

University of Delaware Research Apprenticeship Work-Study (UDRAW) Faculty Guidelines

- The purpose of the UDRAW work-study positions is to have students complete work that provides exposure to faculty research projects.
- Expectations, schedules and responsibilities should be clearly communicated directly to the student by faculty supervisor.
- The work study program should be limited to work study eligible students
- Students must be registered for at least 6 credits during the current semester.
- Students cannot work more than 10 hours per week and will be paid \$13.25/hour
- Student employees are paid every two weeks and may earn up to the amount of the work study award. Additional hours beyond the work study award amount will not be paid
- Semester contracts end on May 17, 2024. Students cannot work past this time. They also cannot work on UD holidays.
- Students are responsible for logging into and out of UDWorkForce to track their hours. Failure to do so will result in NOT getting paid for hours worked.
- Please notify the Lauren Barsky (lbarsky@udel.edu) once you find a student you wish to hire. The URP office will then confirm that the student is eligible for work-study aid.
- URP office will notify students of final selection into the program.
- Once students are selected the URP office will start the hiring process. Please note the timeframe that it takes for this process to be completed by the University can fluctuate between students. No student may work before the hiring process has been completed.
- URP office will notify both faculty and student as soon as the student is active in the payroll system at which point they may begin working. We will do our best to expedite the process. However, we do not have control over the amount of time it takes for the hiring to be completed.
- If you wish to continue on with your student's employment at the end of the semester please consult with the URP office regarding student's eligibility before extending the offer.

Discipline and Terminations

- Student's performance is optimized when they receive frequent feedback from faculty including feedback on positive aspects of their work as well as feedback to help the student problem solve through challenges.
- Faculty members have a right to terminate a student's employment.
- Faculty members should make every effort to coach the student and offer them the opportunity to improve before termination of employment. However, some situations may warrant immediate termination. In either case please notify URP office of any situation that arises.
- Faculty members are responsible for bringing their concerns about job performance to the student's attention.
- Progressive discipline should be used when applicable, including verbal warning, written warning, and finally discharge.
- Maintain written documentation of each disciplinary action.
- Terminated students will not be replaced during the current academic term.