

Part A: To be completed by Student

Name: _____ X #: _____ (do not list SSN)

E-Mail: _____@stjohns.edu

Preferred E-Mail (if different): _____

Have you worked as a Research Assistant in the past? If so, when? _____

I acknowledge receiving, reading, and understanding the terms of employment set forth on the reverse of this application.

Signature Date: _____

Part B: To be completed by Supervising Professor

Print name: _____ Extension: _____

I recommend appointment of the above-named student as a Dean's Fellow. I grant library copying and proxy borrowing privileges (to the professor: contact Astrid Emel in the Law Library if you do not want your Dean's Fellow to have these privileges).

Signature Date: _____

Part C: To be completed by the Career Development Office

Effective date of action: _____ End date: _____ Reviewed by: _____

Part D: To be completed by the Associate Dean for Career Development

I approve the appointment of this student as a Dean's Fellow in the School of Law.

Associate Dean for Career Development Date: _____ EPCF Approval

FOR OFFICE USE ONLY:

EPCF created _____
 Email sent to student _____



Dean's Fellow Program

Duties

Supervising faculty members set the duties and responsibilities of their Dean's Fellow's. In general, it is expected that Dean's Fellows will engage in substantive work that supports the academic and scholarly life of the School of Law.

Eligibility

The Dean's Fellows Program is designed to provide graduates with research, writing and other valuable experience while working under the direction of a St. John's School of Law professor or administrator. The majority of the assignments are as research or teaching assistants. Fellows receive \$13 per hour. Most assignments have a maximum of 50 hours per month. However, faculty members may request additional hours. The anticipated time frame for the program is October until March, although this could be extended on a case by case basis.

Compensation

Dean's Fellows are currently paid \$13 per hour. There are no fringe benefits or tuition remission for this position.

Application Procedure

1. Supervising faculty selects the candidate. Positions need not be advertised, although faculty are encouraged to list open Dean's Fellow positions with the Career Development Office.
2. Candidate picks up an application form from the Career Development Office or downloads it from the Online Student Center, completes Part A, and gives it to the professor to complete Part B. Candidate returns the form to the Career Development Office.
3. Career Development Office reviews and signs the application (Part C) and prepares Human Resources online form.
4. The Associate Dean for Career Development reviews and signs the application (Part D) and online EPCF approval.
5. Candidate will be notified by Human Resources via St. John's University email to report to HR with the proper paperwork before the start of employment or on the first day of work.
6. HR will give clearance to begin work via St. John's email. Candidate may not begin work until after this process is complete.

Continued Eligibility

At the time of hire, the presumptive end date of the assistantship will be specified. However, Dean's Fellow are at-will employees who may be terminated, with or without cause, by the supervising faculty member at any time.

Candidates may not begin work until after the entire hiring process has been completed with Human Resources.
Only Human Resources can give clearance to begin work.