STUDENT EMPLOYEE HIRING PROCESS AND PROCEDURES

TEACHING ASSISTANTS:

Enrollment Requirements:
Faculty can hire 1 TA for a class enrollment of about 30 and 1 TA for every 50 students enrolled in large classes. If class enrollment is between 50 and 100, an additional TA can be hired on a case-by-case basis. If a TA is needed for a class that doesn't meet enrollment requirements, permission can be granted by emailing Brian Cannon.

Hour Requirements:
TAs should generally work 10 hours a week (more hours are appropriate on busy weeks such as midterms and end of semester grading). TAs cannot work more than 20 hours a week during Fall/Winter and 40 hours during Spring/Summer terms. The work week starts on Saturdays at 12:00 am and ends Friday at 11:59 pm.

Required Trainings:
TAs must complete FERPA trainings, University Core Trainings, and FHSS TA trainings (these should be completed shortly after being hired).

RESEARCH ASSISTANTS:

Hiring Policy:
Faculty can hire 1 RA to be paid from the general department account. Additional RAs can be hired when paid through faculty's own research accounts. If needed, faculty can contact Brian Cannon to get additional RAs approved through the department account or to get reimbursement from the department to their research accounts.

Hour Requirements:
RAs can work up to a max of 20 hours a week during Fall/Winter semesters and up to 40 hours a week during Spring/Summer terms.

Required Trainings:
All student employees must complete the University Core Trainings (these should be completed shortly after being hired).

COMPUTER PROGRAMMERS:
If you have a special need for a computer programmer, please discuss with Brian Cannon for approval.

STUDENT EMPLOYMENT WAGE GUIDE:

Teaching Assistants:
Pay starts at $13/hour with $0.50 raises each continuing semester.

Research Assistants:
Paid from Department Account: starts at $13/hour.
Paid from Faculty Account: starts at $13-$14.50/hour. Wage can be determined by faculty based on experience, skill, or special assignment.

Raises:
Student pay can increase by $1.50 per year - $0.50 raises per semester for Fall, Winter, and Spring/Summer (NOTE: RAs who only work Spring or Summer Term will receive a $0.25 raise). Faculty will need to let Alex Allred know when their student employee's performance DOES NOT merit a raise.

Wage Cap:
The wage cap for students is $19.00/hour, unless approved through Brian Cannon and the student has special assignments or skills that justify a higher pay rate.

Previous Employees:
Previous department student employees will be rehired at the rate that they left their last History Department assignment plus $0.50.

Concurrent Employees:
Students with more than one position in the department will be hired at the same rate for both positions. (Exception: Pay may vary for RAs paid from a faculty research account and for CFHG Employees.)

HIRING PROCESS:

1. Pick a student to hire!
Occasionally, students fill out a TA/RA application on our website. These applications are viewable in the "TA and RA Hiring" folder on Box (sort by date to view the most recent applications). Or stop by my (Alex Allred's) office!

2. Fill out the Faculty TA/RA Hire Form
Please make sure to enter the student's BYU NetID so I can contact them!

3. Student Forms
Once I receive the Faculty TA/RA Hire Form, I will contact your student with the forms I need from them. (You will be copied on emails to the student.)

4. Hiring Form Submitted
Once I have all the information, I submit the student's hiring forms to Student Employment. During busy times (such as the beginning of a semester), this process may take longer.

5. Approval to Work
I will send an email to you and the student when the student is approved to work. Students CANNOT do any trainings, attend meetings/classes, or begin working at all until receiving this approval email.

BOOKS:

Desk/Exam Copies:
Let me know if you need a desk or exam copy of a textbook for one of your classes! Please email me at alex_allred@byu.edu and include the name of the book, the ISBN number, and the relevant course. You can also stop by my office to see if we already have a copy in our desk copy library.

Booklists:
Submit your booklists through booklist.byu.edu for your courses. Fall booklists are due June 1st, Winter booklists are due October 1st, and Spring and Summer booklists are due February 1st each year. If you have any issues or would like assistance in submitting your booklists, please send me an email and I can assist you.

NEWSLETTER AND SOCIAL MEDIA:

Each month, I send out a newsletter to all the students in our department. If you have an event, new class, new publication, or other information that should be featured on the newsletter or social media, let me know!

CONTACT:

Academic Support Coordinator
Alex Allred
2130E JFSB
(801) 422-1654
alex_allred@byu.edu

BYU History Department
COLLEGE OF FAMILY, HOME, & SOCIAL SCIENCES