

Policy S-4.13
UNIVERSITY OF FLORIDA
COLLEGE OF NURSING

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TITLE: FUNDING FOR CON PhD STUDENTS

POLICY: The College of Nursing will provide a variety of funding support options for doctoral students, including opportunities for mentored teaching and/or research experience.

RATIONALE: The College recognizes the need for financial support, and the importance of mentored teaching and research experiences for doctoral students.

PROCEDURE:

I. Teaching Assistantships

1. Teaching Assistantships (TAs) are mentored teaching experiences. TAs are appointed based on College teaching needs as determined by Department Chairs. TA positions in the College are UF OPS appointments (as a student assistant) which do not include tuition support or benefits such as health insurance.
2. A PhD student interested in a TA position should first confer with her/his advisor/mentor, and then inform the appropriate Department Chair of interest in such a position.
3. If the Department Chair has the resources and a teaching need that matches the doctoral student interest, the Department Chair will arrange the TA appointment. Per UF regulations, TA appointments may not exceed .5 FTE per semester.
4. TAs must complete UF FERPA training within two weeks of beginning work and submit certificates of completion to faculty supervisors. The faculty supervisor forwards the certificate to the Office of Student Affairs for filing in the student record.
5. TAs must complete College of Nursing Privacy, Security, and Compliance Training within two weeks of beginning work and inform the CON IT staff when this is completed. The CON IT staff will send verification of the completion of training to the faculty supervisor who will forward verification to the Office of Student Affairs for filing the student record.
6. The TA will be supervised by the course faculty member as assigned by the Department Chair. The students and faculty member should meet regularly for mentoring sessions.
7. Student progress and accomplishments in the TA role should be reflected in the Annual Progression Report for the PhD students.

II. Research Assistantships

1. Research Assistantships (RA) are mentored research experiences. RAs are appointed based on College research needs as determined by the Associate Dean of Research (ADR). RA positions in the College are UF OPS appointments (as student assistants) which do not include tuition support or benefits such as health insurance.

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II. Research Assistantships (continued)

2. A PhD student interested in a RA position should first confer with her/his advisor, and then inform the ADR of interest in such a position.
3. If the ADR is aware of a research need that matches the doctoral student interest, and funds are available, the ADR will arrange the RA appointment in consultation with the relevant faculty member and Department Chair.

NOTE: The Request for Letter of Appointment form for an RA must include the approval signature of the ADR.

4. RAs must complete College of Nursing Privacy, Security, and Compliance Training within two weeks of beginning work and inform the CON IT staff when this is completed. The CON IT staff will send verification of the completion of training to the faculty supervisor who will forward verification to the Office of Student Affairs for filing the student record.
5. The RA will be supervised by the research faculty member. The student and the faculty member should meet regularly for mentoring sessions.
6. Student progress and accomplishments in the RA role should be reflected in the Annual Progression Report for the PhD students).

III. Graduate School Fellowships (For Full-Time PhD Students Only)

1. The Graduate School Fellowships (GSFs) are administered by the University and the Graduate School and are intended to recruit outstanding PhD students. Available fellowships vary each year as determined by the Graduate School; generally only a small number are available.
2. GSFs in the College are appointed as pre-doctoral fellows or GTAs or GRAs (see Table below). These appointments include full tuition support, health insurance benefits and an annual stipend for up to four years.

Sample Appointment Table

<u>Calendar Year</u>	<u>FTE / Appointment</u>
One	Pre-doctoral Fellow
Two	GTA or GRA (.25 - .50 FTE) – Fall, Spring, Summer
Three	GTA or GRA (.25 - .50 FTE) – Fall, Spring, Summer
Four	Pre-doctoral Fellow

NOTES:

>College of Nursing GSFs are not appointed as GTAs or GRAs in Year One.

>GTA and GRA appointments must occur for two of the four years of the GSF appointment in the College of Nursing. (per UF Graduate School regulations)

>GSFs must carry credit loads of 12-12-8 (Fall-Spring-Summer) for tuition reimbursement in years when they are not holding a GTA or GRA appointment. The credit load requirement for tuition reimbursement in years when holding a GTA or GRA appointment is 9-9-6 (Fall-Spring-Summer). (per UF Graduate School regulations)

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III. Graduate School Fellowships (For Full-Time PhD Students Only) (continued)

3. The ADR will meet annually (June-July) with the Associate Director of Finance to clarify upcoming appointments for GSFs. The ADR will solicit Department Chairs and faculty members for appropriate GTA and GRA appointments for GSFs.
4. Each GSF should consult with her/his mentor regarding the plan for the four year GSF appointment. Ideally the GSF should include both GTA and GRA experiences.
5. Student progress and accomplishments in GTA and GRA roles should be reflected in the Annual Progression Report (See Policy S-4.02).

Note: Policy S-4.13 was developed in March 2013 and it replaces: 1) Policy S-4.12 Graduate Teaching and Graduate Research Assistant Positions; and 2) Policy S-5.04 College Teaching Assistant.

Review or Approval Authority	Responsible Party	Initial Approval / Review	Most Recent Approval / Review Of Changes	Editorial Changes	Policy A-01 Review
Approval	Administrative Council	3/13		8/13	
Review	Leadership Council	6/13			
Approval	Dean	6/13		8/13	