

**ARTS DIVISION GRADUATE STUDENT RESEARCHER (GSR) ACTION FORM**

**SECTION I: To be completed by the student**

Name: \_\_\_\_\_ E-mail: \_\_\_\_\_ Major: \_\_\_\_\_

Any other appointments during this academic year? Yes \_\_\_ No \_\_\_

If 'yes,' indicate the job title(s), quarter(s), department(s), and percent time(s): \_\_\_\_\_

Enrollment Status: \_\_\_\_\_ Full-time registered grad student \_\_\_\_\_ Part-time registered grad student

(NOTE: Academic appointments for part-time grad students may not exceed 25%)

**\*\*\*Important Information- Please Read\*\*\***

You must receive appointment approval from the Arts Division before you may begin working. If you are not currently working on campus, **you must sign employment forms before you begin working**. Please contact Lili Diaz at (831) 502-0067, or [liivdiaz@ucsc.edu](mailto:liivdiaz@ucsc.edu) to arrange an appointment to sign employment forms.

You may not work more than 50% time during any academic quarter without prior Graduate Division approval. GSRs can work up to 100% time during the **summer only (July 1 – September 30)**.

*I certify that the information I have provided is accurate, and I am not working more than 50% during either the Fall, Winter &/or Spring quarter(s). By signing my name, I certify that I have read the above important information.*

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

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

**SECTION II: To be completed by the principal investigator and/or the department**

P.I. Name \_\_\_\_\_ Dept: \_\_\_\_\_ FOAPAL: \_\_\_\_\_

Please include a brief description of expected research activities. Duties performed by a GSR shall be directly related to a research objective. It is not permissible to hire a GSR to perform duties suited for a Student Assistant or Staff position. Consult with Academic HR Specialist Lili Diaz if you have questions.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate the quarter(s) or specific dates you wish to appoint the student:

Fall (10/1-12/31)     Winter (1/1 – 3/31)     Spring (4/1 – 6/30)     Summer (7/1 – 9/30)

**OR** Dates of the appointment: \_\_\_\_\_

Percentage of time: \_\_\_\_\_

Worksite Location: \_\_\_\_\_

**\*\*\*Important Information- Please Read\*\*\***

If your GSR works 25% or more, tuition remission fees will be charged to the FOAPAL noted above.

GSRs can work up to 100% time during **summer only (7/1 - 9/30)**. Your GSR doesn't need to work the entire summer; you can specify specific dates if desired within 7/1 – 9/30 (please note specific dates above).

*By signing my name, I certify that I have read the above important information.*

P.I. Approval: \_\_\_\_\_

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

**SECTION III: To be completed by Academic HR & research analyst**

Salary Point: \_\_\_\_\_

\$ \_\_\_\_\_ Annual Salary Rate

\$ \_\_\_\_\_ Monthly Salary Rate

\$ \_\_\_\_\_ Monthly Salary at \_\_\_\_\_ % Time

\$ \_\_\_\_\_ Total Salary

\$ \_\_\_\_\_ in Misc. Benefits (5.47%)

\$ \_\_\_\_\_ in tuition/fee remission (unless

GSR has another appointment at 25% time or more that covers tuition/fees)

Total for the Appointment: \$ \_\_\_\_\_

***By signing my name, I certify that the P.I. has the funds to hire this GSR.***

Research Analyst signature: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmation FOAPAL: \_\_\_\_\_