

Office for Academic Personnel

Contract Originator/Approver Meeting
June 16, 2026



Agenda

- ▶ What changed in the collective bargaining agreement
 - Academic Year 2026-2027 Rates
 - Article 5 Section G
- ▶ Payroll Verification
- ▶ Contract Length Requirements
- ▶ Calculation of Contracts
- ▶ RA Exception Form
- ▶ What Graduate Contracts, OAPLR and Graduate Studies support
- ▶ When can I submit my Fall and Spring Contracts?
- ▶ Deadlines
- ▶ Summer Salary Rates 2027
- ▶ Questions?

Salary Table (Minimums)

Term (Common Contract Term Length)	Pre vs. Post Masters	Full Time Equivalent (FTE)	Contract Total Per Term	Minimum Weekly Rate	Minimum Monthly Rate*	Minimum Even Monthly Payments for Common Contract Term**	Hourly Equivalent Rate or Hourly Rate***
Fall / Spring (18 weeks)	Pre-Masters	50%	\$9,953.18	\$552.95	\$2,396.09	\$1,990.64	\$27.65
		25%	\$4,976.58	\$276.48	\$1,198.04	\$995.32	\$27.65
	Post-Masters	50%	\$10,949.27	\$608.29	\$2,635.88	\$2,189.85	\$30.41
		25%	\$5,474.64	\$304.15	\$1,317.94	\$1,094.93	\$30.41
Summer (9 weeks)	Pre-Masters	100%	\$9,953.18	\$1,105.91	\$2,396.09	\$3,317.73	\$27.65
		50%	\$4,976.58	\$552.95	\$1,198.04	\$1,658.86	\$27.65
	Post-Masters	100%	\$10,949.27	\$1,216.59	\$2,635.88	\$3,649.76	\$30.41
		50%	\$5,474.64	\$608.29	\$1,317.94	\$1,824.88	\$30.41
*In months where RAs are contracted for the full month, they will be paid at or above the minimum monthly rate. In months where RA's are contracted for partial months, their monthly pay will be prorated.							
**Since TAs and GAs are paid in equal monthly installments, they will be paid at or above the minimum even monthly payment for a common contract term rate (Standard common contract is 18-week contract). TAs and GAs will receive five even payments in the Fall and Spring, and equal payments in summer dependent on the summer session start and end dates.							

Article 5, Compensation Section G

G. To qualify for the post-master's minimum salary, the assistantship holder must be enrolled in a doctoral program or have obtained a Master's degree in any field.

Payroll Verification

Direct Deposit Prenotes

What to Expect

When adding a new account or changing an existing account , your **first paycheck will NOT be deposited into that new account.**

If you already have a **validated Active “100% of Remaining” account** on file and you are not replacing that "100% of Remaining" account (another words, you are an existing employee with no change to your bank account you would not see an impact)

Information can be found here:

<https://payroll.unm.edu/employee-toolbox/index.html>

Payroll Verification

What to let new Assistantship Holder Know

- Visit Payroll to validate your identity and confirm your account information
- Payroll is located at:
 - John and June Perovich Business Center
1700 Lomas Blvd. NE, Suite 3500
Albuquerque, NM 87106
 - Phone: (505) 277-2353
Fax: (505) 277-9325
Email: pay@unm.edu

Contract Length Requirements Fall 2026

- ▶ Contract Length Requirements are on our website: <http://oap.unm.edu/graduate-student-assistantships/compensation/contract-terms-length.html>
- ▶ Teaching Assistant (TA) and Graduate Assistant (GA) Contract Terms - **Monday before class through the last day of the semester**

(For Fall 2026, 08/10/2026 - 12/12/2026)

- TA/GA contracts that are shorter than the defined fall term period above, in rare instances (e.g. second half course, short-term project, late arrival or last-minute hire, etc.) **will require a justification in LoboContracts** when submitting the contract. **Offers for less than the required contract length, that do not include a justification, will be returned.**
- Classes that are less than the standard fall class length require a prep week. **This means the contract must start the Monday before the first day of the class.**
- ▶ Research Assistant (RA) and Project Assistant (PA) Contract Terms
- RAs and PAs may have start and end dates and contract lengths that may differ from the standard semester term.

Example: How TA and GA Payments are allocated

- ▶ Equal monthly installments
- ▶ 18-week contract
- ▶ Example: 50% post-master TA, 08/10/2026 - 12/12/2026

Month	Pay Calc	Gross Pay
August	Equal monthly installment	\$2,189.95
September	Equal monthly installment	\$2,189.95
October	Equal monthly installment	\$2,189.95
November	Equal monthly installment	\$2,189.95
December	Equal monthly installment	\$2,189.95
TOTAL		\$10,949.27

- ▶ *(Assistantship holders do not receive paid holidays, and are contracted to work during University Observed Holidays and Fall/Spring Break)*

Example: How RA's Are Paid

- ▶ Paid based on number of contracted days worked M-F
- ▶ RAs contracted for partial months; their monthly pay will be prorated (*Assistantship holders do not receive paid holidays, and are contracted to work during University Observed Holidays and Fall/Spring Break*)
- ▶ Example: 50% post-master RA, 08/10/2026 - 12/12/2026 (18-week contract), monthly rate of \$2635.88

Month	Pay Calc	Gross Pay
August	8/10 - 8/31, 16/21 working days M-F *\$2635.88 monthly rate	\$2,008.29
September	Full monthly amount	\$2,635.88
October	Full monthly amount	\$2,635.88
November	Full monthly amount	\$2,635.88
December	12/1 - 12/12, 9/23 working days M-F * \$2635.88 monthly rate	\$1,031.43
TOTAL		\$10,947.36

- ▶ (note: there can be slight discrepancies due to rounding, etc.)

TA/GA Calculation for Short-Term Contract

*The CBA Article 5.G defines the minimum salary in terms of an 18-week term. As TA and GA contracts are paid in equal monthly installments, minimum equal monthly payment rates have been provided for an 18-week contract term. For contract terms other than the 18 weeks, the minimum monthly salary is calculated as follows:

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

- ▶ Example for a shorter than common term contract for a pre-masters TA:
 - Contract Start Date = 08/20/2026
 - Contract End Date = 12/12/2026 (16.4 weeks, each day M-F is .2 of a week)
 - Number of Pay Periods = 5 (August - December)
 - Level = Pre-Masters
 - FTE = 50%
 - Minimum Monthly Pay Rate = (\$552.95 weekly x 16.4 weeks) / 5 pay periods = \$1813.68 monthly

- ▶ For RA summer contracts of any length, apply the current Monthly Pay Rate. **Do not use the TA/GA calculation above!**

RA Exception Form

If a college / department cannot allot the 2.5% increase for an RA, the RA Justification Form MUST be submitted (oaplr@unm.edu).

Please note the reason for the increase not being allotted. (example, grant will not support the increase).

Form:

<https://oap.unm.edu/assets/docs/research-assistant-justification-form.pdf>

OAP Graduate Assistantships, Labor Relations or Graduate Studies Who does What!?

OAP Graduate Contracts

Contact assistantships@unm.edu for:

Questions pertaining to Graduate Student Assistantship contracts:

- Contract dates
- Contract salary amounts and calculations method
- Identifying assistantship types
- Contract processing questions, including revisions
- Requests to transfer Graduate Student Assistantship contracts to another originator
- Requests to return Graduate Student Assistantship contracts for correction from GS approval
- Graduate Student Assistantship tuition waiver issues
- Non-Standard Payments for Graduate Student Assistantship Holders
- Payroll Adjustments for Graduate Student Assistantship Holders
- Works with the department on any questions regarding the contract process
- Works with Assistantship Holders to help facilitate the hire process and understand contract questions.
- Guides the Assistantship Holder to the proper department if it cannot be facilitated by the contract team
- Processes all contract requests
 - Revisions
 - NSP
- Trouble shoots with Graduate Studies, Benefits, Financial Aid and Payroll regarding issues

OAP Graduate Assistantships, Labor Relations or Graduate Studies Who does What!?

Graduate Studies

Contact grad@unm.edu for:

Questions related to Academic issues:

- Academic qualifications
- Enrollment
- Petitions for exceptions (e.g. GPA, probation)
- Graduation
- Academic discontinuation of an Assistantship Contract
- Request for Instructor Approval for Teaching Associates to teach a course for grad credit

• OAP Labor Relations

• Contact OAPLR@um.edu for:

issue that concerns the collective bargaining agreement with UEW

- Paid time off
- Questions regarding FMLA
- Benefits interpretation
- Contract interpretation as it applies to the collective bargaining agreement
- Remote work agreements
- Questions regarding assistantship postings
- Questions pertaining to grievances from assistantship holders

When can I submit Fall and Spring AY 2026-2027 Contracts?

Please begin submitting contracts as of June 16, 2026.

Deadlines

- Deadlines are posted on our website: <https://oap.unm.edu/deadlines/index.html>

Assistantship Contracts (New/Rehire, Extensions, Additional Jobs)

Contract Start Date	Deadline to Submit Initial Contract Draft for Student Review
Fall Semester: 8/1 – 8/31	20 Business Days Prior to Start Date
Spring Semester: 1/1 – 1/31	20 Business Days Prior to Start Date
Spring Intersession/Summer Term: 5/15- 6/15	20 Business Days Prior to Start Date
All other start dates	15 Business Days Prior to Start Date

- Graduate student has 10 business days to review and accept the assistantship contract.
- Deadlines include the 10 business days that students have to accept the assistantship contract.
- Contract resubmissions does not have to adhere to initial submission deadline. Contracts **must** be approved prior to the scheduled start date

Other Graduate Assistant Personnel Actions

Contract Start Date	Deadline to Submit Initial Contract Draft for Student Review
Contract Terminations	5 Business Days Prior to Effective Date
Non-Standard Payments	10 Business Days Prior to Effective Date (NSP Must include all required signatures.)

Summer Salary Rates 2027

- ▶ Current Rates are posted on the OAP website:
 - <https://oap.unm.edu/graduate-student-assistantships/compensation/summer-salary-rates-2027.html>
- ▶ NOTE: TAs/GAs have **different** minimum monthly rates for Summer contracts compared to Spring/Fall. Please note that TAing a 3-credit course is considered a 50% appointment in Summer, not 25%.
- ▶ For RAs, minimum monthly rates remain the same. Adjust the current monthly rate when increasing or decreasing FTE.
- ▶ For PAs, minimum hourly rates remain the same.

Contact Us

Office for Academic Personnel

- ▶ Scholes Hall, Suite 231
- ▶ Phone: (505) 277-4528
- ▶ Contract Processing:
assistantships@unm.edu
- ▶ Labor Relations:
oaplr@unm.edu

