**Updated language for the Graduate Handbook regarding hourly work for graduate students**

Current (04/2025) language regarding hourly work for graduate students:

**3.2.3 Assistantship Policies and Procedures**

…

**Hourly Work**

U.S. citizens and permanent residents who are on graduate assistantships may also work on an hourly basis provided that the additional work is approved by the unit awarding the assistantship and that the hourly work is not related to the students' educational program. Total hours (assistantship and hourly work) cannot exceed 30 hours per week. Non-immigrant international students must abide by the terms of their visa status and immigration guidelines according to total hours worked. For visa questions, contact the International Students and Scholars Office, 515-294-1120, or their website at http://www.isso.iastate.edu/.

All hourly work for graduate students must be pre-approved by the Graduate College using the ["Request to Hire a Graduate Student on an Hourly Basis" form](https://secure.grad-college.iastate.edu/hr/hourly-hire/).

Proposed new handbook language regarding hourly work for graduate students:

**3.2.6 Hourly Work for Graduate Students**

**When the duties performed by graduate students are integral to their academic pursuits at the university, they should be appointed as graduate assistants. It is a violation of University policy to hire graduate students as hourly employees to perform duties that should be performed by graduate assistant appointees.**  Students who will teach, perform research, or carry out administrative duties as part of their educational program should be appointed as GAs.

Although an assistantship appointment often is most appropriate, employing a graduate student in an hourly position is allowed. For example, hourly jobs that will last less than one month are usually allowed. Hourly employment with some hiring units, such as the Parking Division and ISU Dining, generally is acceptable because the work duties are unlikely to be related to students’ academics. In other cases, students may choose to pursue hourly work to gain experience in activities unrelated to their academic pursuits, or to draw on their experience/skills to supplement their income.

Graduate assistant appointments are initiated in the department/unit in which the graduate assistant will be supervised. The Graduate College may be consulted for guidance and assistance. The hiring unit may not initiate hiring until verifying that the student’s major professor or adviser approves of the student holding the hourly job.  When the student is classified as international, the hiring unit also is required to receive preapproval from the International Students and Scholars Office.

The hiring unit and the student should agree, in advance and in writing, on the number of hours and type of work to be done for hourly employment, and on concrete start and end dates for the period of employment. It is the responsibility of the department/unit to ensure that total hours of effort per week (all hourly jobs and assistantship appointments combined) do not exceed allowable limits, and that students in hourly jobs submit time sheets in accordance with policy.

Hiring units are responsible for ensuring that the way a graduate student is paid (assistantship appointment or hourly job) aligns with policy and these guidelines. The Graduate College may periodically audit hourly positions on campus to ensure alignment with these policies.

Complete guidelines regarding compensation of graduate students for hourly work are found HERE [link to the longer guidelines document]