Process for Handling Student Employee Issues

Supervisor of student employee encounters performance or eligibility issues

Hiring Unit

- The hiring unit handles student employee performance issues in accordance with departmental and university* policy.
- The hiring unit is responsible for ending a student’s assignment if the student loses eligibility for the student position.

Does the performance issue involve a violation of the university’s Institutional Rules?

The hiring unit must also consult the Dean of Students’ Office.

Does the employment action affect a Federal Work-Study award?

The hiring unit must also notify the Work-Study Office.

Does the employment action affect the student’s academic standing or status?

The hiring unit must also notify the student’s College or School.

* Consult university policy for TAs (HOP 9-2020), AIs (HOP 9-2010), and GRAs (HOP 9-2030).