

Graduate Student Union Funding Matrices

Please use the following two matrices and the below definition to determine whether a graduate student is eligible for inclusion in the bargaining unit based on the services they provide Northwestern. Please use the correct funding codes and job titles to designate students for union or non-union eligible roles in our systems as outlined in these matrices.

Bargaining Unit Definition:

The Bargaining Unit is defined as:

Graduate students enrolled in Northwestern University degree programs who are providing instructional and research services for the University, including graduate assistants, teaching assistants, research assistants, and fellows.




The following groups are explicitly excluded from the bargaining unit:

All other employees; graduate students who are not providing instructional or research services for the University; undergraduate students; graduate students not seeking Northwestern degrees, including visiting students; graduate student graders, tutors and proctors who are not otherwise providing instructional or research services for the University; Assistant Chairs in residential colleges; Residential Assistants; students enrolled in the Pritzker School of Law; M.D. seeking students in the Feinberg School of Medicine (including M.D./Ph.D. students in Feinberg who are in their M.D. phase of studies); students enrolled in the Medill School of Journalism; office clericals; managers; guards and supervisors as defined in the Act .

Operational Definition

Graduate students (other than MD students, including MD/PhD students that are in the MD phase of studies; Medill students; and Pritzker students) are eligible for the bargaining unit if they provide instructional or research services. See the "Category Examples" section in the Union and Non-Union matrices on the following pages for examples of services that are/are not

Grad Student Funding Matrix - UNION ROLES

Role	 Performing research work for the University	 Performing instruction work for the University (TAing)	 Fellows performing services (under NLRB) - TGS ONLY
Category Examples	<p><u>Examples of services that ARE research services for the University:</u></p> <ul style="list-style-type: none"> -Placement into a specific laboratory to conduct research in line with a PI's work and subject to the PI's direction and control. -Being paid through a PI's grant or their discretionary funds to conduct research (see external fellowship section below) -Conducting research activities in support of a faculty member's research, including archival or other research, analysis of qualitative and quantitative data, etc. -Conducting research activities in support of a University publication (e.g., Tri-Quarterly magazine) or ticketed production (e.g., Wirtz Center productions) <p><u>Examples of services that are NOT providing research services for the University:</u></p> <ul style="list-style-type: none"> -Students who are in a period of rotation across laboratories to learn more about the opportunities but have not yet been placed in a specific PI's lab. -Students engaged in research activities that are solely for the students' own academic progress (e.g., work on dissertation or thesis) and not subject to a PI's direction and control. -Student engaged in clinical practicums who are not also conducting research activities described above. 	<p><u>Examples of services that ARE instructional services for the University:</u></p> <ul style="list-style-type: none"> -TAs that lead discussion sections, thus providing instruction -Developing a curriculum and lesson plans -Serving as an instructor of record for a course -Instructing a group of students on a prepared lesson <p><u>Examples of services that are NOT instructional services for the University:</u></p> <ul style="list-style-type: none"> -Grading -Tutoring (including one-on-one office hour discussions*) -Proctoring an exam -Mentoring students -Providing administrative/logistical support services, such as classroom technology support or Zoom facilitation -Providing instructional services outside of Northwestern (e.g., as student teachers in local schools) <p>NOTE: Work that is not instructional in nature (e.g., grading or proctoring an exam) may nevertheless be performed by a graduate student who is also providing instructional services for the University as a TA or Instructor of Record. Those graduate students would be included in the bargaining unit due to their instructional services. If the graduate student is exclusively performing non-bargaining unit work (e.g., grading or proctoring an exam), they would not be included in the bargaining unit.</p>	<p>Students on external fellowships who are expected to perform specific research as a condition of such funding are considered to be providing research services for the University. Excludes JD/PhD, MD and Medill students**</p> <p>Students that are on fully external fellowships who are not recorded in our payroll system; since they are paid fully and directly to the student through external grants, we do not consider them providing instructional or research services for the University.***</p>
Funding Source	External sponsored grant or institutional non-sponsored funds	Institutional (non-sponsored)	External fellowship (e.g. T32, GRFP, NRT etc.)***
Union Eligible	Union (Bargaining Unit Eligible)	Union (Bargaining Unit Eligible)	Union (Bargaining Unit Eligible)
Job Code in myHR	100023 (TGS student) 102830 (non-TGS student) 108349 (Temp Student pay)***	100010 (TGS student) 102831 (non-TGS student) 108349 (Temp Student pay)****	108238 (TGS students only)
Position Title in myHR***	Research Assistant	Teaching Assistant	Fellowship (Externally Funded)
TGS ONLY Account Code	60076	60070	78050

Notes



*Office hours could be instructional in nature if students are providing services that fall into the examples of instructional services above (such as providing an instructional lesson during their office hours) rather than providing only one-on-one tu

**JD/PhD students (including in PhD phase), and MD students in MD phase are excluded from the BU, so the non-union fellowship codes should be used (account 78060, job code 100009 for TGS & JD, job code 108569 for MD)

***The NLRB has ruled that students on external fellowships, including training grants, are included in the union when certain conditions, present here, are met.

****Student temp (union), student temp (non-union), or "Instructor (S)" (Job code 101325) appointments may be used instead of the above appointments. However, for students receiving financial aid, especially loans, the above types of stipend appointments which are entered in CAESAR/SES must be used. TGS recommends entering the funding for active TGS PhD and MFA students in CAESAR/SES rather than using temp payroll unless the role specifically

Grad Student Funding Matrix - NON-UNION ROLES

Role	 NOT providing services/work for the University - TGS ONLY	Providing services that are neither instruction nor research (e.g., Administrative work, grading, mentoring, proctoring)	 Law, JD/PhD, MD or Medill students providing services/work for the University
Category Examples	<p>-Graduate students who are on internal grants in support of their academic progress only and not providing instructional nor research services <i>for the university</i> .</p> <p>-Students who receive merit scholarships who are not providing research or instructional services <i>for the University</i> .</p>	<p>Students that are <i>only</i> providing other services, such as administrative roles or other work, that are not instructional nor research.</p> <p>This includes students that are <i>only</i> providing the services outlined as not research or not instruction in the union role matrix on the previous page.</p>	<p>Graduate students who are in Pritzker School of Law (including JD/PhD students in PhD phase), Medill, or are MD seeking students in Feinberg (including MD/PhD students <i>in their MD phase</i>) are not eligible for the bargaining unit per the bargaining unit definition.</p>
Funding Source	Institutional (non-sponsored)	Institutional (non-sponsored)	Any*
Union or non	Non-Union	Non-Union	Non-Union
Job Code in myHR	100009 (both TGS and non-TGS)	100038 (TGS) 102829 (non-TGS) 100029 (Temp Student non-union)**	100038 (TGS) 102829 (non-TGS) 100029 (Temp Student, non-union)**
Position Title in myHR	Fellowship (Internally Funded)	Graduate Assistant	Graduate Assistant
TGS ONLY Account Code	78060 (both TGS and non-TGS)	60078	60078

Notes

*MD/PhD students when in PhD career may be included in the bargaining unit depending on their role. When in the MD career, they are not included in the bargaining unit.

JD/PhD students (including in PhD phase), and MD students in MD phase are excluded from the BU, so the non-union codes should be used.

**Student temp (union), student temp (non-union), or Instructor (S) (job code 101325) appointments may be used instead of the above stipend appointments. However, for receiving financial aid, especially loans, the above types of stipend appointments which are entered in CAESAR/SES must be used. TGS recommends entering the funding for active TGS PhD and MFA students in CAESAR/SES rather than using temp payroll unless the role specifically requires that the student track their hours in the timekeeping system.

TGS has reviewed internal fellowships and interdisciplinary assistantships and provides the following guidance on the nature of the work they provide.

Fellowships:

Most internal fellowships or endowed funds may be used to pay student for bargaining unit eligible roles. However, some fellowships are explicitly awarded to provide students time to make progress on their own academic research and work and cannot be used to fund bargaining unit roles. Examples of these types of fellowships include the Presidential Fellowship, The Nicholson Fellowship, and the Ryan Fellowship. Many of these fellowships awarded for student's own academic research are competitive awards or dissertation year fellowships. Student awarded these types of fellowships may not be asked or expected to provide instructional or research services for the University in exchange for these funds for the duration of the fellowship. Please check with the unit that oversees an award/fellowships to see whether it can be used for bargaining unit eligible work before asking students to provide those services for the University.

Interdisciplinary Assistantships:

Based on conversations regarding the work historically performed by these roles, TGS believes has determined which titles/codes best match the roles for interdisciplinary assistantships. Please reach out to Eric Long in TGS at interdisciplinaryGAships@northwestern.edu if you have any questions related to the funding in the below assistantships.

IAship Name
African Studies
Asian Studies
Black Arts Consortium
Block Museum
Center for Leadership
Chgo Public Humanities
Chicago Field Studies
Civic Engagement
Cognitive Sci
Critical Theory Inter
Gender Studies
Holocaust Ed Fndn
Kaplan Institute for the Humanities
Inst for Policy Resrch
Intl Stds (full assistantship)
Intl Stds Mentor (stipend suppl only)
Latina Studies
Legal Studies
Math Methods
MENA Endowment
NPEP
NU Press
Office of Fellowships
Racial Equity
Ready Set Go
Research Computing
Searle Mentor
Writing Program (full GA-ship)
Writing Program (stipend suppl only)

Graduate Student Job Codes

updated: 3/19/2025

Title	Job Code	Account Code	Union-Eligible	Taxes Withheld	Statutory Fringe	Notes
Fellowship/Scholarship						
Fellowship (Internally Funded)	100009	78060	No	No	No	This code was previously titled "Scholarship (taxable)."
Fellowship (Externally Funded)	108238	78050	Yes	No	No	Must be used if any portion of the current funding is external (except JD/PhD Medill and MD)
Fellowship (MSTP MD)	108569	78060	No	No	No	Used for MSTP students in all MD years, including T32s and NRSAAs.
Note: If the source of a student's fellowship funding changes, departments must submit a timely update to the job code to ensure proper union classification. If a fellowship is internally-funded but has otherwise been deemed union-eligible, the Externally Funded job code must be used. Job Code changes are processed via TGS for TGS-managed programs, or with a Posn/Appt Form submitted to HR Operations for school-managed programs. MSTP students in their PhD years should use the Externally Funded job code.						
Assistantship						
Graduate Assistant TGS	100038	60078	No	Yes	Yes	These codes are used for grad students in TGS-managed programs.
Research Assistant TGS	100023	60076	Yes	Yes	Yes	
Teaching Assistant TGS	100010	60070	Yes	Yes	Yes	
Graduate Assistant Non-TGS	102829	60079	No	Yes	No	These codes are used for students in school-sponsored grad programs.
Research Assistant Non-TGS	102830	60077	Yes	Yes	No	
Teaching Assistant Non-TGS	102831	60079	Yes	Yes	No	
Temporary (Hourly) Wages						
Temporary Grad Student (Union)	108349	60120	Yes	Yes	No	Use if work is union-eligible (e.g. teaching or research).
Temporary Student	100029	60120	No	Yes	No	Use for any non-union-eligible temporary work.
Note: If the nature of a student's temporary work changes their union status, it is important to change the Job Code in myHR (via Manage Temps) or request a new temporary appointment with the correct Job Code (via the Temp Hire Request form). Administrators must start and terminate temporary appointments in a timely manner.						
Special Use Student Job Codes						
Assistant Chair	100143	60078	No	Yes	Yes	Used for Assistant Chairs in the residential colleges.
Continuing Studies Instr (S)	100058	60070	Yes	Yes	Yes	Used by SPS for student instructors.
Instructor (S)	101325	60070	Yes	Yes	Yes	Used by other schools for student instructors.
RISE Scholar	108624	60077	No	Yes	No	Used by Feinberg OME for MD students in the RISE research program.
Scholarship (Suppl)	106378	78050	No	No	No	Non-wages supplement only; student must also have a primary appt.

Notes:

- > No job code or payment method other than the appointment types indicated above will provide union eligibility for a graduate student.
- > Additional/Special Pay cannot be used for union-eligible pay; any student receiving additional pay for union-eligible work must be paid on a union-eligible appointment.
- > Pay Group, Posn Type, or Posn Category cannot be used to identify union eligibility; some codes, such as the MGW paygroup, can be used for non-union or undergraduate work.
- > Union-eligible job codes automatically apply union dues to relevant earnings, provided the union has submitted the student's signed dues deduction card to HR.