

	Type of worker / employment situation	Form to use for employee actions:	Additional Information:	Contact for questions:	Notes:
Student Worker (hourly)	Student Worker (paid hourly)	Student EDF (online sEDF)	limits of 19 hours/week; 999 hours per calendar year; current Undergraduate or Graduate Students	HR Business Operations	This is the only way to hire current CUA undergraduate students.
	Student Worker (Federal Work Study)	Contact the Center for Academic & Career Services	limits of 19 hours/week; 999 hours per calendar year	CACS / Financial Aid Office	Student eligible for Federal Work Study position
Current CUA Graduate Students	Grad Student: Teaching Assistant (TA) / Research Assistant (RA) / Teaching Fellowship (TF) / Merit Stipends	Grad Student google sheet (per semester)	Submitted each semester by the College/School/Department	Academic Contracts / Kevin Ball	1261 Contract FAQ
	Grad Student Scholarships	Scholarship Queries (per semester)	Submitted each semester by the College/School/Department	Academic Contracts / Kevin Ball	1261 Scholarship Manual
	Grad Student: SUMMER Course Instructor	Instructor google sheet (Summer semester ONLY)	Submitted each semester by the College/School/Department	Academic Contracts / Kevin Ball	
Lecturer / Part-time Faculty Members	Lecturer / Part-time Faculty (non-student; teaching a course)	Instructor google sheet (per semester)	Submitted each semester by the College/School/Department	Academic Contracts / Kevin Ball	1261 Contract FAQ <i>Note that full-time CUA staff employees who are also current grad students should be hired as "instructors"</i>
	Lecturer / Part-time Faculty (non-student; faculty duties not connected with a course)	Faculty Coordinator google sheet (per semester)	Submitted each semester by the College/School/Department	Academic Contracts / Kevin Ball	1261 Contract FAQ
Faculty Members	Full-time Faculty Member - Supplemental Faculty Appointment (stipend)	Full-time Faculty Supplemental google sheet (yearly)	Reviewed each year by the Dean of the College/School; Issued annually before the start of the Academic Year (August)	Academic Contracts / Kevin Ball	Department Chair or Dean; Coordinating a program
	Full-time Faculty Member - Faculty Appointment	Full-time Faculty Appointment google sheet (yearly)	Reviewed each year by the Dean of the College/School; Issued annually before the start of the Academic Year (August)	Academic Contracts / Kevin Ball	
	Full-time Faculty Member - faculty duties not connected to a course	Faculty Coordinator google sheet (per semester)	Submitted each semester by the College/School/Department	Academic Contracts / Kevin Ball	
	Full-time Faculty Member - SUMMER teaching	Instructor google sheet (Summer semester)	Submitted each summer by the College/School/Department; Compensation based upon yearly guidelines (2021 example) and adjusted due to enrollment	Academic Contracts / Kevin Ball / School of Professional Studies	
	Full-time Faculty Member - Research Funded Compensation	EDF form	Principal Investigator approval needed; then EDF routed to Academic Budget Office	Office of Research / Academic Budget Office	Example: Faculty member receiving funding from a grant to pay additional salary over the summer
	Full-time Faculty - NEW hire (new full-time appointment)	Please refer to the Faculty Hiring Process document and the Forms and Documents page		Academic Contracts / Kevin Ball	
Staff (Academic Area)	Temporary Employee (staff role, non-benefits eligible)	Staff Action Request Form	Limited to 28 hours/week and a calendar year maximum of 999 hours	Kaitlin Patella	
	New Staff hire (Full-Time or Part-Time)	Staff Action Request Form		Kaitlin Patella	
	Current Staff Employee - extra duties (temporary)	Staff Action Request Form	Must include begin/end dates for the temporary assignment; needs an EDF form	Kaitlin Patella	This would be for CUA staff who have a temporary appointment to perform additional job duties.
Non-Employee Compensation	Honorarium		Subject to CUA Honorarium policy	Procurement Office	Honoraria cannot be given to current CUA employees