

**UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL**  
**DEPARTMENT OF CLASSICS**  
**CONTRACT FOR HOURLY RESEARCH ASSISTANT**  
**Complete, Copy, and Return to Department Manager**

Professor \_\_\_\_\_ would like to hire Assistant \_\_\_\_\_

**Job Description:** This Research Assistant position is to assist with (brief description of project)

\_\_\_\_\_

You are required to meet with the professor on a regular basis to obtain work instructions and feedback, and to deliver the work assigned on a timely basis. There may be other tasks as assigned by the professor.

**Workload:** The RA's workload will be negotiated between the professor and student not to exceed the maximums stated below. These apply to the regular school semesters and any exception will need to be approved by the DGS. This assistantship is for the current academic year only. Because of the end of year timing of payroll, work may not be performed in June unless it is approved by the department manager beforehand.

- Students without other UNC employment may work up to twelve (12) hours per week. These assignments may require additional paperwork and expense. Please speak with the department manager prior to agreeing to hire.
- Students with other UNC employment may work up to six (6) hours per week.
- Students with an enhanced fellowship (a five-year fellowship) may work up to three (3) hours per week.
- Students employed in the Dept. of Classics in an administrative position (SPA/JPA/Watlington) will require a discussion with the SSM and DGS pertaining to work hours and dates.
- No student may exceed twenty hours a week of paid work.

**Training Requirements:** Training will be provided by the faculty member.

**Compensation:** In order to be paid you must time stamp when you work in TIM, the Universities Time Information Management system. You will log in when you begin work and log out when you complete work. Your supervising faculty will approve your time following the close of the pay period in the system.

You will not be paid for time not stamped in TIM. Please note that The University cannot pay for hours you plan to work. You can only be paid for hours you have worked. You cannot be paid for hours worked before you are officially on payroll. You will be notified when you are officially on payroll.

**Conditions:** All appointments in the Department of Classics are subject to approval by the University administration and to the availability of funds. In the rare case of immediate budget changes, RA assignments may be canceled immediately. RAs will be consulted before any such change is made. All appointments are contingent upon continued satisfactory progress towards the degree, as defined in the Department's Guide to Graduate Student Policies, Procedures, and Resources, and an appointee who fails to demonstrate such progress may be relieved of her or his duties at any time.

Students not currently enrolled may not be considered except under unusual circumstances.

The professor may cancel this contract at any time if the RA's work is judged unsatisfactory. The student will be paid for approved hours up to that point.

Expected Begin date \_\_\_\_\_ End date if prior to June \_\_\_\_\_

Hourly rate \_\_\_\_\_ Total compensation for project \_\_\_\_\_

Average hours per week \_\_\_\_\_ Total hours for project \_\_\_\_\_

I have read the above and agree to the terms set out therein: (Please sign)

Student \_\_\_\_\_ Professor \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_

**Advisor Approval:** \_\_\_\_\_  
Print Name Signature Date