


January 2, 2014

MEMORANDUM

TO: Department Chairs and Administrators

FROM: Camilla P. Benbow, Ed.D. 
Patricia and Rodes Hart Dean of Education and Human Development

RE: Guidelines for Master's Student Employee Compensation

Peabody College strives to be consistent and equitable in its treatment and compensation of students. This policy outlines payment parameters for college funded professional students within all departments of the College. This policy does not address grant funded positions or graduate student employment.

Below are guidelines to be observed in the hiring and compensation of professional student workers. Exceptions to this policy may be made in some circumstances, but only with advance permission from the Dean's office.

Title: Professional Student Worker

Students employed for hourly work of a clerical or administrative nature should typically be paid between \$14.00 and \$16.00 per hour, with the actual rate to be determined based on duties. These students should record their time worked through the normal university approved timekeeping system, to be approved by a staff/faculty member who can verify that the hours charged were actually worked. Student workers should not receive tuition benefits.

Title: Professional Teaching Assistant (hourly)

Students are assigned to a particular course or faculty member, typically to teach labs, grade exams, assist the teaching faculty member, etc. The work required for this position will be determined by the assigned faculty member and/or the department chair and will be evaluated and supervised by same. Teaching Assistants will typically receive an hourly compensation rate between \$14.00 and \$16.00 for up to 10 hours per week of work, be subject to the same hourly timekeeping requirements as Professional Student Workers, and receive no tuition benefits.

Title: Professional Teaching Assistant (monthly)

In very rare instances, a master's student with extensive clinical or classroom experience or other unique qualifications may be allowed to teach a course. In such instances when a master's student is assigned to teach a course and where equity demands the student be compensated similar to a graduate teaching assistant, the Professional Teaching Assistant will be compensated at the graduate rate (determined annually by the Dean's office) and receive partial to full tuition benefits. The work required for this position will be determined by the department chair and will be evaluated and supervised by same.

Title: Professional Research Assistant

Students are assigned to a particular faculty member or project and are paid by the college (including chair, startup, and similar funds, but not sponsored project funding). The work required for this position will be determined by the assigned faculty member and/or department chair and will be evaluated and supervised by same. Research Assistants will typically receive an hourly compensation rate that is commensurate with the complexity or difficulty of the assignment. Research Assistants who consistently work a fixed number of hours per week may alternatively receive a monthly salary rate, particularly if they work at least 20 standard hours per week. In no case should a Research Assistant's combined compensation and tuition benefits exceed that set by the Dean's office for monthly Teaching Assistants.

All professional students who intend to work on campus should apply for federal work study. Because compensation for federal work study students is subsidized by the federal government, work study employment is a highly desirable and effective use of college dollars (and grant dollars, for that matter) and should be utilized where possible. Please note that work study funding supersedes a portion of College funding and does not supplement it. That is, if a student is awarded federal work study, a portion of the student's compensation is paid by federal dollars first (currently a 60/40 split with work study paying 60% and the College paying 40%) up to the amount of the student's award. After the work study award is exhausted, 100% of the student's compensation is paid by the College. Thus, work study represents a cost savings to the College (and thus, an incentive to hire students), not an incremental award to the student in addition to their College funded compensation.

Because the College does not want students to be overly burdened with on-campus work hours while they are supposed to be primarily focused on their studies, professional students should be employed in the College for no more than 20 hours per week during the academic year, although the University does permit students to work up to 29.5 hours per week. Professional students may not be employed in College funded positions for more than 20 hours per week, unless advance approval is secured from the Dean's office to do so.

If a professional student has been offered a tuition award from the College, including Dean's Tuition Scholarship, Peabody Honor Scholarship, or an endowed scholarship, acceptance of an assistantship or student worker position that carries partial or no tuition award (as outlined above) does not negate the student's offer of tuition support from the College. That is, a student may work in an hourly or monthly position that carries no tuition or only partial tuition and continue to receive their tuition aid from the College (up to their total tuition charge), independent of their employment.

Additionally, while this policy takes effect immediately, Peabody will continue to honor offers of employment that predate the issuance of this policy. Thus, a student who has been offered a position or who is currently employed in a position that is inconsistent with these guidelines may continue in the same position indefinitely and under the same terms as contained in their offer. However, if the student changes positions (e.g., moves from a teaching position to a research position, transfers between departments or labs, etc.), then the new offer of employment must conform to this policy.

Interpretation of this policy will reside with the Dean's office, and all student compensation is subject to approval by appropriate Dean's office personnel.