



<i>Introduction</i>	3
<i>Descriptions of Graduate Student Employment Positions</i>	3

<i>General Employment Guidelines</i>	7
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<i>Student Responsibilities</i>	9
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<i>Supervisor Responsibilities</i>	10
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<i>Student Employee Performance Evaluations</i>	11
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## Introduction

Graduate student employees play an integral role in advancing the mission of Rowan University. The School of Graduate Studies (SGS) has prepared this document to assist students and their supervisors with understanding student employment performance expectations, responsibilities, and rights.

## Descriptions of Graduate Student Employment Positions

There are various employment positions in which graduate students can work. This section describes the most common graduate student employee positions.

### Graduate Assistant, Graduate Research Assistant, and Graduate Teaching Assistant

The term Graduate Assistant collectively refers to positions that go through SGS Approval  
Graduate Assistant



Teaching Fellows teach two credit courses within during the academic year in which they are awarded the Teaching Fellowship.

### Graduate Coordinators

Graduate Coordinators positions are non-academic, non-research/grant appointments who perform paraprofessional activities for an administrative unit funded by departmental operating budgets. The compensation for Graduate Coordinators will vary, and may include hourly pay or stipends, and may or may not provide tuition or housing/meals as required for the position.

### Resident Directors

Resident Directors lead undergraduate Resident Assistants, handle residential life affairs, and assist with residentiBDC 0 g /TT1 1g3-4 (anl)-2 (t)-2 (r)3 (of)3 -12 (nc)e(on.)]T.(es ( r)5 (e)6 (3 -2 0 To stiBDh2 (e)4 (a)4 (l)-2 usira



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Compensation Matrix

Compensation packages often depend upon funding availability, complexity of the scope of work, and external funder regulations. These are the recommended guidelines for compensation:

Position	Stipend/wages	Other benefits/compensation
Graduate Assistant/ Graduate Research Assistant	Full-time (20 hrs per week): Recommend minimum \$10,000/annually  Parttime (10hours per week): Recommend minimum \$5,000/annually	Full-time: Typically 9 credits tuition waiver Parttime: Typically 6 credits tuition waiver  Fees and health insurance costs may be covered if department funding permits  Free parking permit if 90% of tuition is covered by waiver  Ph.D. students who are GAs may teach a course related to their GA assignment at the undergraduate or graduate level as departmental needs dictate, provided they meet departmental teaching criteria.
Graduate Teaching Assistant Research Fellow (CSM/ENG)	Full-time (20 hrs per week): Recommend minimum \$10,000/annually	-



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Position	Stipend/wages	Other benefits/compensation
Teaching Fellow (CSM/ENG)	Monthly stipend (typically \$1,000)	Full tuition waiver- Student pays fees + health insurance (applicable)  Additional stipend may be provided for research-based work
Graduate Coordinators	Annual stipend ranging from \$8,000 (for 10-month live on-campus) to \$14,500 or more (12month live off-campus)	May be paid hourly or receive a stipend. Appointments may be 10- or 12-months. Stipend/wages are determined based on the position requirements. For example, some positions require the Graduate Coordinator to live in-campus housing for after-hours work, emergency/facility response, etc.; housing in a shared apartment facilitate would then be provided. Also may include free parking permit, tuition/fee waiver, and Rowan Bucks.
Resident Director	\$11,500 annual stipend	Includes housing and meal costs; includes free parking permit; may include Rowan Bucks
Teaching Experience Program (TEP)	Prevailing rate for adjunct teaching	Allows students in the Master Arts in Writing program to teach college composition while completing their degree.
Student Special Project	Under \$500	
Hourly Student Worker (including IWS and FWS)	<a href="#">See HR current hourly pay scale (pg. 9)</a>	

## General Employment Guidelines

All graduate student employees, regardless of position title, have expectations, roles, and rights during the course of their work.

### Scope of Work

Students may be awarded positions in academic units, research labs, administrative offices, or other sites and are assigned work that are commensurate with their experiences and qualifications (per their employment application and CV) and with the needs of the hiring office. The student's supervisor may be a faculty member, administrator, program director, staff member, or lab manager. As directed by their supervisor and allowable by Rowan University policy, students may conduct off-campus or remote work including, but not limited to, literature reviews, data collection, data analysis, and writing.

### Creating the Job Description

All terms of work should be listed in the job description and agreed upon by the student and supervisor prior to hire including, but not limited to:

Wages and other compensation

Regular works hours and location(s)

Whether, and how often, weekend and evening hours are required

Whether, and how often, travel is required

- If travel is required as part of field work or conference attendance, the supervisor should indicate whether mileage costs will be reimbursed through submission of a Travel Expense Form

Whether, and how often, the student must use their personal vehicle for work purposes

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Students may work no more than 20 hours per week while classes are in session and up to 25 hours per week during breaks, including summer break, per the official University academic calendar.

- o Note that hours spent in a research setting to conduct thesis or dissertation research may fall under “unpaid” hours since these hours are part of the student’s academic program requirement.
- o FWS are not permitted to work during winter break or holidays but may work up to 30 hours per week during the summer break pending availability of funds.

Students may not hold additional on-campus employment if working 20 hours per week. A part-time student working 10 hours per week may hold an additional on-campus position not to exceed 20 hours per week combined.

Students are only paid for hours worked and do not receive paid holidays or paid lunch breaks.

Students who are asked to work more than 20-hours per week should contact The School of Graduate Studies at [graduateresearch@rowan.edu](mailto:graduateresearch@rowan.edu) will work with HR to facilitate

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Perform all duties in a competent manner.

Wear appropriate attire for the job as related by the hiring manager.

Observe university policies including, but not limited to:

- [Academic Integrity](#) and Graduate Student Academic Integrity (forthcoming)
- [Acceptable Use Policy](#)
- [Alcohol and other Drugs Policy](#)
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### Access to Facilities and Resources

The hiring unit will provide the student employee with suitable workspace when required.

Parking: Parking permits and fees vary by student employee classification. See Parking Services for more information.

- o Fellows receive free parking permits.
- o Graduate Assistants/Graduate Research Assistants: In order to qualify for a free parking permit, a GA must receive 90% of their tuition from Rowan or be teaching a course at Rowan. GAs who fall into this category should contact Parking Services for more instructions on how to submit about a free parking permit.

GAs are encouraged to participate in Professional Development activities, both on- and off-campus. Talk to your supervisor about identifying opportunities. You may also reach out to the School of Graduate Studies.

### Supervisor's Expectations

Be familiar with the GA handbook, Rowan academic requirements, and Rowan student employment policies.

Verify the GA is in good academic standing before offering employment.

Complete and sign the GA/GRA Terms and Conditions with the student employee.

Communicate clear criteria for work expectations and professional dress.

Provide guidance and feedback to the GA, monitor quality of GA's work, and verify that the required hours are fulfilled.

Report any work-related GA injuries to the Student Health Center.

Provide GAs with suitable workspace when scope of work necessitates.

When possible, make reasonable accommodations to students who are able to work during maternity or family leaves so the student can fulfill their employment terms and conditions. If it is determined that the terms and conditions of employment cannot be fulfilled during this time, contact HR as soon as possible to discuss compensation and work implications.

## Student Employee Performance Evaluations

### Evaluations

Supervisors of graduate student employees are expected to conduct regular performance evaluations. These can be formal annual evaluations or more frequent informal evaluations.

Issues with graduate student employee performance should be carefully documented and kept on file by the supervisor.

### Resignation and Termination

A student may resign from their student employment position by giving two weeks' notice in writing to their supervisor. The supervisor must notify HR for all terminations per HR processes. If paid on stipend, the stipend will be paid on a pro-rated basis through the last day of work.

A hiring supervisor may terminate a student employee for the following reasons:

- Three or more repeated, unreported absences from work (the hiring supervisor must meet with the student after the first unreported absence to discuss expectations)
- Failure to assume the assigned responsibilities of the job description
- Insubordination



hold a special conference to discuss the matter. If the matter cannot be resolved through this informal process, then the student or hiring supervisor may contact the School of Graduate Studies for further mediation.

Grievances referred to here only refer to graduate student employment-related grievances. Grievance procedures for academics and other issues can be found [at Rowan University's Complaint Procedures](#)