

**Student Worker Support Policy and Explanation**

There are three kinds of student workers that are funded to support faculty, programs, and courses.

* **Faculty Support**: Each full-time faculty member is provided with 100 hours of student worker support. This support can be used to support student-related activities or maintaining currency/scholarship/outreach. The timing of this support can be over one or multiple terms (please specify).
* **Program Support**: Programs that are undergoing a ten-year or accreditation review may need additional assistance in gathering, analyzing, or organizing data. The number of hours needed should be justified as part of the request.
* **Course Support**: Courses qualify for student worker support depending on course enrollments. Undergraduate courses of over 40 students and graduate courses of over 30 students qualify. Other courses may qualify based on a justification to and approval by the Dean. This support is generally for 100 hours. In some cases, a course may request a student worker at 50 hours.

Student workers are budgeted as part of the annual budget process. Each full-time faculty member is automatically budgeted for 100 hours of faculty student worker support. Course support and program support student workers need to be proposed during the budgeting process. The pay associated with each position is budgeted at $1200. This is an average cost based on the type of duties assigned to the student worker (see the Application for a Student Worker form). Please note that the number of hours of employment varies based on the types of duties assigned. In the case of student workers with a Master’s degree at 0.12 FTE, the additional $500 above the base budget must be requested as part of the budgeting process.

The Application for a Student Worker should be submitted by the faculty member to the Program Lead and then to the program Dean. Approval is typically made after course enrollments stabilize (week 1 or 2 of the term). Once the hire is approved, the Dean will submit the application to HR with notification to the faculty member and the program lead. Please follow HR processes in order to recruit and hire the student worker.

Student workers must meet ONE of the following standards for qualifications:

1) Is a qualified current student.

2) Is a community member with a master’s degree.

3) Is a temporary employee.

**Application for a Student Worker**

**Faculty name:**

**Request type**

[ ]  Faculty Support Terms (check all that apply) [ ]  Summer [ ]  Fall [ ]  Winter [ ]  Spring

[ ]  Program Support Justify hours and terms:

[ ]  Course Support (UG course over 40 students, GRAD course over 30 students)

 Course number       Title       Term

 Credit hours       Course cap       Expected enrollment

**Responsibilities of the student worker with corresponding hourly wage**

[ ]  $10.25/hr: Grading, administrative support, general work. Less decision making. Grading includes a solution key provided by the instructor, posting grades, proctoring, synthesizing materials (e.g. conducting literature reviews), collecting data for research that has a low level of decision making requirement, and doing basic general administrative support.

[ ]  $12.25/hr: Undergraduate students providing research support as well as grading, activities with more responsibilities and require higher skills in terms of using judgement in decision making (grading when a solution key is not provided by the instructor, facilitating student processes that requires attending most class lectures, providing class lectures, etc).

[ ]  $15.00/hr: Full-time graduate students to work a maximum of 70 hrs (graduate students must be full-time).

[ ]  Masters degree, only grading. Term salary is ~$1200 (0.09 FTE) - 43 hours, higher hourly salary

[ ]  Masters degree, grading and facilitating in the classroom. Term salary is ~$1700 (0.12 FTE) – 43 hours, higher hourly salary. Additional student worker costs above $1200 must be budgeted separately.

**Budget information**

Was this student worker support included in your program budget? [ ]  Yes [ ]  No [ ]  Not sure

How many student workers have already been hired from the budget?

**Approvals**

Program Lead Date

Dean/Associate Dean/Assistant Dean Date