

UNDERGRADUATE ASSISTANTSHIPS
Southern Illinois University Carbondale
Policy and Procedures
2016-2017 Academic Year

Overview

The Undergraduate Assistantship (UGA) program provides on-campus, paid creative activities and/or research projects for SIU Carbondale undergraduate students. Students selected for a UGA are able to work directly with a faculty member or professional level staff member in a position they are interested in. These positions are salaried and do not provide a tuition waiver to the student.

This program is coordinated through the Center for Undergraduate Research and Creative Activities Office (CURCA). You may contact the office at 618-453-4433 or via email at ugrada@siu.edu.

Undergraduate Assistantship Policy

General Eligibility:

1. UGAs are salaried positions. Students are paid on a monthly basis. Student positions may be for 5, 10, 15, or 20 hours per week, and are established at the time the UGA position is awarded.
2. UGAs do not provide a tuition waiver.
3. UGAs are not eligible for Federal Work-Study funding.

Position Eligibility:

1. UGA positions are on-campus, paid creative activities and/or research projects for the student. These positions must provide a level of responsibility different from that of student employment positions and graduate assistantship positions within the department. It is the department's responsibility to assure that these distinctions exist.
2. UGA positions are to be filled by the same student for both the fall and spring semesters. The contracts normally begin one week after the first day of classes during the fall semester and end the last day of final exams during the spring semester.
3. Undergraduate assistants may not participate directly in the teaching of a course.
4. UGA positions are available throughout campus for both academic and non-academic departments; however, the positions must be for creative activity or research projects. Every effort should be made to distribute these positions across campus and academic disciplines as broadly as possible.
5. If the faculty member or professional level staff member who was awarded the UGA leaves the campus for any reason (sabbatical, termination, resignation, illness, etc.), the assistantship will be forfeited. However, the CURCA director may consider a request for continuing the UGA position with supervision being transferred to a new mentor based on the following conditions: the CURCA office is notified by the current faculty/staff

mentor, as soon as the mentor knows, that he/she can no longer continue supervision of the UGA project (In the event the faculty/staff mentor is unable to notify the CURCA office, the mentor's supervisor is responsible to contact the CURCA office as soon as possible); the general idea of the project remains the same; an appropriate proposed replacement faculty/staff mentor is available and willing to take on all responsibilities of the project; and the undergraduate assistant is consulted and agrees to working with the proposed replacement.

6. Undergraduate assistants are paid from state funds. Funds will be transferred to the department for approved UGA funded positions. The department is responsible for having access to a state account to hire and pay an undergraduate assistant.
7. Exceptions to any position eligibility policies must be requested by the faculty/staff mentor for review by the CURCA director.

Student Eligibility:

1. All enrolled full time SIUC undergraduate students are encouraged to apply. Approval by the CURCA director will be required for freshmen prior to any offer of hire.
2. Students must have an SIU Carbondale cumulative grade point average of 2.25 or higher to participate in the program. Approval by the CURCA director is required for students without an SIUC grade point average.
3. Students must have and maintain full-time enrollment (at least 12 credit hours). Students who are in their last semester and need less than 12 credit hours to graduate must submit to the CURCA office confirming documentation from their academic advisors for an exception to be considered by the CURCA director.
4. Students cannot be in default (for the period of 6 months or more and/or in the amount of \$600 or more) on the repayment of an educational loan for the purpose of attendance at an institution of higher education.
5. The University policies regarding students holding multiple positions applies for this program.
6. Students must satisfy all university regulations for student employment.
7. An undergraduate assistant must be an undergraduate student through SIUC; seniors with a degree require approval by the CURCA director.
8. Students who hold a UGA position in one academic year must re-apply each year for available, funded positions. Holding a UGA position in one year does not guarantee holding a UGA position in another year.
9. Security-sensitive positions require the University to conduct a pre-employment background investigation on the employee, which includes a criminal background check, before any offer of employment is made. The hiring department is responsible for paying the cost of the background check.
10. Students awarded a UGA are required to present at the annual Undergraduate Creative Activities and Research Forum (UCARF) held each spring semester on the campus of Southern Illinois University Carbondale, and to meet all submission deadlines for participating in the forum. UGA positions of students who do not present in the UCARF may be terminated.
11. Any other exceptions may be considered at the discretion of the CURCA director.

12. If the student is not performing according the policies and procedures and student handbook, he/she may be terminated from the UGA position.

Undergraduate Assistantship Procedures and Responsibilities

1. The university community is notified of the UGA program and encouraged to create positions and submit an application request.
2. Hiring faculty/staff complete application forms on the UGA website <http://undergraduateassistantship.siu.edu/>. Each requestor is to complete and submit only one application, but he or she may request more than one position. The completed forms are submitted electronically via this website, before the deadline.
3. A university committee reviews the applications and selects positions for funding. All faculty/staff applicants will be notified of the committee's decision.
4. The selected positions are posted to the UGA website (<http://undergraduateassistantship.siu.edu/search/index.php>) so that eligible students have an opportunity to apply.
5. The student community is notified of the UGA program. Each student follows the application procedures detailed by the faculty/staff in the online position posting. All positions must be posted on the website for at least one week before the faculty/staff may submit names of students for eligibility review and approval.
6. The UGA positions are to be filled by 4 weeks after the start of the fall semester or the positions may be forfeited.
7. The hiring department interviews candidates and selects the student they wish to hire. Before an offer is made to the candidate, the faculty/staff sends the UGA posting number plus the name, student identification number (Dawg Tag), and email address of the candidate to the CURCA office electronically to ugrada@siu.edu for review to assure that the student meets the student eligibility criteria. If approved, the CURCA office notifies the department that they can proceed with the hiring process.
8. The department obtains and completes the following hiring forms:
 - Notice of Undergraduate Assistant Appointment (AIS E-Forms)
 - Personal and Professional Data Sheet (AIS E-Forms)
 - I-9 Employment Eligibility Verification Form
 - W-4/IL W-4 Tax Forms
 - Authorization for Payroll Electronic Direct Deposit Form
 - Acknowledgement of Mandated Reporter Status Form
 - Ethics Form
 - Visa Verification (required for students who are not U.S. Citizens)
 - A21 Distribution of Effort Form (if applicable)

The faculty/staff awarded a UGA is responsible for selecting a student who meets the position criteria provided in the UGA position application. The departmental signatures on the hiring documents indicate that the selected student meets those requirements. The completed hiring forms should be returned to the CURCA office. A student will not get paid until their paperwork is fully complete and received in the CURCA office.

9. Once all of the paperwork is received from the student and department, the faculty/staff and student will be notified, and then the student can begin their work as a paid undergraduate assistant.
10. Students are paid monthly according to the schedule set by SIUC Human Resources-Payroll (<http://hr.siu.edu/payroll/index.html>).
11. CURCA monitors undergraduate assistants to ensure they continue to meet the student eligibility criteria. Students who do not continue to meet the student eligibility criteria will be terminated from the position, unless an exception is approved prior to termination occurring.
12. Undergraduate assistants must have direct, ongoing contact with the faculty member or professional level staff mentor who was awarded the UGA position. The faculty/staff member is responsible for monitoring the performance of the student throughout the appointment. The faculty/staff are required to fill out an evaluation of the student if the student is providing unsatisfactory work performance. The original form is given to the CURCA office and the student is given a copy. If the student's performance does not improve, the student may be terminated from the UGA position.
13. If a student leaves a position due to termination or resignation, the faculty/staff is required to get approval from the CURCA director to refill the UGA position.
14. The faculty/staff mentor should evaluate the student at the mid-point of the appointment.