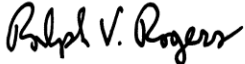


East Carolina University-College of Technology and Computer Science Policies & Procedures

Final	Version Date: April 8, 2008
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Title/subject: Student Employment	
Control Code: AF-06	
Approval Date: June 16, 2008	Approved by: Ralph V. Rogers
Effective Date: June 16, 2008	Signature: 

I. Background

The College of Technology and Computer Science supports and encourages the use of students to support the departments, programs and the college and their associated research, service, and academic goals and objectives. TECS strongly believes that the experience and support provided to student employees can be an important experience in recruiting and developing students.

II. Purpose

Every effort will be made to assure that student experiences as employees of TECS will be appropriate to their level of experience, provides an opportunity for the development of the student as an employee, manager, and leader, and supports the academic experience of the student. Each employing unit will make every effort to mentor and support student in their development.

III. Definitions

- A. Student Hourly/Self-Help Students. An hourly student employee paid from state and/or sponsored project funds. These students can support the academic, operational, and/or research efforts of the department. As these positions are funded from operating funds they must be requested from and approved by the Department Chair. Compensation for these positions is at the discretion of the unit budget administrator.
- B. Federal Work Study. An hourly student employee paid from federal work study funds. The student must have in hand the Hiring Authorization Form (FWS-2) to be employed under the work study program. These students hold the same roles as self-help students and differ only in their source of funding. Each office would go to the Career Center website at: www.ecu.edu/e3careers and click on Career Connections to place an advertisement. **Federal regulations require job descriptions to be on file for every FWS position.**

East Carolina University-College of Technology and Computer Science Policies & Procedures

No FWS student is able to work in a position that has not been posted in Career Connections. Please go to this site for further information:

<http://www.ecu.edu/cs-acad/financial/FWSHandbook.cfm>.

C. Graduate Assistant

1. A student employee who has been officially accepted as a degree-seeking student in a graduate course of study at ECU. GA support is provided by the Graduate Studies division, internal TECS support and/or sponsored projects. GA's must achieve adequate progress towards their degree to retain their position. GA positions (including research and teaching assistants) are for a maximum of 20 hours per week.
2. Graduate assistants must be enrolled as a full-time student for initial appointment. Graduate assistants provide general support to the college mission and should be assigned positions with associated responsibilities that are in keeping with their capabilities as a graduate student. Levels of support for graduate assistants will be determined by the Dean in consultation with department chairs. All levels of support beyond the pre-determined amount must be pre-approved by the Dean and/or their designee.
3. Any Graduate Assistant or research Assistant may be supported for a maximum of four (4) semesters with state funds. Additional funding may be provided with sponsored program or foundation funds. Any funds supplied by the College which include funds from the Graduate School shall follow payroll dates not semester dates for employment.
4. Under no circumstances will Graduate Assistants be used to replace general support positions. Each assistantship should be considered a training and employment experience in the chosen field for the student.
5. Research Assistant. A research assistant is a GA position that holds a primary appointment to support one or more research projects in TECS. Faculty are encouraged to seek external support for research assistants. Any RA's funded with internal funds must be approved by the appropriate department chair and the Dean or their designee. Levels of compensation for RA's on sponsored projects is at the discretion of the principal investigator. All rules regarding dual employment and hour limitations apply to RA's.
6. Teaching Assistant. As per university and SACS requirements, a TA must be enrolled as a full-time student at the time of their appointment, be a degree seeking student, and have successfully completed a minimum of eighteen (18) graduate credit hours in the area to be taught. Each TA is also required to complete a formal development program as assigned by the department. It will be the responsibility of the department to assign a

East Carolina University-College of Technology and Computer Science Policies & Procedures

faculty mentor for each TA, develop and implement the formal preparation program, and provide continuing support and formal evaluation of the TA. TA's may also be required to have a minimum GPA before assignment to the position and may be required to sustain a minimum GPA after the appointment as determined in consultation between the appropriate chair and the Dean or their designee. Normal teaching load for a TA will be one class per semester, but may be altered in consultation between the department chair and the Dean or their designee. Departments will provide a primary faculty mentor for each TA who will be responsible for mentoring and evaluating the TA in their assignments, provide appropriate written job descriptions and evaluations, and report regarding formal professional development. TA's are also limited to a maximum of 20 hours per week.

IV. Policy

A. General Provisions

1. All students should be provided with a written and verbal explanation of their job duties before employment.
2. Funding for all student employees must be requested and approved from the Dean by the department chair before their assignment to a position.
3. Faculty shall request all student positions in writing to their respective Department Chairperson. Requests will include at a minimum: work hours, principle job duties, funding source, evaluation plan, courses in which the student will assist, and method of training.
4. Student positions may work up to 20 hours per week during the academic year.
5. All student employees must fill out pre-employment paperwork prior to the beginning of their job assignments. This also includes a contract that is prepared for the student which must be signed by the student and the supervisor of record. Graduate Teaching Assistants must have a "Certification of Credentials and Qualifications" form completed including the necessary signatures and submitted to the Graduate School along with a copy of their contract. Copies of graduate assistants'

East Carolina University-College of Technology and Computer Science Policies & Procedures

contracts must be submitted to the Graduate School. Under no circumstances will a student begin working before appropriate paperwork has been completed. It is the responsibility of the supervisor to assure the student has completed appropriate paperwork before the job assignment begins.

6. Keys and One Card access for students will be at the discretion of the department chair. It will be the departments' responsibility to assure that all keys are returned at the end of job assignments. If keys are not returned within four weeks of the end of the job assignment, re-keying will be completed and charged to the appropriate department budget.

7. Self Help and Work Study students must use the on-line timesheet process known as Banner Web Time Entry in order to submit hours worked. Student timesheets must be approved by the immediate supervisor. In some cases the immediate supervisor is not the web entry supervisor and so the student will be directed to print the web entry form and get the immediate supervisors signature. The signed form should then be taken to the departmental office for the web entry supervisor. A second web entry approver is required. In some cases a third approver is required. It is the students' responsibility to make sure their timesheets have been approved prior to web-time closing date. The Payroll Office will not accept the physical submission of student hours worked; hours must be submitted by using the electronic process of Web Time Entry. The students must submit this electronic timesheet in order to be paid

B. SACS Requirements for Teaching Assistants

1. TA's may be instructor of record only if the following applies: 1) initial formal training program has been completed and ongoing training is available, 2) a formal evaluation plan is in place, 3) the student has completed 18 graduate credit hours in the discipline to be taught, 4) a faculty mentor has been assigned for direct supervision, and 5) a written job description is in place.

C. Discipline of Student Employees

1. Student employees are expected to be prompt, professional and courteous at all times. Any infraction of college or university rules and procedures can/may result in the termination of the student employee. Each

East Carolina University-College of Technology and Computer Science Policies & Procedures

department program will develop rules and procedures for discipline and/or termination of student employees that will include a measured and pre-determined sanction. Any breach of student confidentiality is grounds for immediate termination. All terminations will be in writing and be documented.

D. Summer Support

1. Summer support for student employees must be pre-approved by the department chair and the Dean. All student employees may work up to 38 hours per week during the summer hours if not enrolled in classes. If enrolled, normal limits apply (20 hours).

E. Students as Part-Time Employees

1. No student will be hired as a part-time employee of the college without prior approval of the Dean. Under no circumstances will a student holding a graduate assistantship in another university or at another college at ECU be offered a position as a part-time employee. Students will not be allowed to hold assistantships or student hourly positions and part-time employee positions concurrently.