

**Harvard Chan School of Public Health  
Student Worker Roles and Pay Rates, Academic Years 2022-2025  
(as of January 2022)**

This document outlines the Student Worker Payment Rates under the four-year contract between Harvard University and HGSU-UAW that was ratified in November 2021.

While the most common role for Instructional support at the School is Teaching Fellow (TF), there are other roles as outlined in the table below. Departments and instructors should review these descriptions and align appointments and responsibilities with pay rates.

We strongly encourage instructors and departments to prioritize TF roles being given first to Harvard Chan students, prior to students from other Schools.

Questions about the relationship between these roles, pay rates, and degree program teaching requirements for PhD students should be directed to department and program administrators.

**a. Instructional Support Roles**

	<b>Brief description of role / example responsibilities</b>	
<b>Lead Teaching Fellow</b>	LTF and TF roles are distinguished from CA, Grader, and Hourly administrative roles in that they must include pedagogical responsibilities. Just as an instructor who doesn't have a TF would edit their own syllabus and course website, LTF and TF responsibilities will include administrative tasks such as those of a CA but be broader.	Supervises other TFs in large courses; has significant responsibilities for design and instruction of course
<b>Teaching Fellow</b>		Runs required or optional sessions, holds office hours, helps develop assignments, grades student assignments when knowledge is required beyond the rubric
<b>Course Administrator</b>	Manages course website, helps edit syllabus, liaison with AV, monitors chat function in Zoom, logistics for guest speakers	
<b>Graders</b>	Grades assignments/ tests per rubrics/answers provided by instructors. Graders may be paid hourly depending upon experience and task.	
<b>Hourly administrative help for education-related tasks</b>	Updates Canvas pages, finds and replaces reading materials, schedules rooms, assembles materials for a class poll, etc. Pay varies by pre-doc/post-doc and years of experience.	

**b. Instructional Support Payment Rates**

<b>Instructional Support Payment Rates</b>			
<b>Credits in course</b>	<b>5 Credits</b>	<b>2.5 Credits</b>	<b>1.25 Credits</b>
<b>AY 2020-2021</b>			
Junior Teaching Fellow	\$ 3,900	\$ 1,950	\$ 975
Senior Teaching Fellow	\$ 3,900	\$ 1,950	\$ 975
Lead/Head Teaching Fellow	\$ 5,100	\$ 2,550	\$ 1,275
Course Administrator	\$ 2,225	\$ 1,113	\$ 555
Graders	\$ 1,890	\$ 945	\$ 473
Hourly administrative support	\$19.98 to \$29.42		
<b>AY 2021-2022</b>			
Junior Teaching Fellow	\$ 5,310	\$ 2,655	\$ 1,328
Senior Teaching Fellow	\$ 5,960	\$ 2,980	\$ 1,490
Lead/Head Teaching Fellow	\$ 5,960	\$ 2,980	\$ 1,490
Course Administrator	\$ 2,336	\$ 1,169	\$ 583
Graders	\$ 1,985	\$ 992	\$ 497
Hourly administrative support	Contract minimum is \$20 per hour		
<b>AY 2022-2023</b>			
Junior Teaching Assistant	\$ 5,525	\$ 2,763	\$ 1,381
Senior Teaching Assistant	\$ 6,195	\$ 3,098	\$ 1,549
Lead/Head Teaching Fellow	\$ 6,195	\$ 3,098	\$ 1,549
Course Administrator	\$ 2,430	\$ 1,215	\$ 606
Graders	\$ 2,064	\$ 1,032	\$ 517
Hourly administrative support	Contract minimum is \$20.50 per hour		
<b>AY 2023-2024</b>			
Junior Teaching Fellow	\$ 5,690	\$ 2,845	\$ 1,423
Senior Teaching Fellow	\$ 6,385	\$ 3,193	\$ 1,596
Lead/Head Teaching Fellow	\$ 6,385	\$ 3,193	\$ 1,596
Course Administrator	\$ 2,503	\$ 1,252	\$ 624
Graders	\$ 2,126	\$ 1,063	\$ 532
Hourly administrative support	Contract minimum is \$21 per hour		
<b>AY 2024-2025</b>			
Junior Teaching Fellow	\$ 5,860	\$ 2,930	\$ 1,465
Senior Teaching Fellow	\$ 6,575	\$ 3,288	\$ 1,644
Lead/Head Teaching Fellow	\$ 6,575	\$ 3,288	\$ 1,644
Course Administrator	\$ 2,578	\$ 1,289	\$ 643
Graders	\$ 2,190	\$ 1,095	\$ 548
Hourly administrative support	Contract minimum is \$21 per hour		

**Notes:**

Junior Teaching Fellow Rate: Paid to PhD students in G1 and G2 years, and all other TFs.

Senior Teaching Fellow Rate: Paid to PhD students in G3 year and beyond.

- PhD students, regardless of prior degrees, are not eligible for the Senior Rate until they have successfully completed the first two years of their PhD program.

Payment of Lead TFs: If a Lead TF has full responsibility for their own section in addition to their LTF responsibilities, they need to be paid as a TF as well as LTF at the appropriate course credit rate. For example, in AY 21, a LTF who is a PhD student in the G4 year would be paid \$11,920 (2 times \$5,960) for being a LTF in a 5-credit course in which they also have full responsibility for their own section. Departments and programs may, at their discretion, pay a higher rate to LTFs who do not teach their own section, with permission from the Office of Education.

Course Administrator and Graders: These rates are not specified in the HGSU contract. The school has incorporated an increase in rates for these roles that is equal to the annual increase in the TF rates in each year of the contract (AY22=5% over the AY 21 TF rates at the rest of the University; AY23=4%; AY24=3%; AY25=3%).

**c. Payment processes**

Teaching Fellows and Lead Teaching Fellows will ordinarily be paid through the Monthly Teaching Fellows Payroll. Exceptions may include part-time students, which are paid from weekly payroll, and for some departments when TFing is part of a student’s teaching requirements and therefore covered in their stipend.

Course Administrators and Graders are generally paid through the Weekly Temp + Student Payroll based upon hours entered and approved by the department, though there may be instances when the Monthly Payroll is appropriate.

Hourly administrative help is paid through the department though may come from a variety of funding sources including instructors’ own teaching and research accounts.

**d. Additional notes**, in keeping with past practices at Harvard Chan:

- It is important that all required documentation for the hiring process be completed before a student begins their work.
- Students must be entered into the payroll system and paid in a timely manner.
- System and letter dates should align as closely as possible to the actual dates worked
  - TFs should not work more than the maximum hours outlined for pre- and postdoctoral trainees and by federal immigration law for students on F1 and J1 visas.
  - The Affordable Care Act mandates that employees, including student employees, who work more than 30 hours per week be offered an employee health plan. This makes it imperative that Harvard accurately manage and report graduate student appointments and the hours associated with them. <https://hushp.harvard.edu/affordable-care-act>
- Departments and students are responsible for understanding and documenting student eligibility for working in these roles.
- If departments are hiring non-students in TF roles they must contact the appropriate office (usually HR or OFA) to ensure hiring eligibility and processes.

**e. Student Worker Research Rates**

**Research Assistant 1:**

	12-month rate				
Research Assistant 1	FY21	FY22	FY23	FY24	FY25
Life Sciences	\$40,632	\$42,660	\$44,376	\$45,696	\$47,076
Physical Sciences	\$39,000	\$40,956	\$42,588	\$43,860	\$45,180
Other	\$36,672	\$38,508	\$40,044	\$41,244	\$42,480

**Hourly SWs**

Hourly Research Work	FY21	FY22	FY23	FY24	FY25
Research Work (e.g., Hourly RA)	\$16.00	\$20.00	\$20.50	\$21.00	\$21.00