

**DIVISION OF HUMANITIES
GUIDELINES ON USE OF
GRADUATE STUDENT RESEARCHERS (GSRs)
March 16, 2004**

DEFINITION OF GRADUATE STUDENT RESEARCHER

A graduate student researcher is a registered graduate student appointed to assist in performing research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator.

The student must be full-time and in good academic standing, making satisfactory and continuous progress toward the degree.

The graduate student researcher title is not appropriate for undergraduate students nor is it appropriate for non-students. There are separate titles that can be used for undergraduates or non-students assisting a faculty member with research.

The graduate student researcher title is not appropriate for work that is strictly of a clerical or technical nature (i.e. filing, data entry, database development, reception, etc.). There are separate titles that can be used for graduate students performing strictly clerical or technical work.

GSR LEVELS AND RATES OF PAY

Graduate students who have not advanced to candidacy are placed at the Step III salary level. Graduate students who have advanced to candidacy are placed at the Step IV salary level. Payment is determined by step and percentage of time. For appointments that are for less than one quarter or that are for a very short-term specific project, faculty members may specify a payment amount from which the percentage of time is determined.

GSR TERMS AND CONDITIONS OF EMPLOYMENT

The maximum percentage of time allowed for quarterly graduate student appointments is 49.99%. Permission must be obtained from the Division of Graduate Studies for exceptions to the maximum percent time. Graduate students holding instructional titles (e.g., Teaching Assistant, Teaching Fellow, or Associate In) may work as graduate student researchers during periods of non-service (e.g., between quarter teaching service periods and during summer).

Fee remission and the graduate health insurance plan is covered by the "employer" for graduate students employed as a GSR at 25% time or more. All fund sources supporting a GSR at 25% time or more will be charged these fees. Fee amounts can vary from year to year. A small amount of associated benefits costs (e.g., workers' compensation and other standard payroll taxes) will also be charged to the fund source if the fund source is non-19900 funds.