

Graduate Student Appointment Form

For Political Science Internal Departmental Use Only

(Updated August 2010)

To hire a graduate student, the information requested below is needed in order for the departmental staff to process the appointment form for you. Please be aware that as of Fall 2010 most GRADUATE appointments (other than hourly) are now electronic. You will no longer be signing a paper form. You will receive an electronic copy of the processed form when it is completed.

Please take note that stipends paid over the summer must be submitted separately from academic year forms (even if it is a continuation of work done during the academic year). For example, if you hire a student to work on an on-going project, a new appointment form will have to be prepared for each academic year and summer session. All appointments automatically expire on May 15th and August 15th, requiring new ones to be processed for the coming term.

Also, please remember that international students are (by Federal law) permitted to work a maximum of 20 hours per week during the academic year. Committing an international student to more than 20 hours per week could lead to their deportation, so we must be very careful of this. The department claims a certain number of hours, so be sure to check with the office before determining how many hours to assign. International students have no restriction on hours worked during the summer.

Student Name:

NdID

Please choose ONE:

Payment should be a stipend paid without time cards

Amount to be paid: \$

Start Date:

End Date:

This is a one time, lump sum payment.

Amount to be paid: \$

Dates work was performed:

This student will be working on an hourly basis and will need time cards.

Average expected # of hours per 2 week pay period:

Hourly rate: \$

Who is authorized to approve time cards (at least two individuals required):

Work assigned:

FOAPAL:

RSPA Accountant:

Check appropriate term:

Fall

Spring

Summer

Entire Academic Year

Indefinite

Faculty Name:

Signature: _____