**Jia Hu CALES Assistant Dean for Graduate Education**

Academic Unit Heads and Business Officers,

Please review the policy below carefully and forgive what might come across as a terse and presumptuous message.  I want to be as unambiguous as possible.

ALL units must comply with this policy for ALL PhD students.  Each unit admits doctoral students differently.  **Please make sure your admitting party (e.g. unit head, grad council, individual faculty members)** fully understands this policy and what it means.

**Students should not be admitted to a PhD program unless there is a responsible funding plan that complies with this policy**.  At the moment there is a concern that a grant or department/school won’t have funds to meet the stipend guarantee, the admitting party must contact Kirsten Limesand, Assistant Dean for Graduate Education.

As a backup to your expertise with what’s occurring in your units, the Data Team has been building a report to identify doctoral students whose stipend is below the minimum set by the Graduate College.

This report should be completed on/around next week and will run at the start of each fall/spring semester.  Stipends below the minimum will be shared with the unit head, the business officer, and Kirsten Limesand to be immediately addressed.  Please do not wait for this report to do your own research and take steps to fix stipends that fall below the mandatory minimum set by the UA and consistent with the CALS policy.

Thank you.

Jeff

**From:** ec-alvsce-request@list.arizona.edu <ec-alvsce-request@list.arizona.edu> **On Behalf Of** Limesand, Kirsten H - (limesank)
**Sent:** Friday, December 9, 2022 12:17 PM
**To:** Grad listserv <cals-students-graduate@list.arizona.edu>
**Cc:** faculty@list.cals.arizona.edu; CALS Unit Heads listserv (unitheads-cals@list.arizona.edu) <unitheads-cals@list.arizona.edu>; ec-alvsce@list.arizona.edu
**Subject:** [ec-alvsce] CALS Policies for Support of Graduate Education

Dear CALS Graduate Students,

Graduate student training in CALS contributes significantly to the college goals in instructional, research and outreach missions. We want to ensure that our appreciation of these efforts is conveyed throughout your training in addition to the celebrations at graduation.

During the March 2022 listening tour, I heard many of you express concerns on the rising cost of essentials (food, rent, etc.) and the distress that financial unpredictability causes. Your concerns were communicated to senior leadership in the college in addition to graduate program and academic unit leaders. This Fall, Dean Shane Burgess has addressed this topic on numerous occasions, including his welcome back memo to students last August (excerpt below).

8/31/22 Welcome back memo from Dean Burgess:

“We do understand the financial stress on grad students is very real. Last December we announced that, effective July 1,2022, all CALS graduate student teaching and research assistants would be paid at an annual rate that exceeds the highest average rate being offered by any UA-peer university within their discipline. Note also that if you are doing a PhD by research, *your salary is guaranteed by your academic department or school for up to 5 years, provided you remain in good academic standing and make sa*ti*sfactory and timely progress toward your degree*, regardless of the extramural funding your major professor/principal investigator has or hasn't been granted. If you are accepted into any CALS graduate PhD research program, you should never be asked to worry about where the money for your salary is coming from: *if you are, please email me immediately*.”

In 2017, guiding principles for doctoral student education in CALS were created to guide our decision-making process along the path toward becoming the most sought-after place to complete graduate training. As of the Fall 2022 semester, those principles became policies (listed below) to ensure that the best and brightest join our graduate programs. As the semester closes, I would like to reiterate Dean Burgess’ sentiment above: 1) if you have questions regarding your funding, please contact your DGS or Unit Head and 2) if you are a PhD student who is not receiving full salary support (i.e., a half-time assistantship or its equivalent), please contact me immediately.

I hope the University winter closure provides an opportunity for you all to recharge and bring your best selves to achieving educational excellence in the New Year.

Regards,

Kirsten

**CALS Policies for Support of PhD student Education**

1. First year funding for all PhD students will come from institutional sources (UA, CALS, Grad Program) or fellowships or institutional training grants, and not from individual faculty grants.
2. All matriculating PhD students will be guaranteed 12 months of full support annually for the duration of their graduate training up to a maximum of 5 years, provided they remain in good academic standing and make satisfactory and timely progress toward their degree.
3. Graduate PhD students on assistantships in CALS will be paid at an annual rate that exceeds the highest average rate being offered by any UA-peer university within their discipline.
4. All PhD students will have a meaningful teaching experience.
5. All PhD students will create and maintain an individual professional development plan.