

Center for Undergraduate Research and Creative Activity Research Apprenticeship Program (CURCA-RAP) – Faculty Guidelines

Guidelines for Faculty

- Expectations, schedules and responsibilities should be clearly communicated directly to the student by faculty supervisor.
- The work study program must be limited to work study eligible students
- Students must be registered for at least 6 credits during the current semester.
- Students cannot work more than 10 hours per week and will be paid \$13.50/hour
- Student employees are paid every two weeks and may earn up to the amount of the work study award. Additional hours beyond the work study award amount will not be paid
- Student contract covers only hours worked during these dates: September 5, 2023 – December 15, 2023. Students cannot work past this time.
- Students are responsible for logging into and out of payroll to track their hours and complete an excel worksheet that will be shared with the faculty and CURCA. CURCA is responsible for approving the hours a student worked at the end of each pay period
- CURCA is **not responsible** for logging in student hours. This student is the responsible for inputting all hours into online payroll and excel sheet. Hours **MUST be inputted to payroll by Fridays at noon.** No additional hours are allowed to be added after this deadline.
- Students are not allowed to work or accumulate hours until you have been emailed

Guidelines for Hiring Students

- Please notify CURCA once you find a student you wish to hire.
- Once student is selected, CURCA will confirm that the student is eligible for financial aid
- CURCA will notify students of final selection into the program.
- Please note the timeframe for which it takes for this process to be completed by the University can fluctuate between students. No student may work before the hiring process has been completed.
- CURCA will notify both faculty and student as soon as the student is active in the payroll system at which point they may begin working. We will do our best to expedite the process. However, we do not have control over the amount of time it takes for the hiring to be completed.
- If you wish to continue your student's employment for the following semester, please consult with CURCA regarding student's eligibility before extending the offer.

Discipline and Terminations

- Faculty members have a right to terminate a student's employment.
- Faculty members should make every effort to coach the student and offer them the opportunity to improve before termination of employment. However, some situations may warrant immediate termination. In either case please notify CURCA of any situation that arises.
- Faculty members are responsible for bringing their concerns about job performance to the student's attention.
- Progressive discipline should be used when applicable, including verbal warning, written warning, and finally discharge.
- Maintain written documentation of each disciplinary action.
- Terminated students will not be replaced during the current academic term.