

Policy Guidelines for Graduate Students who are Paid on an Hourly Basis to Perform Routine Grading and/or Other “AI-like” Duties

- **It is not appropriate to pay hourly wages to students who are performing AI services.**

- **Students performing allowable hourly work should not be paid in lump sum.**

1. Hourly employment cannot substitute for an AI appointment, nor will it count toward the AI requirement of the department. (Note: Only regular AI appointments are recorded on the graduate transcript.)

2. Work performed by graduate students in support of instruction and paid on an hourly basis must be substantively different from work performed and paid as an AI. For example, the work may consist only of grading or computer support involving minimal or no student contact hours or presence in a classroom or a lab. Prior to setting up graduate students in the Time Collection system for hourly employment, departments are asked to send Dean Mawhinney a memo (or email) explaining and justifying the duties and the pay of the graduate student.

3. The Graduate School is more likely to approve hourly work by graduate students where an AI is deemed inappropriate. For example, the Dean of Faculty's Office has indicated that they will not approve graduate students as AIs for graduate level courses (unless they authorize it in advance). If graders are needed for these courses and the work is not AI in nature, then the hourly appointment will be approved as long as the conditions noted in points 1-2 above are met. Another example is that of a grader of problem sets and/or exams where the grader uses solution sets provided by the course instructor, thus making the position much more limited in scope and responsibility than an AI where direct student contact is an essential part of the AI appointment. In this latter instance, there is also direct faculty oversight in that solution sets are provided by the faculty member.

4. Students who are supported as full AIs and/or ARs cannot work more than 20 hours/week from all sources of employment (see exception in last sentence). This means that students who are already working 20 hours/week through a full AI/AR appointment are not permitted to work on an hourly basis in addition to their AI/AR employment. This applies to all graduate students whether U.S. citizens, permanent residents or foreign nationals. Dean Redman has the authority to grant exceptions to this policy **for U.S. citizens and permanent residents only**

if he is satisfied that hourly employment will not interfere with the academic progress of the student.

5. In the case of international students, no amount of work whatsoever (hourly, lump sum, on-campus or off, even for a single hour) is permitted if the student is a full AI/AR (or combination). Any work performed above 20 hours/week – which equates to full AI/AR support -- violates INS law. No exceptions will be granted.

6. Lump sum payments in the Time Collection System are intended to cover honoraria, flat amounts to perform small, specific jobs like organizing a conference, conducting an Excel training class, designing a brochure, performing at a concert, or for “one of a kind” work that does not repeat monthly. They are not appropriate as compensation for routine employment. Therefore, the Graduate School will not approve lump sum payments for “AI-like” appointments. Lump sum payments do not allow the review required to determine if the employment meets Graduate School policy and/or legal statute.

7. Hourly employment must be charged to a departmental account rather than the traditional AI project grant (xxx-1901)

