



Additional Work Policy for Students on Full-Time Assistantships

Graduate students funded on Assistantships are expected to assign primary importance to educational activities, including coursework, research, comprehensive examination, and preparation and defense of the thesis or dissertation. Without explicit permission from the Dean of the Graduate College, funded students may not work at UVM for more than a total of 20 hours per week on average. This policy is to ensure sufficient time for these educational activities.

However, in special circumstances the Graduate College may approve:

- Up to an additional 5 hours of work per week at another UVM position if a student is enrolled in their first semester.
- Up to an additional 10 hours of work per week at another UVM position if a student has completed at least one semester of graduate study.
- Up to 20 hours of work per week in the summer term at another UVM position (this amount can only be approved if the student did and will not work additional hours in the prior spring and upcoming fall semesters. If students will be working at another UVM position in either semester they will only be eligible to work up to 10 hours per week in the summer term).

To be considered, the following criteria must be met:

- You must be in good academic standing, which means you meet the following requirements:
 - 3.0 GPA
 - No M's or Administrative F's, U's or UP's on your transcript
 - No F, U or UP grades for course work, research or continuous registration
 - You are making appropriate progression through your program (for example, if your program requires you to have completed your Comprehensive Exam within your first 3 years of your degree, this needs to have been accomplished during this period).
- You must be enrolled in a minimum of 6 credit hours and a maximum amount of 12 credit hours per semester (this excludes the summer term)
- You cannot be an international student on an F1 visa (this excludes the summer term)
- Your additional assignment cannot have a teaching component. All active graduate students who are teaching a course are required to be hired as a Graduate Teaching Assistant.

If you meet these requirements, you must get permission to work prior to your extra assignment from each of the following UVM faculty or staff:

Thesis or Dissertation Advisor (if you do not currently have a Thesis or Dissertation advisor, or you are in a non-thesis masters, it should be your Graduate Faculty Program Coordinator)

Supervisor of your Current Assistantship (For Teaching Assistants it would be the faculty member for whom you are teaching; if you are a Research Assistant it would be the faculty for whom you are performing the research; if you work in an office it would be the person who manages your assignment)

Supervisor of your Additional Assignment (If assisting in a class, it would be the faculty member for whom you are supporting; if doing research, it would be the faculty for whom you are performing the research with; if you work in an office it would be the person who manages your assignment)

Dean of the Graduate College or his/her Designee (Please email Sean Milnamow at Sean.Milnamow@uvm.edu to get this approval)

This policy does not necessarily apply to Fellowships or Traineeships. Students with these positions must follow the policy of the funding agency which supports their salary.

If approved, this effort is in addition to your full-time assistantship and must be paid in the method of either an Additional Pay Form or a Graduate Temporary Hire Request. Both can be accessed via Peoplesoft.

Please note that this application only needs to be completed if an additional work assignment would put you over 20 hours per week. If your appointment is less than full-time and a new position would put you at or below 20 hours per week you do not need to complete this application.

For additional information about the Additional Work Policy, please visit [guidelines_hiring-funded-grad-students.pdf \(uvm.edu\)](#).

Please submit completed form to Sean Milnamow at sean.milnamow@uvm.edu



Additional Work Application

Student Information

Name (Please Print) _____ Email _____

UVM ID _____ Department/Program _____

Assistantship Position Title (if you hold more than one position, choose all that apply):

Graduate Teaching Assistant Graduate Research Assistant Graduate Assistant (Administrative)

Source of Support for your Current Assistantship:

Department/Program/Office or *Extramural Source

*If the source of your GRA is from an Extramural Source, please identify the PI of the award

Academic Year: 20 - 20

Semester of Additional Work: Fall Spring Summer

Current Assistantship Assignment: hrs/week (Full-time = 20 Hours/week)

Additional Work above 20 Hours Requested: hrs/week (Cannot exceed 5 hours/week for first semester graduate students or 10 Hours/week for other graduate students)

Start Date: _____ **End Date:** _____

Student Signature: _____

In the space below, please provide a brief description of the additional position you are requesting to work:

APPROVALS

Each of the below signees agree that your additional hours will not negatively impact progression through curriculum or assigned duties of the student's assistantship

Thesis/Dissertation Advisor/ Graduate Program Coordinator

Name/ Title

Signature

Supervisor of Additional Assignment

Name/Title

Signature

Supervisor of your Current Assistantship

Name/Title

Signature

Dean of the Graduate College

(Please email sean.milnamow@uvm.edu for this approval after all other signatures are on the form)

Signature