HUMANITIES Request for Appointment…Graduate Student Researcher (GSR) Title (code 3276)

A GRADUATE STUDENT RESEARCHER (GSR) IS A REGISTERED GRADUATE STUDENT APPOINTED TO ASSIST IN PERFORMING RESEARCH RELATED TO THE STUDENT'S DEGREE PROGRAM IN AN ACADEMIC DEPARTMENT OR RESEARCH UNIT UNDER THE DIRECTION OF A FACULTY MEMBER OR AUTHORIZED PRINCIPAL INVESTIGATOR.

NOTE: The graduate student researcher title IS NOT APPROPRIATE for work that is strictly of a clerical or technical nature (i.e., filing, data entry, data base development, reception, etc.) There are separate titles that can be used for graduate students performing strictly clerical or technical work. For information contact the SHR Service Team for Academic Divisions - the website is: http://shr.ucsc.edu/hrst/hrst_locate-team.htm

Fee remission and the graduate health insurance plan is covered by the "employer" for graduate students employed as a GSR at 25% time or more. All fund sources supporting a GSR at 25% time or more will be charged these fees. Fee amounts can vary from year to year. A small amount (about 3.25%) of associated benefits costs (i.e., for workers' compensation and other standard payroll taxes) will also be charged to the fund source if the fund source is non-19900 funds.

The maximum percentage of time allowed for quarterly graduate student appointments is 49.99%. Graduate students holding instructional titles (i.e., Teaching Assistant, Teaching Fellow, or Associate In) may work as graduate student researchers during periods of non-service (i.e., winter break, spring break and during summer), but not during the service period of the quarters in which they hold an instructional position.

•Please provide the following information:

Name of Student and AIS#:

Requested by (Dept/Program):

Faculty Advisor/Authorized PI:

Name of Research/Project and **brief description of duties / research activities of the GSR**:

Account Number :

Percent Time of Appointment (or amount to be paid):

Salary: Step III _____ (not advanced to candidacy)
Step IV _____ (advanced to candidacy)
Step…….....student is not with the Humanities Division

Requested Dates of Employment Below (include year): **Check any time period that applies to this GSRship**
(Note: the academic year is October 1st through June 30th and summer months are July, August, September)

Fall, Winter & Spring	_____	Summer (July through September)	_____
Fall Quarter	_____	July _____ / August _____ / September_____	
Winter Quarter	_____	Winter Break	_____
Spring Quarter	_____	Spring Break	_____

Contact Helen at Humanities HR, 459-4246 or hmstroud@ucsc.edu, for current salary schedules or if you have any questions.

HR Only: ___BSC ___Grad Div ___Other ___Div Data ___OEU/OPTRS___ ___Log ___XC Blue/JS___

Rev 10/08/09