Dear Faculty:

As we approach the start of the fall 2015 semester, it’s time to begin making plans to either hire or rehire Graduate Student Researchers (GSRs).

- For your convenience attached is the “Fall 2015 Faculty Request to Hire” form which should be used to communicate your desire to hire and re-hire a specific GSR. Once you have completed, signed, and returned the form, I will verify their eligibility and inform Campus Shared Services (CSS) of your intent to hire the GSR. CSS will then contact the student and arrange for them to complete the required hiring forms. **Please note that our new partnership with CSS requires additional lead time. Please respond early to ensure your GSR is hired in time to begin work.**

**Important Reminder:** No GSR can perform work until they have completed the necessary hiring forms with Campus Shared Services (CSS). Failure to adhere to this requirement results in delays in paying the GSR and a Damage Payment which will be assessed against your faculty budget.

**Important Policy Information**

- GSRs at Berkeley Law must be either 2L or 3L students. No Berkeley Law 1L students are eligible to be GSRs without an exception from the Dean of Students.
- No students from other institutions are eligible to be hired as GSRs.
- GSRs must be currently enrolled. Once a student graduates or is no longer a registered student they are no longer eligible to be hired as a GSR.
- All GSRs at Berkeley Law are hired at the GSR Step 1 rate which is currently $16.80/hour.
- Hiring the intended student as a GSR is contingent upon their meeting the requirements for this academic appointment.
- Hiring for the intended percentage of time and duration of appointment is dependent upon availability of funds.
- GSRs can only be appointed for one semester at a time and must be renewed each semester.

**Appointment Dates**

- Fall 2015 semester appointment dates are **August 17, 2015 to December 17, 2015**. If the appointment is for the entire semester, please use these dates and ensure that the student completes the hiring forms on or before August 17, 2015.
- If the appointment is for any period less than the full semester, you may use any dates between August 17, 2015 and December 17, 2015, but the appointment cannot extend beyond December 17, 2015.
- **Important Reminder:** if the student does not complete the hiring forms with CSS prior to the intended start date, their start date will be the date they complete the hiring forms with CSS.

**Percent of Time**

- On the form please indicate the percentage of time or number of hours per week you are employing the student. If you have any questions or need help in figuring out the appointment percentage please contact me or refer to the GSR Salary Chart (also attached). This chart converts the number of hours into percentages and indicates the amount the student will earn.
If you have a total amount of money that you want to pay the student for the semester, you can indicate that on the hiring form, and we will convert that to the correct percentage.

- **Important Reminder:** Students may only work up to 49% time during the regular school year without an exception from the Dean of Students in the Law School or their Graduate Adviser.
- International students on F1 and J1 Visas may not work more than 20 hours per week (46% per month) during the academic year, and Graduate Division cannot grant exceptions to this federal regulation.

**Fee Remission – Academic Student Employees (ASE) Article 11**
- Partial fee remission is automatically generated when a GSR works 25% to 44% and full fee remission is automatically generated when a GSR works 45% to 49% time. Students hired during the first nine weeks of the semester are eligible for fee remission, contingent upon a total appointment percentage of at least 25% time or more during the semester. Fee remission can also be triggered whenever their appointment, or combination of appointments, reaches 25% or more, or the student works 170 hours or more over the entire semester period. To avoid unexpected costs to your faculty budget, you should always ask the perspective GSR if they have or are planning to have any other UCB appointments during the same period of time as their appointment with you.
- Students hired after **October 14, 2015** will NOT be eligible for fee remission.
- **Important:** Please note that under Article 11 c. of the ASE contract, LLM students enrolled in self-supporting graduate degree programs **ARE** now eligible to receive a partial fee remission equivalent, should their appointment percentage of time qualify them to receive this assistance.

**Financial Tracking**
- Unless otherwise indicated, your faculty research budget will be used to cover GSR salaries and benefits. If your GSR is eligible for partial or full fee remission based on their percentage of time, your faculty research budget will also be charged for fee remission.
- If you have additional funding sources that you would like to use, please provide a complete chartstring and attach a copy of the award letter, if applicable.
- **Important Reminder:** You now have access to your faculty budget on-line budget reports. It is important that you review these reports on a monthly basis so you can carefully monitor your spending. Given current resource constraints, it is now more important than ever that you carefully monitor your faculty research budget and immediately report any concerns to the Finance Unit. Please note that tracking and managing your faculty research budget is critical to managing these resources.

**Time Sheets**

GSRs are not required to submit time sheets. If you wish to ask your students for a time or work report, that is fine, but that information does not need to be submitted to receive pay.

**Deadline**

- Please respond immediately, but no later than **August 7, 2015** for renewal of continuing students.
- **Important Reminder:** Please note that CSS will automatically terminate all Summer 2015 GSR appointments if they are not renewed on or before September 10th.

Please let me know if you have any questions or need assistance.
Thank you for your help.

Carol Hayward  
Academic Personnel Administrator  
chayward@law.berkeley.edu  
643-3056 (phone) or 642-1349 (Fax)  
Tuesday & Thursday: 7:30am – 4:00 pm