

# Dean's Fellowship Information Sheet

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

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## 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*).

<u>Pay Schedule and Deadlines</u>		
Fall	Forms Due	Pay Day
1 <sup>st</sup> Payment	9/08/09	9/30/09
2 <sup>nd</sup> Payment	11/2/09	11/30/09
Spring		
1 <sup>st</sup> Payment	1/11/10	1/29/10
2 <sup>nd</sup> Payment	3/8/10	3/31/10

Appointments received 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 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](http://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**  
*(For the academic period August through May)*

Indicate Appointment Type: Faculty \_\_\_ Clinic \_\_\_ Department \_\_\_ Program \_\_\_

Name of Hiring Professor, Program or Department \_\_\_\_\_  
*(Enter faculty name only if student is assigned as personal Dean's Fellow, otherwise enter name of unit for which hours are allotted.)*

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

Name of Faculty/Program Administrator \_\_\_\_\_  
*Please Print*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Note: Notice of approval of hours in excess of authorized limits must be received by the Financial Aid Office before processing can begin.**

Submission Deadline: Fall -	1 <sup>st</sup> Payment - September 8	Pay Day - 9/30/09
	2 <sup>nd</sup> Payment - November 2	Pay Day - 11/30/09
Submission Deadline: Spring -	1 <sup>st</sup> Payment - January 11	Pay Day - 1/ 29/10
	2 <sup>nd</sup> Payment - March 8	Pay Day - 3/31/10