

HURON UNIVERSITY COLLEGE

Research Assistants - Hiring Policy and Procedure

Approved by: Senior Leadership July 2010

APPLIES TO ALL FACULTY

Research Assistants: Policy and procedures for Hiring

Huron University College recognizes that some of the following procedures are captured in the grant application process -generally steps 1 through 3. Where this is the case, and requirements have been met and reviewed by the Dean in the application process, the Faculty Member/Grant Administrator will begin the hiring process with step 4.

The policy and procedures for hiring research assistants at Huron University College will be as follows:

- 1.) The faculty member requiring research assistance will notify his or her Dean that a “vacancy” exists and will request approval to fill it. The faculty member will submit a budget with the request for the position, including 15% in addition to the hourly wage calculation. The budget will indicate the source of funds to pay the research assistant.
- 2.) The Dean will consider the request and the budget and verify the source of funds.
- 3.) The Dean will either approve or turn down the request.
- 4.) The position will be advertized on the HUC website (at a minimum). The faculty member may request of the Dean a waiver of the requirement to advertize.
- 5.) The individual hired will be paid through the normal payroll practices. Under no circumstances is a faculty member to pay an Assistant and then seek reimbursement.
- 6.) The individual hired will receive an engagement letter signed by the faculty member and the Dean, disclosing the hours expected and all responsibilities of the position.
- 7.) Research Assistants are covered by all the standard HUC employment policies regarding conflict of interest, harassment & discrimination etc..