The University of Michigan

Fraction Calculation

Use for Graduate Student Instructor or Graduate Student Staff Assistant Appointments.

1. Identifying Information

Last Name _____ First _____ Middle _____

U.S. Social Security # _____ UMID (if known) _____ Department Sch of Nat Res & Environ

Course NRE 575-Parson Term(s) FALL 2004 Approved by/Date _____

2. Total Work Expectation - Graduate Student Instructor

	Hours/ Week	X	Number of Weeks[1]	=	Hours
A. Prior to the first day of classes					
Registration					0.00
Training sessions (other than training for which academic credit is given or other compensation is provided)					1.50
Preparation					3.00
Other _____					0.00
B. First - last day of classes					
Class contact (teaching)	2		13	=	26.00
Attendance at lectures	3		13	=	39.00
Office hours	2		13	=	26.00
Preparation (lesson plans, class notes, instructional materials, etc.)					26.00
Grading					26.00
Meetings	1		13	=	13.00
Tutoring			13	=	0
Lab or problem solving			13	=	0.00
Other _____			13	=	0.00
C. End of classes - end of employment period					
Examinations					3.00
Grading					6.00
Other _____					0.00

TOTAL WORK EXPECTATION = 169.50

3. Total Work Expectation - Graduate Student Staff Assistant

_____ Hours/Week X _____ Number of Weeks = 0 TOTAL WORK EXPECTATION

4. Average Weekly Work Expectation

$$\frac{\text{Total Work Expectation}}{\text{Number of Weeks in Employment Period}^2} = \frac{169.50}{17} = 10$$

10 AVERAGE WEEKLY WORK EXPECTATION

5. Employment Fraction

Average Weekly Work Expectation	Appropriate Employment Fraction	Average Weekly Work Expectation	Appropriate Employment Fraction	Average Weekly Work Expectation	Appropriate Employment Fraction	Average Weekly Work Expectation	Appropriate Employment Fraction
up to 3.49	0.05	7.50 - 9.49	0.20	14.50 - 16.49	0.35	25.50 - 35.49	0.75
3.50 - 5.49	0.10	9.50 - 12.49	0.25	16.50 - 22.00	0.50	35.50 or more	1.00
5.50 - 7.49	0.15	12.50 - 14.49	0.30	22.01 - 25.49	0.60		

6. Acknowledgment

Prepared by _____ Accepted _____

Authorized Dept. Agent Name/Date GSI/SA Name/Date

[1]Weeks of Class

Term I (Fall)	13 weeks
Term II (Winter)	14 weeks
Term III (Summer)	14 weeks
Term III-A	7 weeks
Term III-B	7 weeks

[2]Weeks in Employment Period

Period I: September 1 - December 31	17 weeks
Period II: January 1 - April 30	17 weeks
Period III: May 1 - August 31	18 weeks
Period III-A: May 1 - June 30	9 weeks
Period III-B: July 1 - August 31	9 weeks

For Graduate Student Staff Assistants If employment periods differ from the above, specify here the exact dates; see University-GEO Agreement, Article IX, Job Security.

_____ – _____

Date Date

FRACTION CALCULATION INSTRUCTIONS

1. Purpose: This form is designed to enable departments to assign employment fractions which are consistent with other departments and the University GEO Agreement, which governs the employment of Graduate Student Instructors and Graduate Student Staff Assistants. In this connection, it is important to note that the time commitment the department expects of the individual must govern the employment fraction.

2. Preparation for Graduate Student Instructors:

   A. Section 1 - Complete entire section.

   B. Section 2A - Enter the total number of hours of work expected prior to the first day of class.

   C. Section 2B - Enter the number of hours of work expected each week for the appropriate categories and multiply by the number of weeks during which the work is to be performed. (All categories need not be used.)

   D. Section 2C - Enter the total number of hours of work expected after the last day of class.

   E. Total Sections 2A, 2B, and 2C (If entering data electronically, this calculation is automatic.)

   F. Section 4 - Divide the total of Sections 2A, 2B, and 2C by the total number of weeks in the employment period. Round to the nearest whole number. The result is the average weekly work expectation. (If entering data electronically, only the number of weeks in the employment period needs to be entered. The calculation will be automatic.)

   G. Section 5 - Determine the appropriate employment fraction by matching the average weekly work expectation as determined in Section 4 with the appropriate employment fraction in Section 5. **(Appropriate employment fractions are limited to those presented in Section 5.)**

   H. Section 6 - Complete entire section.

3. Preparation for Graduate Student Staff Assistants:

   A. Section 1 - Complete entire section.

   B. Section 3 - Calculate the total hours expected during the employment period, i.e. total work expectation. (If entering data electronically, the calculation will be done after the hours per week and number of weeks are entered.)

   C. Section 4 - Divide the total work expectation in Section 3 by the total number of weeks in the employment period. Round to the nearest whole number. The result is the average weekly work expectation. (If entering data electronically, only the number of weeks in the employment period needs to be entered. The calculation will be automatic.)

   D. Section 5 - Determine the appropriate employment fraction by matching the average weekly work expectation as determined in Section 4 with the appropriate employment fraction in Section 5. **(Appropriate employment fractions are limited to those presented in Section 5.)**

   E. Section 6 - Complete entire section.

NOTE: "If employment is in a department or unit other than the one in which the degree is being pursued, the graduate student will not be given the title Graduate Student Staff Assistant unless prior arrangements have been made between the employing department or unit and the department or program in which the degree is being pursued to provide employment under either one of these titles," (University - GEO Agreement, Article I, Recognition and Definitions, page 5.) In such cases the appointment form should be signed by the academic as well as the employing department or unit.

A copy of the form should be given to the Graduate Student Instructor or Staff Assistant and the original must accompany the individual appointment form to HR Records and Information Services.