
Authorization for Additional On-Campus Work Arrangements for Graduate Student Officers

Student's Name: _____ UNI: _____

SEAS Department: _____ Faculty Sponsor/PI: _____

Registration Status: Full-Time Part-Time M&F Total Credit Hours: _____

Academic Year: _____ Term: Fall Spring Summer

CURRENT STUDENT OFFICER APPOINTMENT:

Appointment Type:

Graduate Research Assistant Departmental Research Assistant Teaching Assistant

Start Date: _____ End Date: _____

(Please confirm with the Department Administrator)

Are you currently an NSF Graduate Fellow? Yes No

(If yes, please complete the "NSF Graduate Research Fellow Certification" section below)

PROPOSED ADDITIONAL ON-CAMPUS WORK:

Department Name: _____

Department Contact: _____ Contact's UNI: _____

Start Date: _____ End Date: _____ Expected Hours per Week*: _____

**(Not to exceed eight hours per week)*

Total Amount of Compensation for the Additional Work: _____

Please describe the nature of the duties that you will perform:

NSF GRADUATE RESEARCH FELLOW CERTIFICATION:

Are you an NSF Graduate Research Fellow? Yes No
(If 'No,' please skip this section)

Please review the following guidelines for NSF Graduate Research Fellows:

NSF Graduate Research Fellow Supplementation Guidelines

“Each Fellow is expected to devote full time to advanced scientific study or work during tenure. However, because it is generally accepted that teaching or similar activity constitutes a valuable part of the education and training of many graduate students, a Fellow may undertake a reasonable amount of such activities, without NSF approval. It is expected that furtherance of the Fellow's educational objectives and the gain of substantive teaching or other experience, not service to the institution as such, will govern these activities. Compensation for such activities is determined by the GRFP institution and is based on the institution's general employment policies. Fellows are required to check with their GRFP institution about specific policies pertaining to GRFP fellowship and paid activities.”

[NSF GFRP Administrative Guide for Fellows and Coordinating Officials, NSF13-085, 2013, p.13]

Please explain briefly how the proposed additional work arrangement will further your educational objectives and assist you in gaining substantive teaching or other experience:

STUDENT CERTIFICATION:

I understand that, as a Student Officer:

- I may receive additional compensation for on-campus work arrangements outside of my normal coursework and student officer responsibilities, provided that such arrangements do not exceed a maximum of eight (8) hours per week and do not interfere with my studies.
- Before performing any of these on-campus work arrangements, I must obtain written authorization (signatures below) from: (1) my faculty sponsor / PI, (2) my Department Chair, (3) the Department in which I will perform the additional work, (4) the SEAS Director of Human Resources, and (5) the Associate Provost for Academic Appointments.

The information I have provided on this form is true and accurate to the best of my knowledge.

Student Signature

Date

AUTHORIZATIONS:

1. _____
Faculty Sponsor / PI Signature

Date

2. _____
Student's Department Chair Signature

Date

3. _____
Head of Department in which Additional Work will be Performed

Date

4. _____
SEAS Director of Human Resources Signature

Date

5. _____
Associate Provost for Academic Appointments Signature

Date