

### Sociology Department Request for Supplemental Employment

**Policy:** A student should request supplemental employment for no more than one quarter per year. A request should not generally be for multiple quarters (e.g., I want to work an additional 5hrs/wk all year long), and one person cannot request approval for one type of work in one quarter and another type of work in another quarter and so on, even if the work is for different people (e.g., I want to be a reader for course X in Fall, for course Y in Winter, and course Z in Spring). There should be a reason why the specific student was chosen for the supplemental employment (e.g., their dissertation is on a topic covered by the course for which they would be a reader). Otherwise, the work should be given to someone without a TAship or other university employment (e.g., someone who has no funding or who has a fellowship (<\$10,000) rather than a TAship). Graduate Division may make an exception to the one-quarter-per-year policy in some cases of research-related employment, but there must be a clear justification for hiring the specific student. Furthermore, if the supplemental employment is research, then the student should be paid as a Graduate Student Researcher and not, for example, as an hourly worker. Graduate Division will not approve research-related supplemental employment if it is not paid as research. Requests for employment that will make your total percent time equal to or greater than 75% will not be approved because it risks you losing your tax exempt status.

**Instructions:** This document is to be used to request approval to work either over 50% time or while funded by a fellowship with a stipend of \$10,000+. Page 1 is to be completed by the graduate student. Page 2 is to be completed by the student's current faculty mentor (i.e., dept-assigned mentor, thesis chair, prospectus chair, or dissertation chair), the supervisor of the supplemental employment, and the Graduate Advisor. Submit completed forms in one batch to Anna Wire, Sociology Graduate Assistant, [anna.wire@ucr.edu](mailto:anna.wire@ucr.edu).

**Student Name:** \_\_\_\_\_ **Student ID #:** \_\_\_\_\_

**Home Department:** \_\_\_\_\_ **Date request is submitted to the department:** \_\_\_\_\_

**Were you approved for supplemental employment previously this academic year?** \_\_\_\_\_ Yes \_\_\_\_\_ No

*Please provide the details of your **current employment** (that which you are requesting to supplement).*

**Check one:** \_\_\_\_\_ TAship. Course name (e.g., Research Methods): \_\_\_\_\_  
Course number (e.g., SOC 4): \_\_\_\_\_  
Instructor: \_\_\_\_\_  
\_\_\_\_\_ Other employment. Official job title (e.g., Graduate Research Assistant, Student Assistant):

Supervisor: \_\_\_\_\_

**Employer** (dept. or campus unit): \_\_\_\_\_

**Percent time:** \_\_\_\_\_%

**Quarter(s) and year(s):** \_\_\_\_\_

*Please indicate the details of your **supplemental employment**.*

**Check one:** \_\_\_\_\_ TAship or \_\_\_\_\_ Reader.  
Course name (e.g., Research Methods): \_\_\_\_\_  
Course number (e.g., SOC 4): \_\_\_\_\_  
Instructor: \_\_\_\_\_  
\_\_\_\_\_ Other employment.  
Official job title (e.g., Graduate Research Assistant, Student Assistant):

Supervisor: \_\_\_\_\_

**Employer** (dept. or campus unit): \_\_\_\_\_

**Percent time:** \_\_\_\_\_%

**Quarter(s) and year(s):** \_\_\_\_\_

To be completed by the student's faculty mentor.

I have reviewed the student's request for supplemental employment (page 1). I confirm that the student is in good standing and making timely progress in the graduate program. I believe that the supplemental employment will not interfere with that progress.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

To be completed by the supervisor of the supplemental employment.

I have reviewed the student's request for supplemental employment (page 1) and provided below a justification for why this student, and not another student, is necessary for this employment.

**Justification:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

To be completed by the Graduate Advisor.

I have reviewed the student's request for supplemental employment and approved it.

**Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_