



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: \_\_\_\_\_

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 \_\_\_\_\_

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: \_\_\_\_\_

\_\_\_\_\_  
Signature

I recommend 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 ASSOCIATE ACADEMIC DEAN (IF APPROVAL REQUIRED)

- Approval not required; OR
 Request for approval denied; OR
 I approve the appointment of the above-named student as a Research or Teaching Assistant for this upper-level course.

\_\_\_\_\_ Date: \_\_\_\_\_
Associate Academic Dean

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

## **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 assistants 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 the semester. Over the summer, the limit is 35 hours per week. 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

Teaching Assistants for upper-level classes require prior written approval of the Associate Academic Dean. Such approval will only be granted based on specific, demonstrated need, and will follow the same credit/hour limitations set forth above. These limits will be strictly enforced.

\*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.

## **Compensation**

Research assistants and teaching assistants are currently paid \$15 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, Associate Academic Dean signs Part C.
4. 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. Student 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.