

Date: October 24, 2005
To: PhD Graduate Program Directors
JCGS Faculty
Ph.D. Students
From: Gerald B. Grunwald, Ph.D.
Senior Associate Dean, JCGS
Re: Policy on part-time work for full-time PhD students

Full-time PhD students receiving a stipend are currently permitted, under JCGS policy, to engage in part-time work above and beyond their graduate studies and research, with permission of their advisor and program director, and with the proviso that such work does not interfere with their studies and research. The JCGS Graduate Council recently reviewed and clarified this policy, and the revised policy governing such activities and the procedure to be followed is indicated below. All PhD students and their advisors are asked to review the below policy, and to take any steps necessary to ensure compliance in applicable situations. Please feel free to contact me at gerald.grunwald@jefferson.edu with any questions or comments regarding this policy.

POLICY

Fellowships are awarded to eligible full-time graduate students as a means of financial support for graduate study. Graduate study involves active participation in academic studies, as well as in laboratory research and teaching. The fellowship is contingent upon maintaining active, full-time status in good standing and ongoing participation in all aspects of the Ph.D. program on a daily basis.

Therefore, full-time doctoral students cannot, during the fellowship period, engage in any employment that would interfere with their academic requirements. It is the responsibility of the student to keep the advisor and the graduate program committee informed of any employment activities. Furthermore, any arrangements made under this policy must be reviewed at least annually between the student and their advisor and thesis committee, to confirm that such activity is not interfering with the student's academic progress.

To request permission for part-time employment, the student's advisor needs to send a letter to the appropriate graduate program director describing the nature of the part-time employment and confirming that this activity will not interfere with the student's academic requirements. The graduate program director needs to review the matter and send a letter to the Dean of the Graduate College with his/her recommendation. Part-time work arrangements should not be made prior to receipt of approval from the student's advisor, program director and the Dean.

In order to avoid potential conflicts of interest, students should not be employees of the same individual who serves as their thesis advisor. In addition, the nature of the part-time employment must be distinct, in time and scope, from the student's thesis research. Furthermore, for students supported by extramural funding, any part-time work arrangements must be consistent with the policies of the sponsoring agency.