this to the Graduate School.

As you will recall, the new procedure allows programs to set market stipends for all graduate assistantship (GA) mechanisms (RA, TA, and PA) and makes it simpler for prospective graduate students to compare offers from UW-Madison and other institutions, thus helping us compete for top students. We now use adjustments to the dollar amount, rather than to appointment percentage, to set stipends.

The following principles should be considered as you determine rates for FY19. These points are consistent with [the announcement from last academic year](#).

- Schools/colleges will work with their graduate programs to establish rates at or above the campus minima, allowing for flexibility to accommodate different market factors while maintaining the principle that graduate students will not get a stipend cut from the previous year.
- The Graduate School's *Academic Policies and Procedures* describes policy on [maximum levels of appointments](#) and [concurrent appointments](#).

**Office of the Dean**

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- **Graduate students must be paid the GA rate associated with the academic program in which they are enrolled.** If a graduate student is appointed as a GA in a different department, he/she still is paid at the rate associated with his/her academic program home.
- Departments/programs are highly encouraged to **provide written offers of 5-year funding packages** for admissions decisions made to applicants who will enroll in fall 2018. For FY 20 and beyond, providing 5-year written guarantees in offers of admission will be a requirement in order for departments/programs to receive funds for stipend increases. To that end, we will convene a working group and seek wide consultation, including from governance bodies, prior to enacting the requirement.
- Departments/programs should enroll only the number of PhD students they can support.
- The FY19 minimum rates for TA and PA appointments shown below reflect a **13.3% increase** over current fiscal year. For Fund 101-funded TA-Standard and PA students, the Budget Office will provide a permanent supplement in your 2018-19 budget planning allocations to cover the cost of the increase.

The new minimum rates normalized to a 50% graduate assistantship appointment will be:

**Teaching assistantship**

Academic: \$18,350

**Project assistantship**

Academic: \$18,350

Annual: \$22,427

**Research assistantship**

Academic: \$18,350

Annual: \$22,427

**PA grader/reader**

Hourly rate: \$17.36

There is no change to the minimum Lecturer (SA) rate. Departments that appoint graduate students as TA-Senior, must use at least the minimum TA stipend rate.

The Graduate School will review rates in all categories and communicate to programs by January 15, 2018. This should allow for sufficient lead time and information for programs to make fall 2018 admission decisions and issue funding package guarantee letters.

Please share this memo with others to whom it is relevant. Should you have any questions, please contact Fellowship Director Cassandra Rademaekers, [cassandra.rademaekers@wisc.edu](mailto:cassandra.rademaekers@wisc.edu), 608-265-5522.

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