



## Employment Beyond 50% Time

In cases where employment beyond the 50% time limitation is deemed advisable, it must be supported by **BOTH** the degree-granting academic unit (**home department**) and the employing department (**hiring department**), if these departments are different. Specific information is required in such cases, as outlined below, and should be submitted in writing and forwarded to the Graduate Division for consideration by the Dean of Graduate Division.

### **Procedures for Requesting an Exception to 50% time employment limitation**

To adequately assess the student's case, **the home department** must submit a request for an exception to policy that includes all of the following information:

1. The specific period of time for which the exception is requested, such as the entire current academic year or for specific quarters within the current academic year. Exception approvals will be limited to the current academic year, but subsequent requests may be submitted for consideration.
2. Estimated time to degree. It should be demonstrated that additional employment will have no significant impact on progressing towards normative time to degree.
3. A specific plan for the student's academic progress through the current quarter or academic year.
4. Evaluation of the consequences of the student's employment in excess of 50% time (more than 220 hours/ quarter), and in particular a discussion of any negative impact this employment might have on time to degree.

In addition, **the hiring department** must submit a request for an exception to policy that includes the following:

1. A statement indicating support of the request and an explanation why additional employment is advisable.
2. Discussion of any plans for work schedule flexibility or other pertinent information useful for an adequate review of the request. This applies even if the hiring department is the same as the home department.

**Under no circumstances will employment above 50% time be considered for ASE titles (Teaching Assistant, Teaching Associate, Reader and Tutor)**

**NOTE:** The exception request must be addressed to **Graduate Dean Frances Leslie** and forwarded to **Mary Rose D. Cruz** in the Graduate Division (120 Aldrich Hall, Zot: 3180).