OPTIONS and GUIDELINES FOR STUDENT-FACULTY COLLABORATIVE WORK

There are several options through which students and faculty may work together in the summer on collaborative projects. You and your colleagues should be aware of the distinctions among these programs in order to serve students appropriately.

1. Faculty-Student Summer Research (FSSR, formerly known as "Collaborative Research"). This is the program adjudicated by the Faculty Development Committee. Please be sure to read all Guidelines and submit the appropriate forms. If your team is selected, the Office of the DOF submits the student hiring requisition through Oracle. If the student is not a May graduate, the Office of the DOF arranges payment through Human Resources and Payroll and the student will receive a biweekly summer stipend; if the student is a May graduate, they will be paid hourly at the current minimum wage rate and must submit timecards through Oracle to be approved by the faculty member in order to receive payment. The Office of the DOF will send offer letters to students and contact students directly to complete the necessary employment paperwork through Oracle. Students will also receive a letter via email from the Office of the DOF with instructions to submit a summer housing application online; the Office of the DOF coordinates student housing through Residential Life, which is subsidized at a reduced rate through the award. [Students in this program are expected to work on the research project full-time (i.e., 35 hours/week) and may not be registered for courses or hold other jobs on campus during this time period.]

2. Student research assistants sponsored by an external faculty grant. If a faculty member receives a grant that supports one or more summer students, the faculty member selects the participants, and the Office of Sponsored Research (OSR) submits the student hiring requisition through Oracle. If the student is not a May graduate, OSR arranges payment through Human Resources and Payroll and the student will receive a biweekly summer stipend; if the student is a May graduate, they will be paid hourly at the current minimum wage rate and must submit timecards through Oracle to be approved by the faculty member in order to receive payment. Human Resources will send offer letters to students and contact students directly to complete necessary employment paperwork through Oracle. Students will also receive a letter via email from OSR with instructions to submit a summer housing application online; OSR coordinates student housing through Residential Life, which is subsidized at a reduced rate through the external grant. [If the students are working on the external grant full-time, they may not be registered for courses or hold other jobs on campus during this time period.]

3. Student collaborative partners hired through a department's B funds, including donor gift lines. The faculty member selects the student participant(s) and the AA submits the hiring requisition via Oracle. (Note that students will not receive a letter from the Office of the DOF; the department or faculty member should be in touch with the student(s) to confirm acceptance.) The student(s) will be paid hourly at the current minimum wage rate and must submit timecards through Oracle to be approved by the faculty member in order to receive payment. Human Resources will send offer letters to students and contact students directly to complete necessary employment paperwork through Oracle. The AA should direct the student to submit a summer housing application and coordinate the housing through Residential Life, which is subsidized at a reduced rate. [If students are considered full-time, they may not hold other jobs on campus.]

NOTE: Students may not work *more than* the equivalent of a single full-time position on campus during the summer months. Faculty working with students in paid positions during the summer are responsible for ensuring that the totality of a student's work time does not exceed the full-time limit. In addition, please be advised that students may not hold two positions concurrently with different pay arrangements (i.e., salaried/stipend and hourly).