

**College of Arts and Letters**  
**Scope of Policy: College Faculty**  
**Original Effective Date: 6/1/08**  
**Date Amended:**

**Policy: Undergraduate Student Research Assistants Program**

**Program:** To better support the research endeavors of faculty in the College of Arts and Letters, the College has established a program of providing funds that will be used to pay the wages for undergraduate students who are hired to provide research assistance to faculty members. Undergraduate students may be used for this program during the academic year only. This program is not intended for summer research work and may not be used to hire undergraduate students during the summer period between May 15th and August 15th. Student payments are made through the University payroll system and all time must be input and authorized through the online Ultra-Time system. All student payments will be paid from the faculty member's discretionary account and all accountability for the program resides with the faculty member. Department administrative staff will be available to assist faculty with student hiring and all related paperwork and processing requirements. Once provided, the faculty's use and benefits of the research assistance will be evaluated annually in conjunction with annual performance reviews.

**Procedure:** This program is administered by the Associate Dean for Faculty Affairs. A faculty member desiring to access this program must make a written request to the Associate Dean with the following information:

1. A research project proposal which briefly describes the scope of the project and the research required;
2. A description of the desired outcome of the research;
3. A description of how the student will participate in the research;
4. What benefit will the student gain from the research work;
5. What is the proposed cost of research assistance;
6. How long will the research assistance be needed and an estimate of how many student work hours will be needed over that time frame.

The Associate Dean will assess each request based on merit. If approved, the Associate Dean will complete the program agreement with terms included and forward to the faculty for signature. Upon return of the approved and signed program agreement, the agreed upon funding will be transferred into the faculty member's discretionary account.

**Rationale:** To provide funds that both supports the research endeavors of College faculty and provides an opportunity for undergraduate students to participate in faculty scholarship.