

## Graduate Student Researcher (GSR) Appointment Information, Instructions and Requirements

Academic Student Employment (ASE) appointments in the title of **GRADUATE STUDENT RESEARCHER (GSR)** are on a percentage basis for up to 49.5% of work monthly.

Appointees to GSR positions assist faculty members or authorized Principal Investigators in departmental or faculty research broadly related to their degree programs. GSRs may or may not collaborate in the publication of research as determined by the faculty member directing the work. **GSRs may NOT be assigned teaching, administrative, or general assistance duties.**

Student eligibility to hold a GSR appointment will be verified prior to appointment. The University's minimum requirements and criteria for ASE appointment eligibility are:

- GPA of at least 3.0
- No more than two "Incomplete" grades on graduate transcript
- Full-time registration (enrolled in at least 12 units) during the term of appointment (except summer and winter breaks), unless already advanced to doctoral candidacy.

### GSR Appointment Restrictions:

- Per Graduate Division policy, graduate students with ASE appointments during the academic year **may not exceed half time**, nor may such appointments, in combination with other University appointments, exceed half time. If an appointment (or a combination of appointments) exceeds 50%, the hiring unit must secure written approval from the head graduate adviser before offering the appointment to the student.
- Appointments above 75% require advance approval by Graduate Division.
- During summer and winter breaks students may work up to 100% without approval of an exception.
- Please note that students on F-1 and J-1 visas are limited by federal regulation to working no more than 50% time during the semester.

### GSR Step Placement and Salary Administration:

Berkeley Social Welfare places GSRs according to the following guidelines, based on the student's enrolled program at the time of appointment:

GSR Step III	MSW Students	Current rate: \$3,895/month (\$22.39/hour)
GSR Step VI	PhD Pre-candidacy	Current rate: \$4,695/month (\$26.98/hour)
GSR Step VII	PhD Advanced to Candidacy	Current rate: \$5,071/month (\$29.14/hour)

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.

### How to Request a GSR Appointment Hire

To request a GSR hire, supervising faculty/Pis should complete and sign Part I of the attached form, and the GSR should complete and sign Part II. Send the completed and signed form to the Student Services Advisor in 128 Haviland. **Students should not begin work until their appointment has been processed and is active in the campus HR system.**

## Graduate Student Researcher (GSR) Appointment Request Form

**INSTRUCTIONS:** To request a GSR hire, supervising faculty/PIs should complete and sign Part I of this form, and the GSR should complete and sign Part II. Send the completed and signed form to the Student Services Advisor in 128 Haviland. **Students should not begin work until their appointment has been processed.**

PART 1: APPOINTMENT INFORMATION – To be completed by Supervising Faculty/PI						
Faculty Supervisor/PI Name: _____						
Action Needed: <input type="checkbox"/> New Hire <input type="checkbox"/> Rehire <input type="checkbox"/> Extension <input type="checkbox"/> Additional Appointment						
APPOINTMENT DETAIL						
Appointment BEGIN Date: _____			Appointment END Date: _____			
Appointment Hire Request:			Appointment % FTE:			
<input type="checkbox"/> GSR III (MSW student)			<input type="checkbox"/> 25% (10 hours/week)			
<input type="checkbox"/> GSR VI (PhD Pre-candidacy)			<input type="checkbox"/> 50% (20 hours/week)			
<input type="checkbox"/> GSR VII (PhD Advanced to-candidacy)			<input type="checkbox"/> Other: _____			
Job Title Code and Fee Type:						
<input type="checkbox"/> GSR-No Fee Remission (3266) - used only when expenditure of funds on tuition and fees is disallowed						
<input type="checkbox"/> GSR-No Fee Remission (3276; ≤ 24%)			<input type="checkbox"/> GSR-Partial Fee Remission (3276; 25-44%)			
<input type="checkbox"/> GSR-Full Fee Remission (3282; ≥ 45%)			<input type="checkbox"/> GSR-Full Fee Remission + Nonresident Tuition (3284; ≥ 45%)			
FUNDING DETAIL						
Project/Fund Nickname to Charge	Fund Code	Dept ID	Program Code	Chartfield 1	Chartfield 2	% to Charge
_____ Faculty Supervisor/PI Signature			_____ Date			
PART 2: GSR EMPLOYEE INFORMATION – To be completed by Student						
Full Name: _____			SID#: _____			
Email Address: _____			Phone #: _____			
Are you currently receiving any fellowship(s)/scholarship(s)?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
Are you currently holding any other position(s) on campus?			<input type="checkbox"/> Yes <input type="checkbox"/> No			
During the period of appointment the student must:						
<ul style="list-style-type: none"> <li>Have a GPA of at least 3.0</li> <li>Have <b>no more than 2 Incompletes</b> in upper division or graduate level courses</li> <li>Be registered and <b>enrolled in a minimum of 12 units</b> (except summer and winter breaks) unless already advanced to doctoral candidacy</li> <li><b>Submit time records</b> that reflect the appropriate percentage of effort throughout the semester of appointment</li> <li>Plan and report <b>absences</b> consistent with hiring unit policy.</li> </ul>						
I certify that the information on this form is correct. I have read/been informed about the guidelines and policies governing this academic appointment. To the best of my knowledge, I meet the above criteria for this appointment.						
_____ Student Signature			_____ Date			