To: James Staten, Senior Vice President, Finance, and Chief Financial Officer  
Jim Kalen, Associate Vice President, Executive Director of Budget  
Shally Kwon, Associate University Budget Director

From: Sally Pratt, Vice Provost for Graduate Programs

Date: November 30, 2018

Subject: Stipend Rates for Teaching and Research Assistants and Graduate Assistant Lecturers for the Academic Year 2019-2020

The Provost has approved the minimum stipend rates listed below for graduate teaching assistants, research assistants, and graduate assistant lecturers at USC for the fall and spring semesters of the 2019-2020 academic year. Summer 2020 stipends should be calculated separately based on the updated stipend rates listed below and in keeping with conditions outlined in the Minimum Total Stipend Memo from February 27, 2017. The minimum total stipend for 12 months remains $32,000, and minimum total stipend for 9 months increases to $30,500. Descriptions of the roles and responsibilities of teaching assistants, research assistants, and graduate assistant lecturers are in The Handbook for Teaching Assistants (TAs), Research Assistants (RAs), and Graduate Assistant Lecturers (ALs), which can be found at http://graduateschool.usc.edu/current-students/guidelines-forms-requests/#ga-handbook

Schools may award TA, RA, or ALships to students in master’s and professional doctoral programs as long as the following basic conditions are met:

• Tuition is covered by the school or program in accordance with the percentage of the appointment.
• The stipend is based on the same rate that other TAs, RAs, or ALs in the same program receive, in accordance with the percentages outlined below.
• Health and mandatory fees are paid by the school or program.

Minimum Stipend Rates:

.50 time Up to 20 hours per week $30,500 for fall 2019 + spring 2020
.33 time Up to 13 hours per week $20,130 for fall 2019 + spring 2020
.25 time Up to 10 hours per week $15,250 for fall 2019 + spring 2020

Health and Dental Benefits, Tuition:
USC health and dental insurance policies and the USC student health center fee will continue to be part of the minimum funding package. The costs will be provided as soon as rates are available.

If you have any questions, just let me know. I am at your service.

cc: Michael Quick  
    Elizabeth Graddy  
    Mark Todd