RESEARCH AND TEACHING ASSISTANT PROGRAM APPLICATION

PART A: TO BE COMPLETED BY STUDENT

NAME:_____**X NUMBER:**_____

EMAIL ADDRESS:_____**@STJOHNS.EDU**   **CURRENT CLASS YEAR:**   □ 2L   □ 3L   □ 4L   □ LLM
(Official communication will not be sent to personal email addresses.)

Have you worked as a TA or RA in the past?   □ Yes   If so, when? _____
                                                     □ No

I ACKNOWLEDGE RECEIVING, READING, AND UNDERSTANDING THE TERMS OF EMPLOYMENT SET FORTH ON THE REVERSE OF THIS APPLICATION.

_____Date:_____
Student Signature

PART B: TO BE COMPLETED BY SUPERVISING PROFESSOR

PRINT NAME:_____EXTENSION:_____

I AM HIRING THE STUDENT AS:

❒ TEACHING ASSISTANT   COURSE TITLE_____SEMESTER_____

❒ RESEARCH ASSISTANT   PROJECT DESCRIPTION _____

❒ STUDENT WORKER   OFFICE_____

❒ STUDENT TUTOR   OFFICE: _____

I WOULD LIKE THE STUDENT'S PRESUMPTIVE END DATE FOR EMPLOYMENT TO BE:

❒ HIS OR HER GRADUATION

❒ END OF THE FALL / SPRING / SUMMER SEMESTER OF_____(YEAR)

❒ OTHER:_____   _____
                                            Supervising Professor Signature

I recommend the appointment of the above-named student as a Research or Teaching Assistant. I grant library copying and proxy borrowing privileges (to the professor: contact the Law Library if you do not want your research assistant to have these privileges).

PART C: TO BE COMPLETED BY VICE DEAN FOR ACADEMIC AFFAIRS (IF APPROVAL REQUIRED)

❒ Approval not required, OR

❒ Request for approval denied, OR

❒ I approve of the appointment of the above-named student as a Research or Teaching Assistant for this upper-level course.

_____Date: _____
Vice Dean for Academic Affairs Signature

PART D: TO BE COMPLETED BY CAREER DEVELOPMENT OFFICE

Effective date of action:_____End date:_____Reviewed by:_____

PART E: TO BE COMPLETED BY THE ASSOCIATE DEAN FOR CAREER DEVELOPMENT

I approve the appointment of this student as a Research or Teaching Assistant in the School of Law

_____Date:_____
Associate Dean for Career Development Signature

Duties
Supervising faculty members set the duties and responsibilities of their research assistants. It is expected that research assistants and teaching assistants will engage in substantive work that supports the academic and scholarly life of the School of Law.

Eligibility
A J.D. student may serve as a research or teaching assistant if he or she has a **2.1 GPA or higher** and has successfully completed the first two semesters of the J.D. curriculum (full- or part-time).
Eligibility requirements for LL.M. students are set by the respective directors of the LL.M. programs.

Limitations
RESEARCH ASSISTANTS*: Professors may hire research assistants. Professors are limited to no more than 20 hours per week of research assistant time during each semester, including summer. Unused research assistant time may not be transferred to teaching assistant budgets.
TEACHING ASSISTANTS*: Professors may hire teaching assistants for first-year courses. Combined hours for all teaching assistants for a course have the following limitations per semester:

- **Two-Credit Course:** 52 hours
- **Three-Credit Course:** 78 hours
- **Four-Credit Course:** 104 hours
- **Legal Writing: I and II:** 104 hours

Faculty may need additional RA time and TAs may also be helpful for upper-level classes, particularly core courses and skills courses. Faculty are welcome to request additional RA hours and TAs for upper-level classes by emailing the Vice Dean for Academic Affairs with a description of the expected benefits of hiring the RA or TA. These requests will be assessed with the goal of distributing RA and TA funds equitably in ways that have significant value for students and faculty.

*Each research/teaching assistant is permitted to work no more than 20 hours per week during the fall/spring semesters and 35 hours per week during the summer. If a student works for more than one faculty member, combined hours should not exceed the 20 and 35 hour limitations. *For summer, a student's hours may not exceed 260.

Compensation
Research assistants and teaching assistants are currently paid $16.50 per hour. There are no fringe benefits or tuition remission for this position.

Application Procedure
1. Supervising faculty obtains any required permission and then selects the candidate. Positions need not be advertised, although faculty are encouraged to list open RA or TA positions with the Career Development Office.
2. Student picks up an application form from the Career Development Office or downloads it from the Online Student Center, completes Part A, and gives it to the professor to complete Part B. The professor must specify an end date (graduation, the end of a particular semester, or some other date). Student returns the form to the Career Development Office.
3. If approval is required, the Vice Dean for Academic Affairs signs Part C.
4. The Career Development Office reviews and signs the application (Part D) and prepares Human Resources online form.
5. The Associate Dean for Career Development reviews and signs the application (Part E) and online EPCF approval.
6. Student will be notified by Human Resources via St. John's University email to report to HR with the proper paperwork before the start of employment or on the first day of work.
7. HR will give clearance to begin work via St. John's email. Students may not begin work until after this process is complete.

Continued Eligibility

At the time of hire, the professor will specify the presumptive end date of the assistantship (by date, semester, or graduation). However, research assistants and teaching assistants are at-will employees who may be terminated, with or without cause, by the supervising faculty member at any time.

Students may not begin work until after the entire hiring process has been completed with Human Resources. Only Human Resources can give clearance to begin work.