

# STUDENT ASSISTANTSHIPS: APPOINTMENT POLICY + PROCEDURES<sup>1</sup>

**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; Kyle Sturgeon, Assistant Dean of Academic Support; Sneha Patel, Executive Director of Communications, and Kathy Woodson, Administration, Finance, and Human Resources

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## 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, graduate, and PhD\* students
- **Student Research Assistantships** (SRAs) for undergraduate, graduate, and PhD\* students
- **Student Staff Assistantships** (SSAs) for undergraduate and graduate students

\* PhD students are advised not to exceed this GTA/GRA requirement; only in exceptional cases when the scope and type of work aligns with the PhD student's research and teaching foci, PhD students may apply for additional SIA/SRA positions. Please refer to the approval process described in full in the PhD Student Handbook. After the first three years and contingent on a successful prospectus defense, PhD candidates will have greater flexibility to pursue SIA/SRA opportunities following the typical approval process. (See more on PhD GTA and GRA Positions, which are distinct from SARC Student Assistantships (SIAs, SRAs, and SSAs) in Section 1.9 of this document)

## 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 SSAs

- Administrative support (i.e. presentation material prep, file and/or data organization and management, event planning or organization, etc.)

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<sup>1</sup> Policy based on the University of Michigan, Graduate Student Teaching/Research Assistantship Program Policies and Procedures

- 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.

#### **Advanced Scope of Work – SRAs and SSAs**

- 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 \$14/hr. to \$16/hr. (Depends on Scope of Work, see above).
- Graduate and PhD SIA: Range from \$16/hr to \$18/hr. (Depends on Scope of Work, see above).

#### **Position Wages – SRAs**

- Undergraduate or Graduate SRA: Standard at \$16/hr.; Advanced at \$18/hr. (Depends on funding source and Scope of Work, see above).
- Graduate SRA (Advanced Scope of Work, with external funding from outside of SARC): Range from \$16/hr. to \$20/hr.
- PhD SRA\*\*: Period Activity Payment

#### **Position Wages – SSAs**

- Undergraduate or Graduate SSA: Range from \$14/hr. to \$18/hr. (Depends of Dean’s Office funding approval and Scope of Work, see above).

\* 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 federal work-study, wage pay) 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 + SSAs**

To be eligible for an SRA or SSA 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 or SSA 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 SSA 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:

- Participate in a Center for Teaching Excellence (CTE) teaching methods workshop for SIAs. Please refer to the "SIA Teaching Methods Workshop Requirement" for the complete description below.
- Maintain a working schedule and time commitment
  - 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
  - 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

- 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>)
- 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
  - 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's Associate Dean of Academics, Anselmo Canfora.

### **SIA Teaching Methods Workshop Requirement**

Acceptance of an awarded SARC SIA position requires participation in a Center for Teaching Excellence (CTE) teaching methods workshop for SIAs. The CTE "Teaching as a Graduate Student" (TAGS), open to undergraduate, graduate and PhD SARC SIAs, is broken into 2 parts – an online, on-demand, self-paced set of modules, which are **required to be completed**, and an in-person or synchronous meeting (on a date to be announced) which is **highly recommended**. All SIAs will need to register for the workshop through the CTE website. Details about the timing and deadlines for the workshop will be communicated through the annual or semester "Call for SIAs".

If you choose to accept an SIA position, you will be required to complete the asynchronous preparatory modules (3-4 hrs.) and it is highly recommended that you participate in the final in-person/online session (1-2 hrs.) with the CTE.

### **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's Associate Dean of Research, Andrew Mondschein.

### **Expectations of SSAs**

SSAs 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 SSA 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. In addition to the overall guidance above, SSAs are expected to:

- Maintain a working schedule and time commitment
  - Based on the communicated expectations of the position with the hiring manager, SSAs must maintain a regular working schedule and the time commitment for the position. SSAs 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, SSAs should maintain consistency and quality in their approach to administrative tasks and content delivery
- Maintain regular WorkDay submission
  - SSAs 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>)
  - SSAs are expected to submit their hours of work on WorkDay in a timely and honest manner
- Maintain regular and open communication with hiring manager
  - SSAs 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, SSAs are asked to communicate concerns directly with the Office of the Dean's Associate Dean of Finance and Administration, Allen Lee.

## **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 who are 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 — and can never 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 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.
  - Requirement to complete the "SIA Teaching Methods Workshop" during the specified time offered per term
- 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 aim to not exceed a total of 10 hrs./week for a typical 12 to 15-week semester. It is required that no SIA position exceed 20 hrs./week for any week that a position is held.
- Hourly wage (see Position Wages above) and WorkDay
  - Student hires must be in the WorkDay system, administered by the SARC HR Office (Kathy Woodson), prior to the start of the position. Note: SIA positions are administered School-wide, and supported by Department Assistants who will work with the SARC HR Office to complete the forms for setting up hires in WorkDay. Hiring managers will be made aware when this step is completed.
  - Basic instructions for submitting hours 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 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's Associate Dean of Academics, Anselmo Canfora.

### **Expectations of Hiring Managers of SRAs and SSAs**

Hiring managers who are monitoring and approving SRA or SSA 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 SSA 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 SSA as part of the hiring process/review. In addition to this guidance, at the time of the SRA's or SSA's appointment, it is the responsibility of the hiring manager to clearly communicate to the SRA or SSA 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
  - 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 SSAs.\*

\*For work-related issues that are not resolvable through open communication with a hired SRA or SSA, 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: For SRAs, contact Associate Dean of Research, Andrew Mondschein; For SSAs, contact Associate Dean of Finance and Administration, Allen Lee.



## 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 collaboration with the Office of the Dean, and in coordination with Program Directors, based on course enrollments, course assistance needs, and School/Department budgets.

#### STEP 1. Developing the Call for SIAs – Part 1

Based on the hiring schedule/timeline (see *Application Timelines* below) for the academic year, the Associate Dean of Academics (Anselmo Canfora) will send an **Email Request** to Department Chairs (copying Department Administrative Assistants) to review courses to be assigned SIAs for an annual cycle. Chairs, in consultation with Program Directors, will review assignments in coordination with Department budgets and based on criteria established across the School (course enrollment, course content, teaching loads, etc.). The Dean's Office will assist in setting meetings for discussion across Departments during the initial process of assigning courses to SIAs as needed. Department Chairs, in consultation with Program Directors, are responsible for allocating which courses are approved for one or more SIA(s) and how many per course. This information is then shared with Assistant Dean of Academic Support (Kyle Sturgeon) to initiate the next steps in the process.

#### STEP 2. Developing the Call for SIAs – Part 2

Assistant Dean of Academic Support (Kyle Sturgeon) sends an email to all department faculty who have been approved of one or more SIA hire(s) requesting the submission of an online **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 based on a communicated deadline. **Note:** If a course had an SIA in the previous academic year, and no changes are made to the job description, resubmittal may not be required each year.

#### STEP 3. Developing the Call for SIAs – Part 3

Content from the SIA Request Forms (in coordination from the previous year's call) is compiled by the Executive Director of Communications (Sneha Patel) and organized by department. The "Call for SIAs" is reviewed by the Office of the Dean and then issued to all students based on a yearly or semester timeline. (see *Application Timelines* below).

#### STEP 4. Announcing/Advertising SIA Opportunities

All opportunities across every department 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 Executive 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/or 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 federal work-study or wage pay. Once both the hiring manager and the selected student agree to the hire, the hiring manager should subsequently communicate this selection to their Chair/Program Directors and Departmental Assistant.

#### **STEP 7. Completing the SIA Appointment**

For SIA positions **only**, the appointment of student hires in WorkDay is coordinated through the Department. Hiring Managers should communicate the name(s) of their hire(s) to their respective Department Assistants who will work with SARC's HR Office (Kathy Woodson) to complete the appointment process in WorkDay. **Note:** An email to all applicants will be issued when SIA positions have been filled to ensure that applicants who did not receive an SIA position are informed of the results of their application.

### **Hiring of SRAs**

All new SRA positions must be submitted for approval by the Office of the Dean (Associate Dean of Research, Andrew Mondschein), in coordination with the SARC Office of Research Administration (Jen Lucas).

#### **STEP 1. Developing the Call for SRAs**

Hiring managers submit a completed online **SRA Request Form** (see *Additional Resources* section at end of this document) for review and approval to the Office of the Dean's Associate Dean of Research, Andrew Mondschein, and the SARC Office of Research Administrator, Jen Lucas. Once approved, the Associate Dean of Research communicates this approval to the hiring manager and the Executive 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 Executive 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 SRA 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 federal 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) 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 SSAs**

Staff Managers should coordinate SSA positions and approvals with the Office of the Dean (Associate Dean of Finance and Administration, Allen Lee).

#### **STEP 1. Developing the Call for SSAs**

Hiring managers submit a completed online **SSA Request Form** (see *Additional Resources* section at end of this document) for review and approval to the Office of the Dean's Associate Dean of Finance and Administration Allen Lee. Once approved, the hiring manager communicates to the Executive Director of Communications Sneha Patel to facilitate the next step: Announcing/Advertising. *Note: SSA 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 Executive 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 SSA 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 SSA 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 SSA 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 – SSAs* above) and review if the student is accepting the position for federal 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 SSA 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) 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 SSAs** (Continuation of Work)

In the cases where an SRA or SSA 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/SSA to return to work again as a continuation of a previous assignment. If the exemption is granted, then the SRA/SSA 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/SSA 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 — Academic Year**

- All departments submit SIA opportunities: second week of June
- Opportunities announced on SARC website: first week of July
- Application deadline: last week of July
- Decisions announced: third week of August
- All forms completed with HR: prior to start of Fall classes
- SIA Teaching Methods Workshop completed: during the first week of classes

**Note: Due to unavoidable delays in teaching assignments, some spring courses will follow a fall semester application timeline:**

- Departments submit outstanding Spring SIA opportunities: second week of September
- Opportunities announced on SARC website: mid October
- Application deadline: late October
- Decisions announced: mid November
- All forms completed with HR: by early December

**Hiring of SIAs — Summer Courses**

- All departments submit SIA opportunities: mid to late March
- Opportunities announced on SARC website: first week of April
- Application deadline: third week of April
- Decisions announced: first week of May
- All forms completed with HR: second week of May

**Hiring of SRAs and SSAs**

The SRA and SSA application process is contingent on internal and external funding opportunities; as such, the application timeline varies from the SIA timeline above. To provide students with streamlined communication for SRA and SSA 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 SSA positions will follow this timeline:

- Weekly deadline to submit new SRA or SSA positions (online **SRA or SSA Request Form**) by hiring managers is Wednesdays at 9am. Submit the online SRA requests to be reviewed and approved by Associate Dean of Research (Andrew Mondschein) and SARC Research Administrator (Jen Lucas);

Submit the online SA requests to be reviewed and approved by Associate Dean of Finance and Administration (Allen Lee).

- Approval of new position by the Dean's Office communicated to hiring managers and Executive Director of Communications (Sneha Patel) by Thursdays at 12noon.
- Communications Office to collate, post and announce new opportunities each week, scheduled for release on Fridays at 10am.
- All SRA and SSA 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 a student might need to pay out of pocket at the start of a term.

Student Financial Services (SFS) 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 for students, visit: [SFS](#)

FWS for undergraduates: <https://sfs.virginia.edu/financial-aid-current-students/current-undergraduate-students/financial-aid-basics/types-aid/federal-work-study>

FWS for graduate students: <https://sfs.virginia.edu/financial-aid-current-students/current-graduate-students/financial-aid-basics/types-aid/federal>

To view your financial aid offer or to accept your Federal Work Study (FWS) award: Log into your SIS account, select “Financials” in the left-side menu, then select “Finance Center.” Next select “View Financial Aid” to view your aid offer and “Accept/Decline Awards” to accept your FWS award.

Graduate students ONLY can had FWS added later in the semester if they did not indicate their interest in FWS on their FAFSA when initially applying. To do so, or if you are unsure whether or not you requested FWS on your FAFSA, please contact Student Financial Services (SFS) at [sfs@virginia.edu](mailto:sfs@virginia.edu).

## 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

Amount	\$25,000 stipend
Work	None
Purpose	The student is expected to use the financial support to acclimate to the doctoral program without the burden of work.

### Year Two

Amount	\$6,000 GRA/GTA + \$19,000 stipend
Work	Serve as a half-time GRA/GTA (considered a 0.25 FTE) in the fall or spring for 10 hours per week.
Purpose	Development of research or teaching skills

### Year Three

Amount	\$12,000 GRA/GTA + \$13,000 stipend
Work	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.
Purpose	Development and enhancement of teaching or research skills

**Note: In addition to the GTA/GRA positions provided in the acceptance agreement, PhD students are eligible to apply for SIA/SRA positions in the first three years in exceptional cases and only if scope and type of work aligns with the PhD student's research and teaching foci.** Please refer to the approval process described in full in the PhD Student Handbook. After the first three years and contingent on a successful prospectus defense, PhD candidates will have greater flexibility to pursue SIA/SRA opportunities following the typical approval process.

## 2.0 ADDITIONAL RESOURCES

Please refer to the following additional resources for Student Employment at UVA and the School of Architecture:

[GUIDE TO UVA STUDENT EMPLOYMENT](#)

[WAGE AUTHORIZATION FOR THE ACADEMIC AREAS \(2022-2023 / Section A\)](#)

[HR WORKDAY TRAINING](#)

[SARC WEBSITE STUDENT ASSISTANTSHIP RESOURCE PAGE](#) — Important links to SIA, SRA, and SSA Request Forms, Student Hire Forms, Policy documents, Federal Work Study information and more can be found at this webpage.