



Office of Vice Chancellor for Academic Affairs

Administrative Memorandum No.

3-92 August 28, 1992

GRADUATE STUDENT EMPLOYEES

Consistent with prevailing university policy this statement is intended to define the status of graduate student employees on the Purdue University North Central campus.

- 1. Enrollment in a Purdue University Graduate School degree program coupled with a concurrent offer to teach on a part-time basis are insufficient to justify appointment as a graduate student employee. Appointment to a graduate student position will require the affirmative action of the Vice Chancellor for Academic Services (VCAS).**
- 2. The number of graduate student appointments, if any, made in a single academic year will be determined by the VCAS. Factors considered will include the needs of the academic programs, fiscal resources and relevant quality measures.**
- 3. Appointments made for the following academic year will normally be announced on or before July 1. Letters of application must be filed with the VCAS no later than March 1 of the preceding academic year.**
- 4. In addition to performing instructional services, appointees will be expected to observe customary office hours, assume an appropriate advising load and perform other related duties as may be assigned by their section chair.**

**L. Edward Bednar
Vice Chancellor for
Academic Services**

**CC: Full-time Faculty
Administrative Staff**