TO: SARC Faculty, Staff, and Students

FROM: Dean’s Office, Prepared by Anselmo Canfora, Associate Dean of Academics with Allen Lee, Associate Dean of Administration and Finance, Sneha Patel, Creative Director of Communications, and Kathy Woodson, Administration, Finance, and Human Resources

DATE: June 5, 2020 – Updated on June 28, 2021 / To be reviewed again in late summer in consultation with the Dean.

1.0 ASSISTANTSHIP TYPES

There are three types of course assistance, research assistance, and staff assistance positions available at the School of Architecture (SARC) for undergraduate, graduate, and PhD students:

- **Student Instructor Assistantships (SIAs)** for undergraduate and graduate students
- **Student Research Assistantships (SRAs)** for undergraduate, graduate, and PhD students
- **Student Staff Assistantships (SAs)** for undergraduate and graduate students

1.1 SCOPE OF WORK — CATEGORIES

The following categories reflect a range from “standard” to “advanced” types and scope of work, skill sets, expertise, knowledge, experience, and specialization:

**Standard Scope of Work – SIAs**
- Administrative support (i.e. course material prep, class room organization, schedule management, etc.)
- Orientations, workshops, tutorial instruction (i.e. presenting and leading supplement sessions prepared by the instructor, etc.)
- Instructional activity (i.e. desk critiques, feedback on writing exercises and research projects, etc.)

**Standard Scope of Work – SRAs and SAs**
- Administrative support (i.e. presentation material prep, file and/or data organization and management, event planning or organization, etc.)
- Orientations, tours, workshops, presentations (i.e. presenting and leading sessions in coordination with faculty or staff manager, etc.)
- Research-based activity (i.e. research-specific tasks monitored and led by faculty or staff manager and in coordination with research or staff team, etc.)

**Advanced Scope of Work – SIAs**
- In addition to fulfilling the scope of work outlined above in “Standard Scope of Work,” this category includes the responsibility of evaluating and grading student performance and outcomes.

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1 Policy based on the University of Michigan, Graduate Student Teaching/Research Assistantship Program Policies and Procedures
Advanced Scope of Work – SRAs and SAs
- In addition to fulfilling the scope of work outlined above in “Standard Scope of Work,” this category includes the responsibility of evaluating and assessing research outcomes individually and/or leading a research or project team (i.e. coordinating the work of others), and/or using advanced skillsets to accomplish position responsibilities.

1.2 STUDENT ASSISTANTSHIP WAGES*
The standard wages* range per hour for undergraduate, graduate, and PhD students:

Position Wages – SIAs
- Undergraduate SIA: Range from $12/hr. to $15/hr. (Depends on funding source.)
- Graduate SIA: Standard at $14/hr.; Advanced at $16/hr.

Position Wages – SRAs
- Undergraduate or Graduate SRA: Standard at $14/hr.; Advanced at $16/hr. (Depends on funding source.)
- Graduate SRA (Advanced with external funding from outside of SARC): Range from $14/hr. to $20/hr.
- PhD SRA**: Period Activity Payment

Position Wages – SAs
- Undergraduate or Graduate SA: Range from $12/hr. to $16/hr.

* To be reviewed on a yearly basis to determine alignment with market standards.
** PhD research assistants may be hired at an hourly rate with approval from the PhD committee and the Dean’s Office.

Faculty who intend to set remunerations higher than the standard wages listed above are required to justify the increase and identify the source of funding in writing to their Department Chair and the Office of the Dean (Associate Dean of Academics, Anselmo Canfora) for approval.

Higher hourly wage is permissible in the following instance:
- **Grant-funded SRA position**
  SRAs working with faculty specifically within the context of funded research may receive a higher hourly wage than the typical SARC SRA position wage. The higher wage may be justified due to specific skill sets, experiences, or expertise the student can apply to the scope of work to fulfill the expectations set by the grant PI.

1.3 ELIGIBILITY
Standard eligibility requirements apply to all student assistantship positions and are described below. Eligibility requirements that are unique to each position are shared as part of the “call for applications” announcement and position description.

Eligibility – SIAs
To be eligible for an SIA position (for work-study, wage pay or for academic credit) at SARC, a student must be an effective University of Virginia student who is in good academic standing and meets the following qualifications:
- The student is enrolled in a University of Virginia degree program
- The student has not completed all of the required credits towards their degree*
- The student has a cumulative grade point average of 3.3 or higher
- The student is making satisfactory progress toward completing all of their degree requirements in a timely manner; this includes approved extensions
• In cases where an admitted graduate student has been guaranteed an SIA position for their first semester of enrollment, the criteria listed above would go into effect for the start of the student’s second semester of enrollment.

* Select summer SIA positions are available to recent graduates. Eligibility will be communicated in these instances on a case-by-case basis.

Eligibility – SRAs + SAs
To be eligible for an SRA or SA position at SARC, a student must be an effective University of Virginia student who is in good academic standing and meets the following qualifications:

• The student is enrolled in a University of Virginia degree program
• The student has not completed all of the required credits towards their degree*
• The student has a cumulative grade point average of 3.3 or higher
• The student is making satisfactory progress toward completing all of their degree requirements in a timely manner; this includes approved extensions
• In cases where an admitted graduate student has been guaranteed an SRA position for their first semester of enrollment, the criteria listed above would go into effect for the start of the student’s second semester of enrollment.

* Select summer SRA and SA positions are available to recent graduates. Eligibility will be communicated in these instances on a case-by-case basis.

1.4 EXPECTATIONS OF STUDENT ASSISTANTS
All students hired to fulfill responsibilities as part of a Student Assistantships are expected to carry out these responsibilities in accordance to the position description and through direct communication with the faculty or staff hiring manager.

Expectations of SIAs
SIAs are expected to commit to a high level of instructional support and effectual course assistance to the hiring manager (faculty member teaching the course). In addition, a SIA is expected to excel academically and must be making continual progress toward completing all of their degree requirements in a timely manner. SIAs are expected to contribute to the SARC collective teaching mission and work with the hiring manager to provide a contributory service toward the education of students. In addition to the overall guidance above, SIAs are expected to:

• Maintain a working schedule and time commitment
  o Based on the communicated expectations of the position with the hiring manager, SIAs must maintain a regular working schedule and the time commitment for the position. SIAs are expected to communicate individual instances of schedule adjustments (as needed) to their hiring manager with advanced notice, with the exception of emergencies.

• Effective contribution to course pedagogy
  o Based on the communicated expectations of the position with the hiring manager, SIAs should maintain consistency and quality in their approach to course pedagogy and content delivery

• Maintain regular WorkDay submission
  o SIAs are expected to familiarize themselves with WorkDay in order to accurately enter their time, view their payslips, etc. (see: https://hr.virginia.edu/workday-training)
  o SIAs are expected to submit their hours of work on WorkDay in a timely and honest manner

• Maintain regular and open communication with hiring manager
  o SIAs should maintain regular and open communication with their hiring manager and share concerns about workload, scheduling, inability to carry out responsibilities, etc. in order to assist in resolving work-related issues.*

* For work-related issues that are not resolvable through open communication with the hiring manager, or in circumstances where direct communication is not viable or effective, SIAs are asked to communicate concerns directly with the Office of the Dean (Associate Dean of Academics, Anselmo Canfora).
Expectations of SRAs
SRAs are retained to work on internal and externally funded research projects by semester, academic year (including summer session), or multiple years, up to, and in some cases, including the summer following year of degree completion. A student hired to work as an SRA must be enrolled full time (minimum 12 credits), unless in the final semester, and be qualified to effectively assist the hiring manager with research tasks. An SRA appointment may be for one term only, unless specified differently by the faculty and approved by the Office of the Dean. In addition to the overall guidance above, SRAs are expected to:

- Maintain a working schedule and time commitment
  - Based on the communicated expectations of the position with the hiring manager, SRAs must maintain a regular working schedule and the time commitment for the position. SRAs are expected to communicate individual instances of schedule adjustments (as needed) to their hiring manager with advanced notice, with the exception of emergencies.

- Effective contribution to research objectives
  - Based on the communicated expectations of the position with the hiring manager, SRAs should maintain consistency and quality in their approach to research and content delivery

- Maintain regular WorkDay submission
  - SRAs are expected to familiarize themselves with WorkDay in order to accurately enter their time, view their payslips, etc. (see: https://hr.virginia.edu/workday-training)
  - SRAs are expected to submit their hours of work on WorkDay in a timely and honest manner

- Maintain regular and open communication with hiring manager
  - SRAs should maintain regular and open communication with their hiring manager and share concerns about workload, scheduling, inability to carry out responsibilities, etc. in order to assist in resolving work-related issues.*

* For work-related issues that are not resolvable through open communication with the hiring manager, or in circumstances where direct communication is not viable or effective, SRAs are asked to communicate concerns directly with the Office of the Dean (Associate Dean of Academics, Anselmo Canfora).

Expectations of SAs
SAs are hired by SARC staff by semester, academic year (including summer session), or multiple years, up to, and in some cases, including the summer following year of degree completion. A student appointed to an SA position must be enrolled full time (minimum 12 credits), unless in the final semester, and be qualified to effectively assist the hiring manager with administrative tasks. An SA appointment may be for one term only, unless specified differently by the Office of the Dean. In addition to the overall guidance above, SAs are expected to:

- Maintain a working schedule and time commitment
  - Based on the communicated expectations of the position with the hiring manager, SAs must maintain a regular working schedule and the time commitment for the position. SAs are expected to communicate individual instances of schedule adjustments (as needed) to their hiring manager with advanced notice, with the exception of emergencies.

- Effective contribution to administrative objectives
  - Based on the communicated expectations of the position with the hiring manager, SAs should maintain consistency and quality in their approach to administrative tasks and content delivery

- Maintain regular WorkDay submission
  - SAs are expected to familiarize themselves with WorkDay in order to accurately enter their time, view their payslips, etc. (see: https://hr.virginia.edu/workday-training)
  - SAs are expected to submit their hours of work on WorkDay in a timely and honest manner

- Maintain regular and open communication with hiring manager
  - SAs should maintain regular and open communication with their hiring managers and share concerns about workload, scheduling, inability to carry out responsibilities, etc. in order to assist in resolving work-related issues.*

* For work-related issues that are not resolvable through open communication with the hiring manager, or in circumstances where direct communication is not viable or effective, SAs are asked to communicate concerns directly with the Office of the Dean (Associate Dean of Academics, Anselmo Canfora).
1.5 EXPECTATIONS OF FACULTY AND STAFF (HIRING MANAGERS)

All hiring managers (faculty and/or staff) are expected to carry out manager responsibilities in accordance to the position description and through direct communication with hired student assistants.

Expectations of Hiring Managers of SIAs

Hiring managers monitoring and approving SIA weekly timesheets are responsible for allocating and setting the weekly workload depending on course requirements. They are responsible for supervising the hours logged by the SIA on a timely, regular basis. The weekly total time should be between 5-10 hrs./week for a 12 to 15-week typical semester not to exceed a total of 20 hrs. per week. The 20 hrs. per week limit for a student across the University is a federal limit and there can be no exceptions. This total time requirement equates to a 3-credit course if the position is taken for credit. This weekly commitment of scope is to be communicated to the SIA as part of the hiring process/review. In addition to this guidance, at the time of the SIA’s appointment, it is the responsibility of the hiring manager teaching the course to clearly communicate to the SIA the following:

- Overall expectations for teaching and course support
  - i.e. weekly meeting schedule, office/studio hours, and scope of preparatory work for the course, etc.

- Pedagogical approach and curricular structure for the course
  - i.e. course objectives and approach to delivering course content

- Weekly time commitment to the course
  - The weekly time commitment must include class contact time, if required by the hiring manager, and all preparatory work associated with the position outside of class time.
  - The weekly total time should not exceed a total of 10 hrs./week for a typical 12 to 15-week semester.

- Hourly wage (see Position Wages above) and WorkDay
  - All necessary forms to be completed and submitted to the SARC HR Office (Kathy Woodson) at least 4 working days prior to the start of the position.
  - Basic instructions for submitting hours on WorkDay to ensure timely payment.
    (see: [https://hr.virginia.edu/workday-training](https://hr.virginia.edu/workday-training))

- Modes of open communication
  - Hiring managers should establish open methods of communication that allow for effective and regular feedback from SIAs.*

*For work-related issues that are not resolvable through open communication with a hired SIA, or in circumstances where direct communication is not viable or effective, hiring managers are asked to communicate concerns directly with the Office of the Dean (Associate Dean of Academics, Anselmo Canfora).

Expectations of Hiring Managers of SRAs and SAs

Hiring managers monitoring and approving SRA or SA weekly timesheets are responsible for allocating and setting the weekly workload depending on position requirements. They are responsible for supervising the hours logged by the SRA or SA on a timely, regular basis. The weekly total time should not exceed a total of 20 hrs./week. The 20 hrs. per week limit for a student across the University is a federal limit and there can be no exceptions. This weekly commitment of scope is to be communicated to the SRA or SA as part of the hiring process/review. In addition to this guidance, at the time of the SRA’s or SA’s appointment, it is the responsibility of the hiring manager to clearly communicate to the SRA or SA the following:

- Overall expectations for research and/or administrative support
  - i.e. weekly meeting schedule, lab hours, contact hours, and scope of preparatory work for the project/position, etc.

- Methodological approach, structure for the project/task, and definition of outcomes and goals
  - i.e. objectives and approach to delivering content and fulfilling tasks related to the position

- Weekly time commitment to the project
  - The weekly time commitment must include contact time, if required, and all preparatory or independent or collaborative work associated with the position.
  - The weekly total time should not exceed a total of 20 hrs./week

- Hourly wage (see Position Wages above) and WorkDay

*For work-related issues that are not resolvable through open communication with a hired SRA or SA, or in circumstances where direct communication is not viable or effective, hiring managers are asked to communicate concerns directly with the Office of the Dean (Associate Dean of Academics, Anselmo Canfora).
• All necessary forms to be completed and submitted to the SARC HR Office (Kathy Woodson) at least 4 working days prior to the start of the position.
• Basic instructions for submitting works on WorkDay to ensure timely payment. (see: https://hr.virginia.edu/workday-training)

• Modes of open communication
  • Hiring managers should establish open methods of communication that allow for effective and regular feedback from SRAs and/or SAs.*

*For work-related issues that are not resolvable through open communication with a hired SRA or SA, or in circumstances where direct communication is not viable or effective, hiring managers are asked to communicate concerns directly with the Office of the Dean (Associate Dean of Academics, Anselmo Canfora).

1.6 HIRING PROCESSES — ADVERTISEMENT, INTERVIEW + APPOINTMENT

All hiring managers (faculty and/or staff) are expected to carry out hiring processes that are focused on consistency and equity across SARC to ensure assistantship opportunities are available to all students and all applications are reviewed fairly and in a timely manner. The following step-by-step guides provide instructions for how to hire and appoint student assistants that are administered through the School of Architecture.

Hiring of SIAs
SIAs are designated by Department Chairs, in coordination with Program Directors, based on course enrollments, course assistance needs, and department budgets.

STEP 1. Developing the Call for SIAs
Based on the hiring schedule/timeline (see Application Timelines below) per semester, the Associate Dean of Academics (Anselmo Canfora) will send an Email Reminder to Department Chairs and Program Directors (copying Department Administrative Assistants (Shelley Miller and Adela Su), Creative Director of Communications (Sneha Patel), SARC HR (Kathy Woodson), and the Associate Dean of Finance and Administration (Allen Lee)) re-presenting the timeline and requesting submission of the “Call for SIAs” per department.

STEP 2. Developing the Call for SIAs
Departments send an email to all department faculty requesting the submission of an SIA Request Form (see Additional Resources section at end of this document). In addition to other information, this form requests the following information from faculty about the position: Role/responsibilities, Time commitment and required availability, Eligibility, Experience/skills. Faculty submit this form to their respective Department Chairs (copy Department Administrative Assistants (Shelley Miller or Adela Su) and Department Program Directors) based on a communicated deadline.

STEP 3. Developing the Call for SIAs
All SIA Request Forms are reviewed by the Department Chairs and Program Directors and finalized based on course priorities (core curriculum required courses and foundation studios/courses will be given first priority) and available funding. Departments share the final Call for SIAs per department with the Office of the Dean (Associate Dean of Academics Anselmo Canfora and the Creative Director of Communications Sneha Patel). The Office of the Dean collects, collates, and communicates these Calls based a semester timeline (see Application Timelines below).

STEP 4. Announcing/Advertising SIA Opportunities
All opportunities across every department (per semester) are announced and advertised via email and the SARC website for all eligible students to consider. Any adjustments or extensions to deadlines are subsequently communicated by the Office of the Dean via email and the SARC website. Department Chairs/Program Directors should email the Creative Director of Communications (Sneha Patel) to coordinate extensions for positions that were unable to be filled based on an initial call.
STEP 5. Applying to SIA Opportunities / Reviewing Applications + Interviewing
All opportunities will clearly communicate the deadline for application, along with eligibility criteria, preferred skills/experience, required application materials and instructions for submitting an application. Students may approach hiring managers for clarification purposes only. Hiring managers may approach students for recruitment purposes only, but are not allowed to offer SIA appointments without following the due process described here. Following the application deadline, hiring managers must review all applicants, interview said applicants as necessary, and determine the appointment of the position based on the merits of the applicant’s qualifications. The review of all applicants and final decisions will be made by the hiring manager in consultation with their Department Chairs and Program Directors.

STEP 6. Making a SIA Appointment
After reviewing applications and consulting with their Department Chair/Program Directors, the hiring manager is responsible for communicating their choice with the selected student applicant and engaging in discussion about accepting the position. At this time, hiring managers should ensure that the student is, in fact, eligible to hold the position (see Eligibility – SIAs above) and review if the student is accepting the position for academic credit, work-study or wage pay. Once both the hiring manager and the selected student agree to the hire, the hiring manager should subsequently communicate to all applicants that the position has been appointed to ensure that they are aware that the review process has concluded.

STEP 7. Completing the SIA Appointment
For SIA positions, student hires are coordinated through the Department. Hiring Managers should communicate the name(s) of their hire(s) to their respective Department Assistants (Shelley Miller or Adela Su), who will work with SARC’s HR Office (Kathy Woodson) to complete the appointment process in WorkDay.

Hiring of SRAs
All new SRA positions must be submitted for approval by the Office of the Dean (Associate Dean of Academics, Anselmo Canfora), in coordination with the SARC Office of Research Administration (Jen Lucas).

STEP 1. Developing the Call for SRAs
Hiring managers submit a completed SRA Request Form (see Additional Resources section at end of this document) for review and approval to the Office of the Dean (Associate Dean of Academics Anselmo Canfora) and the SARC Office of Research Administration (Jen Lucas). Once approved, the Associate Dean of Academics Anselmo Canfora communicates this approval to the hiring manager and the Creative Director Communications Sneha Patel to facilitate the next step: Announcing/Advertising. Note: SRA positions are posted throughout the year (see Application Timelines below) on a weekly basis.

STEP 2. Announcing/Advertising SRA Opportunities
All opportunities are announced and advertised via email and the SARC website for all eligible students to consider. Any adjustments or extensions to deadlines are subsequently communicated by the Office of the Dean via email and the SARC website. Hiring managers should email the Creative Director of Communications Sneha Patel to coordinate extensions for positions that were unable to be filled based on an initial call.

STEP 3. Applying to SIA Opportunities / Reviewing Applications + Interviewing
All opportunities will clearly communicate the deadline for application, along with eligibility criteria, preferred skills/experience, required application materials and instructions for submitting an application. Students may approach hiring managers for clarification purposes only. Hiring managers may approach students for recruitment purposes only, but are not allowed to offer SRA appointments without following
the due process described here. The position must be posted for a minimum of one business week, prior to review and appointment. Following the application deadline, the hiring manager must review all applicants, interview said applicants as necessary, and determine the appointment of the position based on the merits of the applicant's qualifications.

STEP 4. Making a SRA Appointment
After reviewing applications, the hiring manager is responsible for communicating their choice with the selected student applicant and engaging in discussion about accepting the position. At this time, hiring managers should ensure that the student is, in fact, eligible to hold the position (see Eligibility – SRAs above) and review if the student is accepting the position for work-study or wage pay. Once both the hiring manager and the selected student agree to the hire, the hiring manager should subsequently communicate to all applicants that the position has been appointed to ensure that they are aware that the review process has concluded.

STEP 5. Completing the SRA Appointment
Hiring managers are responsible for working in coordination with the selected student to fill out the Student Work Hire Form (see Additional Resources section at end of this document) to complete the hiring in WorkDay. This completed form must be submitted to the SARC’s HR Office (Kathy Woodson), copying the Office of the Dean (Associate Dean of Academics Anselmo Canfora and Creative Director of Communications Sneha Patel), by the hiring manager (not the student hire) — at least 4 business days prior to the position start date — to complete the appointment in WorkDay.

Hiring of SAs
Staff Managers should coordinate SA positions and needs with the Office of the Dean (Associate Dean of Finance and Administration, Allen Lee).

STEP 1. Developing the Call for SAs
Hiring managers submit a completed SA Request Form (see Additional Resources section at end of this document) for review and approval to the Office of the Dean (Associate Dean of Finance and Administration Allen Lee). Once approved, the hiring manager communicates to the Creative Director Communications Sneha Patel to facilitate the next step: Announcing/Advertising. Note: SA positions are posted throughout the year (see Application Timelines below) on a weekly basis.

STEP 2. Announcing/Advertising SA Opportunities
All opportunities are announced and advertised via email and the SARC website for all eligible students to consider. Any adjustments or extensions to deadlines are subsequently communicated by the Office of the Dean via email and the SARC website. Hiring managers should email the Creative Director of Communications (Sneha Patel) to coordinate extensions for positions that were unable to be filled based on an initial call.

STEP 3. Applying to SA Opportunities / Reviewing Applications + Interviewing
All opportunities will clearly communicate the deadline for application, along with eligibility criteria, preferred skills/experience, required application materials and instructions for submitting an application. Students may approach hiring managers for clarification purposes only. Hiring managers may approach students for recruitment purposes only, but are not allowed to offer SA appointments without following the due process described here. The position must be posted for a minimum of one business week, prior to review and appointment. Following the application deadline, the hiring manager must review all applicants, interview said applicants as necessary, and determine the appointment of the position based on the merits of the applicant’s qualifications.

STEP 4. Making a SA Appointment
After reviewing applications, the hiring manager is responsible for communicating their choice with the selected student applicant and engaging in discussion about accepting the position. At this time, hiring managers should ensure that the student is, in fact, eligible to hold the position (see Eligibility – SAs
above) and review if the student is accepting the position for work-study or wage pay. Once both the hiring manager and the selected student agree to the hire, the hiring manager should subsequently communicate to all applicants that the position has been appointed to ensure that they are aware that the review process has concluded.

**STEP 5. Completing the SA Appointment**

Hiring managers are responsible for working in coordination with the selected student to fill out the Student Work Hire Form (see Additional Resources section at end of this document) to complete the hiring in WorkDay. This completed form must be submitted to the SARC’s HR Office (Kathy Woodson), copying the Office of the Dean (Associate Dean of Finance and Administration Allen Lee and Creative Director of Communications Sneha Patel), by the hiring manager (not the student hire) — at least 4 business days prior to the position start date — to complete the appointment in WorkDay.

**Exemption from Advertising and Interviewing for the Hiring of SRAs or SAs (Continuation of Work)**

In the cases where an SRA or SA is continuing work (within one calendar year) in the same capacity, scope of work, and supported by the same funding source/grant, an exemption may be requested. In these cases, exemptions must be submitted to the Associate Dean of Academics (Anselmo Canfora) prior to hiring an SRA/SA to return to work again as a continuation of a previous assignment. If the exemption is granted, then the SRA/SA request will be forwarded to the SARC HR Office (Kathy Woodson) to determine if the student applicant meets all other eligibility criteria. At the conclusion of this process, an SRA/SA may commence work under the supervision of the hiring manager.

**1.7 APPLICATION TIMELINES**

All hiring managers (faculty and/or staff) are expected to carry out hiring processes that adhere to the following timelines:

**Hiring of SIAs — Fall Semester Courses**
- All departments submit SIA opportunities: mid to late June
- Opportunities announced on SARC website: last week of June – first week of July
- Application deadline: end of July
- Decisions announced: first week of August
- All forms completed with HR: second week of August

**Hiring of SIAs — Spring Semester Courses**
- All departments submit SIA opportunities: mid to late October
- Opportunities announced on SARC website: last week of October – first week of November
- Application deadline: end of November
- Decisions announced: first week of December
- All forms completed with HR: second week of December

**Hiring of SIAs — Summer Courses**
- All departments submit SIA opportunities: mid to late April
- Opportunities announced on SARC website: last week of April – first week of May
- Application deadline: second week of May
- Decisions announced: third week of May
- All forms completed with HR: first week of June

**Hiring of SRAs and SAs**
The SRA and SA application process is contingent on internal and external funding opportunities; as such, the application timeline may vary from the SIA timeline above. To provide students with streamlined communication for SRA and SA opportunities throughout the year, weekly emails and updates to the SARC website will be
shared advertising any new opportunities as they become available. Posting of new SRA and SA positions will follow this timeline:

- Weekly deadline to submit new SRA or SA positions (**SRA** or **SA Request Form**) by hiring managers is Thursdays at 12noon. Submit SRA requests to Associate Dean of Academics (Anselmo Canfora) and SARC Research Administration Office (Jen Lucas); Submit SA requests to Associate Dean of Finance and Administration (Allen Lee).
- Approval of new position by the Dean’s Office communicated to hiring managers and Creative Director of Communications (Sneha Patel) by Friday at 12noon.
- Communications Office to collate, post and announce new opportunities each week, scheduled for release on Monday at 6am as part of the weekly ‘internal’ events and updates email.
- All SRA and SA positions will be advertised for a minimum of one week to allow for the receipt of applications. Hiring managers can not appoint a student to a position prior to the application deadline and review of all applications. If necessary, applications will be accepted following the deadline, until the position is filled.

### 1.8 FEDERAL WORK-STUDY

Federal Work-Study (FWS) is financial aid that is based on financial need and must be earned through student employment. Many job opportunities are available to eligible students on or off grounds. FWS funds are not credited to the student account up front and so should not be factored into the budgeting process for semester payment plans or how much you might need to pay out of pocket at the start of a term.

Student Financial Services automatically considers work-study for eligible undergraduate students once their completed FAFSA, CSS/PROFILE, and other requested documents are received. Annual offered amounts range from $1,000 to $4,000 for undergraduate students and up to $5,000 for graduate students. Unlike undergraduate students who are automatically considered for work-study, graduate students must indicate their interest in Federal Work-Study on the FAFSA.

All students must be enrolled in a degree program and be enrolled full-time to be eligible to work as student employees according to University Wage Authorization. Full-time is defined as enrollment in at least 12 hours in a term. Students who are interested in obtaining a work-study position must “accept” their work-study award in the SIS Student Center.

For more information, visit: [SFS](#)

### 1.9 PhD GRADUATE TEACHING ASSISTANTS + GRADUATE RESEARCH ASSISTANTS

The funding strategy for PhD students is to provide them with an incremental and guided increase in professional responsibilities that align with those in a doctoral program. Primary responsibilities of paid PhD students fall in two categories:

- Research skills are critical to supporting students’ quest to generate new knowledge in the field. As such, students may serve as Graduate Research Assistants (GRA) in the second year of study.

- Teaching skills are important to develop to prepare future faculty. Therefore, students may serve as Graduate Teaching Assistants (GTA) in the third year of study. Additionally, students may hone their teaching skills by serving as a Lead Instructor in the second semester of the third year of study.
### Year One

<table>
<thead>
<tr>
<th>Amount</th>
<th>$20,000 stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td>None</td>
</tr>
<tr>
<td>Purpose</td>
<td>The student is expected to use the financial support to acclimate to the doctoral program without the burden of work.</td>
</tr>
</tbody>
</table>

### Year Two

<table>
<thead>
<tr>
<th>Amount</th>
<th>$6,000 GRA/GTA + $14,000 stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td>Serve as a half-time GRA/GTA (considered a 0.25 FTE) in the fall or spring for 10 hours per week.</td>
</tr>
<tr>
<td>Purpose</td>
<td>Development of research or teaching skills</td>
</tr>
</tbody>
</table>

### Year Three

<table>
<thead>
<tr>
<th>Amount</th>
<th>$12,000 GRA/GTA + $8,000 stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work</td>
<td>Serve as a half-time GTA (considered a 0.25 FTE) for a 3-credit course in the fall, or a GRA working on a funded grant. Serve either as a half-time GTA (considered a 0.25 FTE) or an independent instructor for a 3-credit course in the spring. Course assignment selection will be based on student's instructional performance and academic match to courses offered that semester. Student may continue grant-funded work as a GRA if this better meets the needs of the student's professional development.</td>
</tr>
<tr>
<td>Purpose</td>
<td>Development and enhancement of teaching or research skills</td>
</tr>
</tbody>
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### 2.0 ADDITIONAL RESOURCES

Please refer to the following additional resources for Student Employment:

- **GUIDE TO UVA STUDENT EMPLOYMENT**
- **WAGE AUTHORIZATION FOR THE ACADEMIC AREAS (2020-2021 / Section A)**
- **HR WORKDAY TRAINING**
- **SARC WEBSITE STUDENT ASSISTANTSHIP RESOURCE PAGE** — Important links to SIA, SRA, and SA Request Forms, Student Hire Forms, Policy documents and more can be found at this webpage