

# **First Year Learning Initiative (FYLI) Peer TA Financial Orientation**

**AY 21-22**

# Summary

After certification, FYLI courses may receive support for Peer TAs based on course enrollment and funding available.

- Peer TAs must be full-time undergraduate students at NAU during the time they will be working as peer TAs. Graduate students cannot serve as Peer TAs
- Peer TAs cannot work over 29 hours per week for any combination of NAU paid positions
- Peer TAs are paid **\$12.15** per hour in accordance with NAU policy, and are classified as “Academic Level 2 (2002) Student Wage” using our department-specific FYLI peer TA position number <https://in.nau.edu/career/compensation/>
- Peer TAs are only hired for Fall and Spring semesters. There is no funding of FYLI peer TAs for Winter or Summer terms.
- All wage overages are the responsibility of the department
- Coordinators and instructors identify Peer TAs
- Departments initiate the hiring process

# Allocation of FYLI Peer TA Funds AY 21-22

**Allocation is based on the number of students enrolled in each course section.**

AY 20-21, FYLI will provide 8 hours/week of TA support or \$1458.00 per section with class enrollment of **90** or more.

For sections of **200** enrollment or more, FYLI will provide 12 hours/week of peer TA support per section, or \$2187.00

For sections of **89 or less enrollment**, we encourage you to complete the [Peer TA Request form](#). Preference will be given to those courses and coordinators who have participated in FYLI equity initiatives.

# Sections with 90 or more students

Each section of a FYLI certified course with 90-199 enrollment will have peer TA support totaling \$1458.00 per semester.

**This is equivalent of:**

- One TA working eight hours per week @ \$12.15 per hour, for 15 weeks
- OR two TAs working four hours per week @ \$12.15 per hour, for 15 weeks
- OR any configuration of TA deployment therein that does not exceed \$1,458.00 per semester.

**For example:**

- xyz 101 section 1 has 74 students = NO TA support
- xyz 101 section 2 has 90 students = TA support of max of \$1,458.00
- xyz 101 section 3 has 135 students = TA support of max of \$1,458.00

# Sections with 200+ students

Each section of a FYLI certified course with 200 + enrollment will have peer TA support totaling \$2187.00 per semester.

**This is equivalent of:**

- One TA working twelve hours per week @ \$12.15 per hour, for 15 weeks
- OR two TAs working six hours per week @ \$12.15 per hour, for 15 weeks
- OR any configuration of TA deployment therein that does not exceed \$2187.00 per semester.

**For example:**

- xyz 101 section 1 has 199 students = \$1498.00 in TA support
- xyz 101 section 2 has 200 students = TA support of max of **\$2187.00**
- xyz 101 section 3 has 302 students = TA support of max of **\$2187.00**

# Funding Allocation details:

- **If the number of course sections is increased or decreased, compared to historical levels, please contact the FYLI Director to discuss options.**
- **Departments are expected to monitor peer TA wages. All wage overages are the responsibility of the department**
- **TA allocations are finite resources. If funds are not utilized fully they will be allocated to departments that are in need of peer support.**

# Hiring FYLI Peer TAs

- **Faculty choose their own peer TAs & directly supervise them**
- Handshake through Career Services can be utilized to recruit FYLI Peer TAs
- Peer TAs must be full-time undergraduate students at NAU during the time they will be working as peer TAs. Graduate students cannot serve as Peer TAs.
- Peer TAs are only hired for Fall and Spring semesters. There is no funding of FYLI peer TAs for Winter or Summer terms
- Faculty and coordinators determine the best way to deploy Peer TAs in their courses, however review [FYLI Peer TA Deployment](#) for more information

# Departments hire, supervise, and monitor wages

## Department checklist for hiring the FYLI Peer TAs:

- Hire the FYLI Peer TAs based on funding allocation provided to you by FYLI
- Course Coordinators / Departments need to ensure the correct information on hiring FYLI Peer TAs is provided to your department's Financials & Hiring Team ([NAU Employee Dashboard](#))
- Initiate the Hire Express, make sure student completes
- I-9 documentation needs to be completed within 3 days of the start date by the student
- Create EPARs using FYLI position number provided to the department, contact [FYLI@nau.edu](mailto:FYLI@nau.edu) if this information is needed.
- Peer TAs are paid \$12.15 per hour in accordance with NAU policy, and are classified as "Academic Level 2 (2020) Student Wage" <https://in.nau.edu/career/compensation/>



## Hiring checklist continued:

- Scheduler adds FYLI Peer TA id # to build if they need to access class in Louie
- Online NAU Time Reporting in place ([NAU Time & Labor](#)) and explained to each peer TA. Ensure all hours are posted and approved correctly.
- Peer TAs will need to complete required NAU new student employee trainings and be paid with the allocated FYLI wages
- A spreadsheet summary of peer TAs hired is sent to [FYLI@nau.edu](mailto:FYLI@nau.edu) at the beginning of each semester
- Peer TAs are paid following the NAU Payroll Schedule
- Peer TAs are only hired for Fall and Spring semesters. Terminate Peer TAs at the end of each semester
- **Each unit is responsible for tracking TA wages and monitoring fund usage. ALL overages will be paid back to FYLI.**

**Questions?**

**Contact: [FYLI@nau.edu](mailto:FYLI@nau.edu)**

**P. Cody Canning, Director**

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