

Recommendation To Appoint - School of Social Welfare

Student Research and Student Assistant Appointments

Students should not begin work until their hiring paperwork has been processed.

This form is used by faculty, principal investigators, project directors, and researchers when recommending appointment of student employees in the Graduate Student Researcher (GSRs) and Student Assistant series.

Name of Student recommended for appointment	<u>UNIT</u>	<u>DUTIES OF THE POSITION</u>
	0 CalSWEC	0 Research
	0 CSSR	0 Data Collection & Data Analysis
	0 Instructional	0 Interviewing, focus groups
Project Title		0 Report preparation
	<u>Require Office Space?</u>	0 Publication
	0 Yes	0 Supervision
Chart String(s)	0 No	0 Other duties:
CS2	<u>% of Appointment</u>	
	0 25%	
CS3	0 50%	
	0 Other _____ to _____	
CS4		

GSR Appointments

Appointment	Monthly Rate	Equiv	<u>Begin & End Dates</u>		
0 GSR III - MSW Student	\$3,895.00	22.39/hr	0 Summer	22-May-17	to 11-Aug-17
0 GSR VI - PhD Pre-Candidacy	\$4,695.00	26.98/hr	0 Fall	16-Aug-17	to 15-Dec-17
0 GSR VII - PhD Advanced to	\$5,071.00	29.14/hr	0 Intersession	16-Dec-17	to 08-Jan-18
Candidacy			0 Spring	09-Jan-18	to 11-May-18
0 Work Study Eligible			0 Other	_____	to _____

See Page 2 for appointment level requirements

Combined appointments less than 25% time
Not eligible for fee remission

Combined appointments 25% to 49.5%
Eligible for partial or full fee remission

Exceptional Appointments at 51-75% time
Appointment pending until approved by the
Dean's Office. Additional information may be needed.

Student Assistant Appointments

Student Asst Series pay range \$8 - \$25/hr	<u>Begin & End Dates</u>		
0 Student Asst 1 UG \$11-\$12/hr	0 Summer	22-May-17	to 11-Aug-17
0 Student Asst 2 UG/MSW \$12-\$15/hr	0 Fall	16-Aug-17	to 15-Dec-17
0 Student Asst 3 MSW \$16-\$20/hr	0 Intersession	16-Dec-17	to 08-Jan-18
0 Student Asst 4 MSW \$25.00/hr	0 Spring	09-Jan-18	to 11-May-18
0 Reader \$14.67/hr	0 Other	_____	to _____
0 Work Study Eligible			

"I hereby certify that this employee is engaged in activity allocable to the project(s) listed above according to the stated percentages and periods of time. •

% of Appointment: _____

Name of student's supervisor if other than P.I.

Student Info

Principal Investigator's Signature and Date

Fund Preparer's Signature and Date

Department Asst Dean/Manager Signature

Email: _____

Phone: _____

Student ID: _____

Appointment Level Requirements and Information

GRADUATE STUDENT RESEARCHER (GSA) Appointments are on a % basis for up to 49.5% of work monthly.

Appointees to these positions assist faculty members/principal investigators in departmental or faculty research. University requirements are: General University requirements are:

- full-time registration during the term of appointment minimum 3.0 GPA
- maximum of two "Incomplete" grades on graduate transcript
- maximum 50% total appointment during the semester and 100% during summer or between-semester break. GSA Appointment and Advancement Criteria (adopted by the doctoral faculty in Spring 1994)

Steps are based on the student's enrolled program. The following will be used in SSW based on the enrollment of the student at the time of appointment.

GSR Steps and Pay Rates:

- III. MSW Students
- VI. PhD Pre Candidacy Students
- VII. PhD Advanced to Candidacy Students

GSA Salary Administration:

In accordance with APM 615, merit advancement for all GSRs is based on academic attainment, experience, and performance. Advancement is not automatic. Recommendation for advancement must be made to the Dean by the Principal Investigator or faculty member in charge of the research project or endeavor.

Requirements and Information for Student Assistant positions

Student Assistant 1 -Reserved for undergraduate workers. The basic entry level positions.

Student Assistant 2 - Can be our grad students, basic level, or undergraduate students at an intermediate level of complexity.

Student Assistant 3 - Can be our grad students, intermediate level, or undergraduate students at an advanced level of complexity.

Student Assistant 4 - Reserved for graduate students at the professional level only. Supervisors should expect the highest level of professionalism and hold their workers to it.