



April 3, 2013

EXECUTIVE MEMORANDUM NO. 13-02

TO: Senior Management Team
Chancellors
Executive Administrator and Secretary of the Board of Regents
State Director of Career and Technical Education

FROM: M.R.C. Greenwood *MRC Greenwood*
President

SUBJECT: Revision to Executive Policy E5.223 Graduate Assistants

For your information and appropriate distribution, attached is the revised Executive Policy E5.223 Graduate Assistants. The major revisions to the policy include removing the lower three steps of the salary scale and adding eight steps to the top of the scale. Campuses may determine the minimum salary step for GAs on their campus. Other changes include specifying reasonable time limits for graduate assistantships (3 years for Masters degrees and 6 years for doctoral degrees) and adding research responsibilities under *Duties and Responsibilities*.

Please contact me if you have any questions. Thank you.

Attachment

c: Chief Academic Officers
Chief Student Affairs Officers
Tom Robinson, UH Mānoa Graduate Student Organization
Executive Director J.N. Musto, UHPA
Executive Director Randy Perreira, HGEA