

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 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 student is 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

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

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 *title* limit. In addition, please be advised that students may not hold two positions concurrently *with* different pay arrangements (i.e., salaried/stipend and hourly).