




PRESIDENT'S POLICY MEMORANDUM NO. 266

TO: All Faculty and Graduate Students
FROM: Charles W. Steger 
DATE: June 15, 2010
SUBJECT: Policy Related to Additional Employment by Graduate Students with Full-Time Assistantship Contract

Approved by CGSP: March 17, 2010
Approved by University Council: May 3, 2010
Approved by the President: May 3, 2010
Approved by the Board of Visitors: June 7, 2010
Effective Date: Upon Approval

The Board of Visitors approved a resolution regarding the policy related to additional employment by graduate students with full-time assistantship contract.

Following is the text of the resolution.

WHEREAS, graduate students may have inadequate financial support from assistantships and require additional employment to meet their financial needs; and,

WHEREAS, graduate students also benefit from real-world professional experiences through participation in additional employment activities; and,

WHEREAS, the current policies on full-time assistantships do not have guidelines related to additional employment but some students are discouraged or prohibited from accepting additional employment; and,

WHEREAS, students on assistantship seeking additional employment within the university must obtain approval but those working outside the university are not required to do so; and,

WHEREAS, students could be subjected to employment with the business activities of their faculty advisor, resulting in a conflict of interest;

NOW, THEREFORE, BE IT RESOLVED that the following policy be adopted for additional employment by graduate students with a full-time assistantship:

Given individual circumstances, graduate students on full-time graduate assistantship may, at times, wish to pursue additional employment. Unless specified otherwise in the assistantship agreement, graduate students receiving full-time assistantships are not prohibited from seeking additional employment. In the interest of their professional development and maintenance of satisfactory academic progress, students seeking additional employment should consult with their academic advisors, and when appropriate their assistantship providers, regarding the fulfillment of their assistantship and graduate study responsibilities. The Graduate School must be notified of additional employment agreements. The Graduate School should be consulted to assist with the resolution of any conflicts that may arise.

In evaluating the merits of outside employment, graduate students and their advisors should consider the following:

- *Employment by a company owned in whole or part by the faculty chair of the student's dissertation or thesis committee presents the potential for serious conflicts of interest. In such cases, another faculty member of equal or greater rank must serve as chair or co-chair of the advisory committee.*
- *It is inappropriate for any student to receive remuneration directly from the external funding organization while also being employed as a graduate assistant or wage-earner on a contract from that same organization.*
- *It is inappropriate for any student to work for an employer who is in direct competition with a current funding source (conflict of interest).*
- *International graduate students on assistantships may be prohibited from any additional employment by their specific visa status. Consult with the Graduate School before any agreement is considered."*

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