

Office for Academic Personnel

Contract Originator/Approver Meeting

October 28, 2025



Agenda

- ▶ Union negotiations update
- ▶ Spring and Summer 2026 Contract Processing
- ▶ Intersession
- ▶ Contract Length Requirements
- ▶ Salary Guidelines
- ▶ Justifications
- ▶ Benefits
- ▶ Helpful Hints
- ▶ Questions?

Union negotiations update

- ▶ New Minimums for All Assistantship Types
 - ▶ Minimums have been increased by 6% for all Assistantship Types and will be posted on the OAP website
 - ▶ If you are already paying the student above current minimums, the 6% should be added to the current rate
- ▶ All assistantships must meet the new minimums starting January 1, 2026
 - ▶ Exception: the current Fall Rate will prevail for Intersession contracts that start in December
- ▶ Contract term lengths for TA/GA remain the same
- ▶ Contract term lengths for RA/PA can now begin or end anytime during the Spring or Summer terms.

Spring and Summer 2026 Contract Processing

- ▶ Departments can now submit Spring and Summer 2026 TA/GA/TAssoc/RA/PA contracts.
- ▶ The CBA has been ratified.
- ▶ Submissions can begin NOW for Spring and Summer (Dates between 1/1/26 - 7/31/26). Contracts going beyond 7/31/2026 will be returned.
- ▶ The **20 business days deadline before the contract start date** (<https://oap.unm.edu/deadlines/index.html>) is the requested time frame, the Graduate Contracts Team will work to process contracts as timely as possible and, in some instances, will turn contracts around prior to the 20-day time frame when able.
- ▶ Spring 2026 and Intersession contracts will be prioritized over contracts that begin for Summer Session 2026.

Intersession Contracts

- ▶ Intersession Contracts
 - ▶ 100% FTE for Domestic and International Assistantship Holders are allowed during Intersession (12/13/25 - 01/18/26).
- ▶ For TA/GAs, if a Spring contract is being issued, please note these contracts start the Monday before classes start, and this reduces the FTE available for that week of intersession.
- ▶ RA and PA Intersession has flexibility based on CBA but must be complete prior to the start of classes per the registrar for Spring 2026.
- ▶ The current Fall Rate will prevail for intersession contracts that start in December.
- ▶ The 20 business days deadline is the requested time frame, the Graduate Contracts Team will work to process contracts as timely as possible and, in some instances, will turn contracts around prior to the 20-day time frame when able.

Contract Length Requirements Spring and Summer 2026

*Contract Length Requirements:

<http://oap.unm.edu/graduate-student-assistantships/compensation/contract-terms-length.html>

▶ Teaching Assistant (TA) and Graduate Assistant (GA) Contract Terms:

Contract Terms for Spring and Summer - **Monday before classes start through the last day of the semester**

(Spring 2026: 01/12/2026 - 05/16/2026)

(Summer 2026: 05/25/2026 - 07/28/2026)

- Anything that deviates from these terms must be explained in the Justification section for a **TA or GA contract**
- A justification must be provided for classes that are less than the standard class length
- ▶ Research Assistant (RA) and Project Assistant (PA) Contract Terms:
(RA) and (PA) contracts can begin or end anytime during the Spring or Summer terms.
- Please note, justification may be requested for contracts that are compressed or end early.

TA/GA Salary Guidelines- Spring 2026

Teaching Assistant Graduate Assistant Pre-Masters	Weekly Minimum	Monthly Minimum	Spring Term
50%	\$539.47	\$1,942.08	\$9,710.42
25%	\$269.73	\$971.04	\$4,855.20

Teaching Assistant Graduate Assistant Post-Masters Pursuing PhD	Weekly Minimum	Monthly Minimum	Spring Term
50%	\$593.46	\$2,136.44	\$10,682.21
25%	\$296.73	\$1,068.22	\$5,341.11

Based on an 18-week contract.

Salary Guidelines- Spring 2026

Minimum Monthly Pay Rate = (Minimum Weekly Rate x Number of Weeks)/Number of Pay Periods

Example for a shorter than common term contract GA /TA:

- Contract Start Date = 02/03/2026
- Contract End Date = 05/16/2026 (14.8 weeks; each day M-F is .2 of a week)
- Number of Pay Periods = 4 (February - May)
- Job title: TA
- Level = Pre Masters
- FTE = 50%
- Minimum Monthly Pay Rate = $(\$539.47 \times 14.8 \text{ weeks}) / 4 \text{ pay periods} = \$1,996.04/\text{Month}$

RA Salary Guidelines- Spring 2026

Research Assistant Pre-Masters	Monthly Minimum
50%	\$2,211.23
25%	\$1,105.63
Research Assistant Post-Masters Pursuing PhD	Monthly Minimum
50%	\$2,432.50
25%	\$1,216.24

PA Salary Guidelines- Spring 2026

Project Assistant	Hourly Rate
Pre Masters	\$24.53
Post-Masters Pursuing PhD	\$26.98

TA/GA Salary Guidelines- Summer 2026

Teaching Assistant Graduate Assistant Pre-Masters	Weekly Minimum	Monthly Minimum	Summer Term
100%	\$1,033.02	\$3,236.81	\$9,710.42
50%	\$516.51	\$1,618.40	\$4,855.20
25%	\$258.56	\$809.20	\$2,427.60

Teaching Assistant Graduate Assistant Post-Masters Pursuing PhD	Weekly Minimum	Monthly Minimum	Summer Term
100%	\$1,136.41	\$3,560.74	\$10,682.21
50%	\$568.20	\$1,780.37	\$5,341.11
25%	\$284.10	\$890.19	\$2,670.56

Based on a 9.4-week contract (summer term + prep week). Note: a 3 credit class is considered a 50% appointment in summer.

Salary Guidelines- Summer 2026

Example for a shorter than common term contract for a pre-masters GA:

- Contract Start Date = 05/25/026
- Contract End Date = 06/26/2026 (5 weeks)
- Number of Pay Periods = 2 (June - July)
- Level = Pre-Masters
- FTE = 50%
- Minimum Monthly Pay Rate = $(\$516.51 \text{ weekly} \times 5 \text{ weeks}) / 2 \text{ pay periods}$
= \$1,291.28/Month

RA Salary Guidelines- Summer 2026

Research Assistant Pre-Masters	Monthly Minimum
100%	\$4,422.48
50%	\$2,211.23
25%	\$1,105.62

Research Assistant Post-Masters Pursuing PhD	Monthly Minimum
100%	\$4,864.99
50%	\$2,432.50
25%	\$1,216.25

PA Salary Guidelines- Summer 2026

Project Assistant	Hourly Rate
Pre Masters	\$24.53
Post-Masters Pursuing PhD	\$26.98

Justification for Contract Variations

- ▶ Be concise and consistent in duties/justifications
 - ▶ GA contracts should have the class they support.
 - ▶ TA contracts should note the course they will teach. DO NOT include course caps.
 - ▶ RA contracts must be relevant to their thesis, dissertation or graduate degree.
 - ▶ PA contracts must support a grant or special project, they do not need to be associated with their thesis, dissertation or graduate degree. They cannot be associated with office work that could be done by a student employment job function.
- ▶ Grants
 - ▶ If a grant starts or ends early, this is a justification for an adjusted contract. Please note the grant name and the dates of the funding in the justification.
- ▶ First Half and Second Half courses support justification for an adjusted contract.
- ▶ Arrival
 - ▶ If an Assistantship Holder informs you in email they will not arrive prior to the Collective Bargaining Agreement (CBA) parameters to start a contract this is justification for an adjusted contract.
- ▶ If funding is canceled during the term of the contract, this is justification for a contract end or adjustment.

Benefits

- ▶ If a contract or combination of contracts total 25% FTE or more, for 8 weeks from contract start, the Assistantship Holder retains benefits even if the Assistantship holder contract is canceled.
- ▶ If an Assistantship Holder completes 31 calendar days, from the date the registrar's calendar officially began classes, the tuition waiver is paid even if the Assistantship holder contract is canceled.
- ▶ Assistantship Holders are entitled to medical leave in proportion to the FTE they hold up to 10 working days.
- ▶ Graduate Contracts and OAPLR do not adjust index numbers or re-distribute cost for index numbers, if the department has questions or needs assistance with index numbers for benefit charges they can reach out to UNM Benefits. UNM Benefits will assist the department with any index change or charges that need to be adjusted.
- ▶ UNM Benefits handles all insurance waivers or questions regarding qualifying waivers.

Helpful Hints

- ▶ Review your contracts for eligibility and accuracy
 - ▶ FTE
 - ▶ Index Numbers
 - ▶ Student Eligibility (check the Student Info Tab!)
 - ▶ Remote Work Agreements (RWA) must be submitted on the OAP Transaction Portal for review by OAPLR with detailed guidelines for employment
 - ▶ RWA must be submitted and approved by all parties prior to making an assistantship offer
 - ▶ Did you give the appropriate raise and / or meet the new minimum
 - ▶ CPT approval completed and on the I-20 for International Students
 - ▶ Tuition and / or Course Fees
 - ▶ Review your justification, is it concise and consistent
 - ▶ 20-day submission timeline
 - ▶ Deadlines are posted on our website: <https://oap.unm.edu/deadlines/index.htm>

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Questions?

Contact Us

Office for Academic Personnel

- ▶ Scholes Hall, Suite 231
- ▶ Phone: (505) 277-4528
- ▶ Contract Processing: assistantships@unm.edu
- ▶ Labor Relations: oaplr@unm.edu
- ▶ <https://oap.unm.edu/graduate-student-assistantships/assistantship-information.html>

