

## MEMORANDUM

TO: Faculty  
FROM: Brian Blum, Associate Dean of Faculty  
DATE: March 7, 2012  
RE: Student Research Assistants

Each member of the faculty has a budget of \$2,400 per annum to pay for student research assistance. Up to this annual budget limit, faculty members may employ research assistants on their own, or they may take advantage of the student research assistant program administered by the Associate Dean of Faculty, or they may do some of both.

This memorandum explains the process to be followed in hiring research assistants and is also the annual call for applications from those faculty members who would like to take advantage of the student research program for summer 2012 and the 2012-2013 academic year.

**Note: This memorandum relates to summer 2012 and the 2012-2013 academic year. Funds for the program come out of the budget for the 2012-2013 fiscal year, and are not available until June 1, 2012. Any student research expenditures prior to that date must come out of the faculty member's student research allocation for the current 2011-2012 fiscal year.**

### **IF YOU PLAN TO MAKE YOUR OWN ARRANGEMENTS FOR HIRING A RESEARCH ASSISTANT:**

There is **no need to submit an application**. Faculty members are free to make arrangements directly with students for research assistance. The standard pay for student research assistance is \$12 per hour.

If you do hire a student directly, please do the following:

1. Have the student fill out a Student Research Application (found on-line at <http://jobs.lclark.edu/postings/2881>). We need this information from the student so that we can ensure that payments to the student are debited to the correct research account.
2. Notify Doreen of the student's name(s) and approximate hours needed.
3. Have the student fill out the necessary employment and payroll forms at the Business Services office.
4. Keep track of the time spent by the student in working for you to ensure that you are within your annual \$2,400 budget for student research.

### **IF YOU ARE INTERESTED IN HAVING HELP FINDING A STUDENT RESEARCH ASSISTANT FOR SUMMER 2012 OR THE 2012-2013 ACADEMIC YEAR:**

Please fill in the blanks on the attached form and return to Doreen by **Monday, April 2, 2012**. Applications for these positions have been made available to students this week. In addition to academic and personal information, student applicants are asked to indicate their areas of

interest. Doreen and I will then coordinate with faculty to select Research Assistants. *A detailed description of the program accompanies the application attached to this memo.*

If you do not require regular student assistance, but do have periodic research requests, remember that you can contact the reference librarians by email. All research requests made to [refrequest@lclark.edu](mailto:refrequest@lclark.edu) will be collected daily and processed by our very able reference librarians. This works similarly to the [docdel@lclark.edu](mailto:docdel@lclark.edu) service by which you can request immediate delivery of library materials.

## **STUDENT RESEARCH ASSISTANT PROGRAM FACULTY MEMBER APPLICATION FOR A RESEARCH ASSISTANT**

Students may apply to perform paid research for a faculty member during summer 2012 or the 2012-2013 academic year, or both. Faculty members who apply for a research assistant under this program will be matched with student applicants by the Associate Dean of Faculty in consultation with the faculty member.

### ***The extent of the work performed***

A student who is assigned to a faculty member under this program can perform up to 200 hours of work at \$12 per hour, earning up to \$2,400. However, a student is paid only for the actual hours of work performed. If a faculty member does not require the student for the full 200 hours, or if the student cannot devote the full 200 hours of work, the amount earned by the student will be less. The number of hours to be worked is negotiated individually between the faculty member and the student. To the extent that a faculty member does not use up his or her budget in employing a student under this program, the faculty member is entitled to hire other students to do research work.

### ***The timing of the work***

Some faculty members need all the research to be accomplished during the summer, while others prefer work to extend into the school year. The period during which the student works for the faculty member, and the hours per week to be devoted to the research, are also a matter for individual arrangement between the faculty member and the research assistant. However funds available to employ students under this program only become available on June 1, 2012 – the start of the 2012-2013 fiscal year.

### ***Timekeeping and budget***

All students performing research work for faculty are required to fill out time cards. Note, however, that it is the responsibility of the faculty member to ensure that he or she is within the budget for student research. I therefore strongly recommend that you keep track of the hours spent by requiring your research assistant to give you copies of the time cards or otherwise to keep you informed about the hours spent.

***Allocation of research assistants***

In addition to matching up student availability and faculty needs, we will try to match research assistants and faculty members based on the relationship between the faculty member's research area and the substantive interests and coursework of the student. We will also take into account the student's cumulative grade point average. Our allocation of the student to the faculty member is merely a suggestion. The decision on whether to employ the student as a research assistant is made by the faculty member. We will keep a list of students who are not initially matched with a faculty member in case their services might be needed later in the academic year.

***Training of research assistants***

The law library research staff provides a research training session for students selected under this program. (If you hire your own research assistant outside of the program, you should encourage him or her to attend as well.)

**2012-2013 Research Assistant Application.  
Due: April 2, 2012**

\*\*\*\*\*Submit to Doreen Corwin by April 2, 2012\*\*\*\*\*  
or send an email with the same information to corwin@lclark.edu

I am interested in hiring a student research assistant through the Student Research Assistant Program.

1. Faculty Member's Name:

2. Research Area:

3. Are you able to give an indication of the approximate number of hours of research you anticipate needing? If so, provide an estimate. (You are not bound by this estimate, but this information may be helpful for matching purposes.)

4. What terms do you require assistance? Summer, Fall and/or Spring?