Calculating FTE for Graduate Students

Use the chart below to calculate the FTE for graduate students.

Academic Year Appointments

All graduate students calculations are based on 40 hrs/week = 80 hrs/pay period
For the most current definitions go to: http://www.gradschool.unh.edu/home/grad_appt.html

Graduate Assistants, Associates, Fellows, Interns/Trainees and Part-time Lecturers Research Assistants and Associates	**FTE Calculation Example**
Students on full assistantships are involved in assistantship activities **for 20 hours a week** during the academic year.	20 hrs/week = 40 hrs/pay period 40 hrs/pay period ---------- = 0.500 FTE 80 hrs/pay period
Graduate Hourly Appointments and Graduate Stipend Only Appointments	**FTE Calculation Example**
The workload for Graduate students on stipend only and hourly appointments is specified at the time of appointment. The workload for students in both of these categories is **less than 20 hours per week**	15 hrs/week = 30 hrs/pay period 30 hrs/pay period ---------- = 0.375 FTE 80 hrs/pay period
Graduate Supplemental Appointments (Hourly or Stipend)	**FTE Calculation Example**
Graduate students on appointment in one of the above categories ***may supplement their regular appointments for up to an average of 10 hours per week (20 hours per week when school is not in session during December and Spring breaks).***	10 hrs/week = 20 hrs/pay period 20 hrs/pay period ---------- = 0.250 FTE 80 hrs/pay period

Summer Appointments

Graduate summer appointments are made during the summer to students in one of the above categories.

Graduate Summer Appointments	**FTE Calculation Example**
Students on summer appointments may work for up to forty hours per week. Graduate students working full time on research or combined teaching and research for the entire summer earn 2/3 of their prior academic year stipend. ***Appointments for less than the maximum time are prorated.***	40 hrs/week = 80 hrs/pay period 80 hrs/pay period ---------- = 1.000 FTE 80 hrs/pay period 25 hrs/week = 50 hrs/pay period 50 hrs/pay period ---------- = 0.625 FTE 80 hrs/pay period