At its meeting of December 10, 2001, the Academic Senate passed the following Policy Recommendation presented by Miriam Donoho for the Curriculum and Research Committee.

**POLICY RECOMMENDATION**

**TEACHING ASSOCIATE FEE WAIVERS**

Whereas: teaching associates make valuable contributions to the mission of San Jose State University, and

Whereas: the recruitment and retention of the highest quality graduate students, which would strengthen graduate and research programs at SJSU, is assisted by the availability of adequately compensated Teaching Associate positions, and

Whereas: limited use of Teaching Associates can enhance the educational experience of our students by providing enthusiastic and academically strong role models from more diverse backgrounds than provided by the faculty, and

Whereas: teaching is an important educational experience for our best graduate students, one that helps them prepare for future teaching responsibilities that academic careers would include, and

Whereas: graduate students who serve as Teaching Associates during their years on campus have a closer connection to the university, both during their tenure here and as alumni, and

Whereas: graduate students have few other means of obtaining adequate financial assistance on campus, often needing to work off-campus to be able to afford their state university and campus fees, and

Whereas: the high cost of living in the Bay Area makes being a graduate student at this campus more expensive than at others, and

Whereas: Teaching Associates at other CSU campuses\(^1\) receive state university fee waivers in recognition of their important contribution, and

Whereas: some student athletes and international students\(^2\) are already receiving SJSU fee waivers, partly in recognition of their service to the university, therefore be it

Resolved: that the attached be approved as University policy on Waivers of State University and Campus Fees for Teaching Associates, effective Fall semester 2002.

**ACTION BY THE UNIVERSITY PRESIDENT:** Approved by President Robert Caret in December 2001.
Waivers of State University and Campus Fees for Teaching Associates

1. Matriculated graduate students who are appointed and paid as Teaching Associates at SJSU shall be granted waivers, during the semester they teach, of mandatory campus miscellaneous fees and the mandatory state university fees (at the CA-resident tuition level) equal to the “graduate 1.0 to 6.0 units” rate, if they have a fractional hiring time of 0.1 to 0.2.

2. Matriculated graduate students who are appointed and paid as Teaching Associates at SJSU shall be granted waivers, during the semester they teach, of mandatory campus miscellaneous fees and the mandatory state university fees (at the CA-resident tuition level) equal to the “graduate 6.1 or more units” rate, if they have a fractional hiring time greater than 0.2.

3. The Academic Senate will review the impact of the Teaching Associate Fee Waiver Program every two years from the date of implementation. If the Teaching Associate FTEF exceeds 3% of the total FTEF of the University in any semester, the waiver program shall be reevaluated.

Financial Impact: At current TA usage levels, about $54,000 per semester.

Significant, perhaps complete, counterbalancing revenue and savings to campus to the extent that either of the following are realized:

a) availability of fee waivers for graduate students serving as Teaching Associates increases graduate student recruiting success and enrollment (and FTES-based allocations).

b) reduced section cancellations and/or increased section offerings due to greater availability of exceptional Teaching Associates increases undergraduate enrollment (and FTES-based allocations).

Notes

1 CSU Humboldt, Pomona, San Diego, Sonoma, Fullerton and Northridge currently have tuition fee waivers for Teaching Associates. Over half are University-funded. The others are externally funded.

2 Currently at SJSU 4-6 international students per college per year are granted waivers of their state university fees, generally in exchange for performing some service to the university, though sometimes on the basis of academic achievement and financial need. In total, waivers of 300 non-resident fee units ($73,800) are awarded each year. These are described in Chancellor’s Office Executive Order 712.

3 Teaching Associate FTEF was 20.157 for Fall 2000 while total FTEF for the university was 1110.227 for the same period. Thus during a typical semester, Teaching Associate FTEF is 1.82% of the total FTEF.

4 See Appendix A for Financial Impact Analysis. Appendices B and C provide an analysis of the number of Teaching Associates used in recent semesters by each department at SJSU, the total fractional appointments that Teaching Associates were assigned, and the total cost to the University that the fee waiver program as described here would have incurred had it been in place during AY ‘00-’01.
Appendix A: Financial Impact Analysis

Definitions and assumptions
a) The expected roles and conditions of employment for Teaching Associates, the purpose of their employment, their eligibility for employment, and the limitations on their employment are described in Academic Senate Policy S99-2, The Employment of Teaching Associates and Graduate Assistants.
b) Three weighted teaching units (WTU) are generally considered to involve 3 hours of instruction in a lecture class and 6 hours outside of class for preparation & grading. Slightly different conventions are used for instructors of lab or activity courses.
c) For the purpose of determining fractional appointment, part-time instructors with one 3-unit course would typically have a fractional appointment of 0.2. Instructors with only two 3-unit courses would generally have a fractional appointment of 0.4.
d) During the Spring 2001 semester, 64 SJSU graduate students were appointed as Teaching Associates with at least 0.1 fractional appointments. Approximately 60% of the students had a fractional appointment between 0.1 and 0.2 and would have been eligible for the “graduate 1.0 to 6.0 units” waiver. The other 40% had fractional appointments over 0.2 and would have been eligible for the “graduate 6.1 or more units” waiver.

Current and future expense to departments
Cost of graduate student TA $2000 - $3200 / 0.2 fractional appointment
$4000 - $6400 / 0.4 fractional appointment

Fee waiver expense to SJSU
Cost of campus miscellaneous fees $240 / miscellaneous campus fee waiver
Cost of state university fees $438 / “graduate 1.0 to 6.0 units” waiver
(at the CA-resident graduate level) $753 / “graduate 6.1 units or more” waiver
(= increase of $2.79 - $3.24 / hour)

Example of cost of TA fee waivers if they had been available during Fall 2000
44 TAs would have been eligible for partial waivers: 44 x ($240 + $438) = $29,854
25 TAs would have been eligible for full waivers: 25 x ($240 + $753) = $24,838
Total cost = $54,692

Example of cost of TA fee waivers if they had been available during Spring 2001
38 TAs would have been eligible for partial waivers: 38 x ($240 + $438) = $25,783
28 TAs would have been eligible for full waivers: 28 x ($240 + $753) = $27,818
Total cost = $53,601

In sum, fee waivers have a modest and defined cost with compelling counterbalancing benefits. Fee waivers will enhance the quality of our graduate programs, allow SJSU to retain the services of the most qualified graduate students as Teaching Associates, and enroll graduate and undergraduate students that might otherwise be lost (at an annual full marginal rate of $7,414 / FTES). While a precise dollar value cannot be calculated for the program’s benefit to SJSU, it is likely to be significant.
### Appendix B: Fall 2000 Teaching Associates

<table>
<thead>
<tr>
<th>Colleges and Areas</th>
<th>FTEF</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>College of Applied Sciences &amp; Arts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administration of Justice</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Health Professions</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Health Sci (w/ Gerontology)</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Human Performance</td>
<td>0.560</td>
<td>4</td>
</tr>
<tr>
<td>Journalism and Mass Comm</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Nursing</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Nutrition &amp; Food Science</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Recreation &amp; Leisure Studies</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>College-Wide</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td><strong>College Total:</strong></td>
<td>0.560</td>
<td>4</td>
</tr>
<tr>
<td><strong>College of Business</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounting and Finance</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Management Info Sys</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Marketing</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Organization &amp; Management</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>College-Wide</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td><strong>College Total:</strong></td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td><strong>College of Education</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Child Development</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Educ Leadership &amp; Development</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Special Educ &amp; Rehab Svcs</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Teacher Education</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>College-Wide</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td><strong>College Total:</strong></td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td><strong>College of Engineering</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aviation</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Technology</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Chemical &amp; Materials Engr</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Civil &amp; Environmental Engr</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td>Comp, Info &amp; Sys Engr (1.358 no WTU)</td>
<td>1.628</td>
<td>6</td>
</tr>
<tr>
<td>Mechanical &amp; Aerospace Engr</td>
<td>1.800</td>
<td>9</td>
</tr>
<tr>
<td>College-Wide</td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td><strong>College Total:</strong></td>
<td>3.428</td>
<td>15</td>
</tr>
<tr>
<td><strong>GS&amp;R: School of Libr &amp; Info Sci</strong></td>
<td>0.000</td>
<td>0</td>
</tr>
<tr>
<td><strong>TOTALS</strong></td>
<td>20.157</td>
<td>80</td>
</tr>
</tbody>
</table>

**Fall 2000 SJSU Fees:**

- Mandatory State University & Campus Misc. Fees (Graduate 1.0 - 6.0 units) $678.50 44 $29,854
- Mandatory State University & Campus Misc. Fees (Graduate 6.1 - or more units) $993.50 25 $24,838
- Not Enrolled or less than 0.100 fraction 11

With 80 Teaching Associates in Fall 2000, the revenue from the fees = $54,692

Prepared by IPAR 7/26/2007
## Appendix C: Spring 2001 Teaching Associates

**Source:** Faculty File (term 012)

### College of Applied Sciences & Arts
- Administration of Justice: 0.000, 0
- Health Professions: 0.000, 0
- Health Sci (w/ Gerontology): 0.000, 0
- Human Performance (0.230 no WTU): 0.470, 4
- Journalism and Mass Comm: 0.000, 0
- Nursing: 0.000, 0
- Nutrition & Food Science: 0.000, 0
- Occupational Therapy: 0.000, 0
- Recreation & Leisure Studies: 0.000, 0
- College-Wide: 0.000, 0
- **College Total:** 0.470, 4

### College of Business
- Accounting and Finance: 0.000, 0
- Management Info Sys: 0.000, 0
- Marketing: 0.000, 0
- Organization & Management: 0.000, 0
- College-Wide: 0.000, 0
- **College Total:** 0.000, 0

### College of Education
- Child Development: 0.000, 0
- Educ Leadership & Development: 0.000, 0
- Special Educ & Rehab Svcs: 0.000, 0
- Teacher Education: 0.000, 0
- College-Wide: 0.000, 0
- **College Total:** 0.000, 0

### College of Engineering
- Aviation: 0.000, 0
- Division of Technology: 0.000, 0
- Chemical & Materials Engr: 0.000, 0
- Civil & Environmental Engr: 0.130, 1
- Comp, Info & Sys Engr (2.360 no WTU): 3.160, 14
- Electrical Engineering: 1.689, 7
- Mechanical & Aerospace Engr: 0.000, 0
- College-Wide: 0.000, 0
- **College Total:** 4.979, 22

### GS&R: School of Libr & Info Sci
- 0.000, 0

### College of Humanities & the Arts
- Art & Design (0.250 no WTU): 2.500, 10
- English: 2.000, 5
- Foreign Languages: 0.000, 0
- Humanities: 0.000, 0
- Linguistics & Language Development: 0.000, 0
- Music & Dance: 0.000, 0
- Philosophy (0.200 no WTU): 1.800, 8
- TV, Radio, Film & Theatre (no WTU): 0.400, 1
- College-Wide: 0.000, 0
- **College Total:** 6.700, 24

### College of Science
- Biological Sciences (no WTU): 1.400, 10
- Chemistry: 1.330, 3
- Geology (0.260 no WTU): 1.470, 6
- Math & Computer Science: 1.910, 6
- Meteorology: 0.000, 0
- Moss Landing Marine Labs: 0.000, 0
- Physics: 0.000, 0
- College-Wide: 0.000, 0
- **College Total:** 6.110, 25

### College of Social Sciences
- Anthropology: 0.000, 0
- Communication Studies: 2.000, 7
- Economics: 0.000, 0
- Environmental Studies: 0.000, 0
- Geography: 0.200, 1
- History: 0.000, 0
- Political Science: 0.000, 0
- Psychology: 0.000, 0
- Social Sciences: 0.000, 0
- Sociology: 0.000, 0
- College-Wide: 0.000, 0
- **College Total:** 2.200, 8

### College of Social Work
- African American Studies: 0.000, 0
- Mexican American Studies: 0.000, 0
- Social Work: 0.000, 0
- Urban & Regional Planning: 0.000, 0
- College Total: 0.000, 0

### Totals
- **20.459, 83**

---

**Spring 2001 SJSU Fees:**
- Mandatory State University & Campus Misc. Fees (Graduate 1.0 - 6.0 units): $678.50, 38
- Mandatory State University & Campus Misc. Fees (Graduate 6.1 - or more units): $993.50, 28
- Not Enrolled or less than 0.100 fraction: 17

**With 83 Teaching Associates in Spring 2001, the revenue from the fees = $53,601**

Prepared by IPAR 7/26/2007