



GSD Non-Faculty Academic Appointments: Policies and Procedures

New graduates and other non-student academic employees are hired through the Faculty Affairs office. This document contains essential information for any faculty member hoping to hire a GSD grad, and/or those currently employing students who are soon to graduate.

GSD's comprehensive policies related to appointing and hiring for non-faculty academic positions may be found in the [Non-Faculty Academic Appointments Handbook](#).

Consider the following prior to offering post-graduate employment:

- New graduates are treated as new hires, even if the graduate will continue to work on a project initiated while they were a student. The rules are not specific to GSD; we follow university, state, and federal policies as applicable. You are responsible for ensuring there is a clear transition for your research assistant from the student payroll to an employee payroll.
- [Tim Hoffman](#), Faculty Affairs Administrator, is the contact person for hiring academic workers (research assistants, research associates, post docs) who are not current students and not faculty. Those who have been student RAs will no longer file paperwork and timesheets in the Academic Business Office, and Pilar Raynor Jordan, who manages student payroll, will no longer be the appropriate point of contact.
- **Please remind your employee(s) to not continue working/logging hours once they graduate, unless and until hire paperwork is completed and processed, including confirmation of funding. 60-90 days lead time prior to the job start date is needed to complete an academic hire if a visa is required, and at least 30 days for all other hires.**
- Most graduates receive NFA (non-faculty academic) appointments as Research Associates, and are paid on the monthly academic payroll. These employees work either full- or part-time, with a monthly salary, and do not report hours.
- Occasionally, new graduates may continue working on a short-term basis (up to 90 days) on a weekly payroll with an hourly rate. As an exception, they may be approved to work for a longer period, if they work less than half time (14 hours/week).
- With all job types there may be other complicating factors such as visa requirements or budget constraints. **To avoid problems, it is critically important that you consult us before making an offer of employment, ESPECIALLY IF YOUR RA WILL BE WORKING ON AN Optional Practical Training (OPT) VISA.** Questions regarding availability of funding may be referred to [Kathy Cox](#) in GSD Finance.
- The hire forms for NFA appointments and temporary/short-term employment are on the [Faculty Affairs webpage](#) under 'GSD Faculty Affairs Forms'. Please note that these forms should be completed by the hiring manager (you, the faculty member, or an administrator/designate), not by the prospective employee. Please consult Tim with any questions.
- If you are considering hiring a research associate from outside GSD for academic work/research support, the above policies also apply, and you should contact [Tim](#) about how to structure the job **prior** to making a specific offer of employment.

Contact Tim Hoffman, Faculty Affairs Administrator, with questions. thoffman@gsd.harvard.edu