

Dean's Fellowship Information Sheet

Dean's Fellows are employed in a variety of research capacities during the academic year. Following is information regarding compensation and processing requirements.

General Information

Dean's Fellows are compensated at the rate of \$12.00 per hour. An appointee who works 20 hours per week for the 14 week semester will earn \$3,360; \$6,720 for the academic year. Earnings are subject to federal and state tax withholding. Dean's Fellow awards are prorated for appointments made after the start of the semester based on actual start date and number of hours authorized. Payment is made in two installments; the first near the beginning of the semester, the second near the end (*except as noted for FWS appointments*).

Pay Schedule and Deadlines

	Forms Due	Pay Date
Fall		
1 st payment	9/12/08	9/30/08
2 nd payment	11/7/08	11/26/08
Spring		
1 st payment	1/12/09	1/30/09
2 nd payment	3/13/09	3/31/09

Appointments submitted after the deadline are processed for the next scheduled pay day.

The Dean's Fellow Appointment form should be completed by the professor, program administrator or department head and submitted to the Financial Aid Office *before* work begins.

Federal Work-Study

Students assigned to specified WCL administrative units and programs will be evaluated for employment under the Federal Work-Study program. Eligibility for receipt of federal financial aid is required. Payment is disbursed bi-weekly through the university payroll system for hours worked and submitted via electronic timesheet each pay period. Work-study earnings are considered a resource for meeting expenses for the academic year and are included in the financial aid award package. Check with the office for details.

Tax Withholding Requirement

Appropriate federal and state income tax withholding forms and an I-9 Employment Eligibility Verification form **must** be filed with the Payroll Office before payment can be made. If previously employed as a Dean's Fellow or Summer Research Assistant, you may only need to update your information. Employment verification can be completed in the WCL Finance Office; Room 370. You may contact them at 202-274-4060.

Foreign national students must report to the International Student Services (ISS) Office on main campus in order for work eligibility to be determined. Each student must also contact Simona Assenova, the Foreign National Tax Specialist in the Payroll Office, at 202-885-3506 to schedule an appointment to discuss tax documents. Appointments can also be made through **my.american.edu**; Employment\FNM.

Employment should not begin until all Payroll requirements are satisfied.

Contact the Financial Aid Office at (202) 274-4040 if you have questions.



DEAN'S FELLOW APPOINTMENT FORM

Faculty _____ Clinic _____ Department _____ Program _____
(Check appointment type above and enter name of individual/employing unit below.)

Name of Professor, Program or Department: Enter professor's name below only if the student is working as the professor's personal Dean's Fellow, otherwise enter specific Clinic, Department or Program name for which hours have been allotted by the Dean.

Student: _____ 1L (part-time only) – 2L – 3L – 4L – LLM (<i>circle one</i>) AU ID: _____ <i>Appointment Period: (Check Only One)</i> <input type="checkbox"/> Full Year <input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only Start Date _____ (mm/dd) Hours per Week _____ (exact numbers only)
Student: _____ 1L (part-time only) – 2L – 3L – 4L – LLM (<i>circle one</i>) AU ID: _____ <i>Appointment Period: (Check Only One)</i> <input type="checkbox"/> Full Year <input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only Start Date _____ (mm/dd) Hours per Week _____ (exact numbers only)
Student: _____ 1L (part-time only) – 2L – 3L – 4L – LLM (<i>circle one</i>) AU ID: _____ <i>Appointment Period: (Check Only One)</i> <input type="checkbox"/> Full Year <input type="checkbox"/> Fall Only <input type="checkbox"/> Spring Only Start Date _____ (mm/dd) Hours per Week _____ (exact numbers only)

Name of Faculty/Program Administrator _____
Please Print

Signature *Date*

Note: Appointments in excess of authorized limits must be approved by the Dean and notice received by Financial Aid before processing can begin.

Submission Deadline: Fall -	1st Payment - September 12	Pay Day – 9/30/08
	2nd Payment - November 7	Pay Day – 11/26/08
Submission Deadline: Spring -	1st Payment - January 12	Pay Day – 1/ 30/09
	2nd Payment - March 13	Pay Day – 3/31/09

RETURN TO: FINANCIAL AID OFFICE, SUITE 505 - PHONE (202) 274-4040 FAX (202) 274-4107