

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

<b>GSR Appointments</b>
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Appointment	Monthly Rate	Equiv	<u>Begin &amp; End Dates</u>		
0 GSR III - MSW Student	\$3,495.00	20.09/hr	0 Summer	26-May-15	to 14-Aug-15
0 GSR VI - PhD Pre-Candidacy	\$4,213.00	24.21/hr	0 Fall	19-Aug-15	to 18-Dec-15
0 GSR VII - PhD Advanced to Candidacy	\$4,551.00	26.16/hr	0 Intersession	19-Dec-15	to 11-Jan-16
			0 Spring	12-Jan-16	to 13-May-16
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.*

<b>Student Assistant Appointments</b>
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Student Asst Series pay range \$8 - \$25/hr	<u>Begin &amp; End Dates</u>		
0 Student Asst 1 UG	\$8-\$12/hr	0 Summer	26-May-15 to 14-Aug-15
0 Student Asst 2 UG/MSW	\$15.00/hr	0 Fall	19-Aug-15 to 18-Dec-15
0 Student Asst 3 MSW	\$18.00/hr	0 Intersession	19-Dec-15 to 11-Jan-16
0 Student Asst 4 MSW	\$25.00/hr	0 Spring	12-Jan-16 to 13-May-16
0 Reader	\$13.57/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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Student ID: \_\_\_\_\_

\_\_\_\_\_

Principal Investigator's Signature and Date

\_\_\_\_\_

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\_\_\_\_\_

Department Asst Dean/Manager Signature

## 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.