

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. Students will receive a letter via email informing them that they must fill out the housing application if they wish to apply for campus housing; the Office of the DOF will notify the housing office regarding the appropriate budget line. [Students in this program are expected to work on the research project full-time and may not be registered for courses or hold other jobs on campus.]
2. Student research assistants sponsored by an external faculty grant (including the IDC funds available from prior grant activity). If a faculty member receives a grant that supports one or more summer students, the faculty member selects the participants. The Office of Sponsored Research (OSR) submits the student hiring requisition through Oracle. Students will receive a letter via email informing them that they must fill out the housing application if they wish to apply for campus housing; OSR will notify the housing office regarding the appropriate budget line. [If the students are full-time, they may not hold other jobs on campus.]
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 them to confirm acceptance.) Students should contact Special Programs if they wish to apply for campus housing. [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).