

RAINS RESEARCH ASSISTANT PROGRAM

To: LMU Tenured & Full-Time Tenure-Track Faculty

From: Ernest Rose
Chief Academic Officer, Academic Affairs

Subject: Rains Research Assistant Funds Program

Date: **February 27, 2009**

The Rains Research Assistant Funds Program is intended to support faculty research by providing financial support for faculty to hire a student research assistant. This program is available to all tenured & tenure-track faculty. Faculty members on a leave of absence are not eligible. Faculty members on sabbatical must have their Dean designate an alternate supervisor if they are going to be out of the area to approve E-Time hours. All awards are restricted to a maximum of 120 hours for the academic year, including summer. Amounts that exceed the 120 hour limit will be paid for out of the School/College or department budget. All hours must be completed by the end of the academic year. Faculty are responsible for keeping track of their declining award balance and their student's declining balances. Questions regarding the Rains Program may be directed to Dale Steinbacher, Office of Faculty Support, at 310.258.5693 or by e-mail at dsteinbacher@lmu.edu.

Application Process

- Complete the Rains Faculty Application found under "Faculty Resources" on the CAO's website at <http://www.lmu.edu/Page40810.aspx>.
- Obtain the appropriate signatures from your department chair and dean.
- Submit completed application to Office of Faculty Support, Suite 4820, for CAO's approval.
- Upon approval, you will be notified by e-mail and sent a student application.
- Once you have selected a student, the student will complete the application and submit to the Office of Faculty Support, Suite 4820, for processing.
- The Office of Faculty Support will coordinate among the offices of Financial Aid, Payroll, and Student Employment Services to complete the student application process.
- The student will then receive an e-mail from SES letting them know that their application has been processed and they may begin working.

***Deadline Date:** RAINS applications for faculty for the 2009 – 2010 academic year will be due by Friday, April 24, 2009.

Office of Faculty Support
1 LMU Drive
University Hall, Suite 4820
Los Angeles, CA 90045

Phone: 310-258-5693
Fax: 310-338-1841
E-mail: dsteinbacher@lmu.edu

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**Rains Research Assistant Funds Program
Faculty Request 2009 - 2010 Academic Year**

Last name: _____ First name: _____

Department: _____ Office Extension: _____

Total Hours Being Requested: _____ (120 HOURS MAX PER YEAR, INCLUDING SUMMER)

Please indicate how your hours will be broken down for use:

Summer 2009: _____

Fall 2009: _____

Spring 2010: _____

Total: 120 (2009 – 2010 Academic Year)

All requests should be submitted to Academic Affairs (Ste. 4820) by:

Faculty submit by: Friday, April 24, 2009

Description of the work your student will be performing: (use additional paper if needed): Type or print legibly.

***Please be advised:** all faculty/administrators are responsible for keeping track of their declining award balances and their student’s declining award balances. **When the allocation runs out, the student must cease working immediately. Amounts which exceed the 120 hour limit will be paid for out of the School/College or department budget.** *Faculty members on a leave of absence will not be authorized RAINS students. *Faculty members on sabbatical must have their Dean designate an alternate supervisor if they are going to be out of the area to approve E-Time.

All RAINS hours for the 2009-2010 Academic Year must be completed by Saturday, May 15, 2010.

SCHOOL/COLLEGE APPROVAL:

Chair: _____ **Date:** _____

Dean: _____ **Date:** _____

APPROVED BY:

Chief Academic Officer, Ernest Rose

Signature: _____ **Date:** _____

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**FACULTY GUIDELINES FOR
RAINS RESEARCH ASSISTANTS
2009-2010**

Following are the established and approved guidelines for the use of student research assistants by tenured & tenure-track faculty:

1. Faculty are responsible for keeping track of their declining award balance and their student's declining hours.
2. The student hired must be **currently enrolled** in either an LMU graduate or undergraduate program during the academic year for which the request is made. Students being hired must apply every academic year. Students being hired for summer **MUST** be continuing their enrollment in the summer or fall semester, or, they will not be approved by the Financial Aid Office to work. All students working in the summer must submit an application for summer or they will not be paid. **Student summer hours expire on August 23rd.**
3. Salary: \$10 per hour for full-time undergraduates; \$12 per hour for graduate students.
4. Hiring the Student: Once the student has been chosen, the student will complete the application and submit it to the Office of Faculty Support for processing. The student application can be found on the CAO's website <http://www.lmu.edu/Page40810.aspx> listed under "Faculty Resources" The Office of Faculty Support will coordinate among the offices of Financial Aid, Payroll, and Student Employment Services to complete the student application process.

Please remember that students may NOT begin to work until the Office of Faculty Support has received clearance from the Financial Aid Office, usually within 72 hours of the application being submitted for processing.

5. E-Time, Student Payment System:
 - Faculty/administrative assistants are responsible for approving student E-time hours. All students must approve their hours in Etime in order to be paid. Please contact Student Employment Services for further information at 310-338-7606.
 - Processing E-time and paychecks will be managed through the Student Employment Services. **It is very important for you to keep track of the number of hours used** and also to ensure that E-time is submitted in accordance with the Student payroll schedule, so that the student can be paid in a timely manner. Any student submitting a paper timecard to payroll must be signed by their supervisor. Academic Affairs will **NOT** validate any timecards or approve any Etime for students.
 - Students who go over their award may have their financial aid award affected. Please check with the financial aid office for more information.

All supervisors (faculty/administrators) will be held accountable for any student who goes over their allotted hours. When the allocation runs out, the student must stop working immediately. Amounts that exceed the 120 hour limit will be paid for out of the School/College or department budget.