



Graduate Pay

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

GRADUATE PAY

Graduate Students pay is funded in one of two ways:

A combination as follows:

- 1) The Assistantship is a 9-month academic year appointment paid over 12 months
- 2) The Fellowship is paid during the 9-month academic year.

OR

- 1) A 9 month academic year appointment paid over 12 months

As the Fellowship is paid from August through April, your pay during these months will be somewhat higher than it is during May, June, and July. Please be aware of this when planning your summer finances.

ADDITIONAL PAY FOR GRADUATE STUDENT

Prior to work outside of a GTA's normal assignment approval must be secured by your advisor, the Department Head for the Department hiring the student, AND the Dean of the Graduate School when the work occurs within the school year. For our students this most commonly will affect those hired by Music/Opera/Art and those hired to work Rentals. While supervisors are responsible for obtaining approvals and documenting as appropriate, GTA's should not begin any additional work without ensuring that the appropriate approvals have been obtained in writing as **pay for unapproved work may be denied.**

Stipulations:

1. During the academic year, GTA's are not eligible to be paid for additional work unless they have completed their assistantship hours FIRST as those hours compensate UT for the tuition waiver.
2. No GTA may be paid for more than 4 additional hours in a week without prior written approval from the Graduate School AND the hiring department's Head. Written approval must show a date PRIOR to the work to be accepted.
3. International students may not work more than 4 additional hours per week during the academic year and must have prior approval to work more than 4 additional hours even during breaks.
4. Prior approval is not required for US students during official University breaks.

Procedure:

To request permission for additional work: Send a memo addressed to the Department Head documenting the dates of work, what the work is, how many hours are expected and the compensation, with advisor's signature. The Department Head, if they approve will in turn request approval from the Dean of the Graduate School. If approval is received, this documentation will go to the College with the payroll entry. Memos can be sent to the Business Manager for approval routing.