

SCHOOL POLICY

Section Title: Academic Matters

Policy Name: Outside Employment for PhD in Public Health Students

Responsible Executive: Director of Doctoral Studies

Responsible Office: Office of the Registrar

Originally Adopted: 07/28/2021

Revisions:

I. PURPOSE

This policy defines the limitations and expectations regarding employment for PhD in Public Health students in the Rutgers School of Public Health.

II. ACCOUNTABILITY

The Office of Doctoral Studies is responsible for implementing this policy under the general direction of the Director of Doctoral Studies with support from the Office of Research and the Office of Business and Finance.

III. APPLICABILITY

All matriculated PhD in Public Health students are expected to be fully engaged in research with their academic advisor or another School of Public Health faculty member that contributes to their doctoral research. In addition, matriculated PhD in Public Health students enrolled Fall 2018 and after must be registered full-time every fall and spring semester, unless an exemption is requested and approved.

i. Types of PhD in Public Health student appointments (funded)

The School of Public Health has three types of funded appointments that support PhD in Public Health student training. These three types include, but are not limited to:

- 21st Century Pre-Doctoral Fellow [funded by the School of Public Health];
- Graduate Student Research Assistant [funded through academic advisor's research or other means]; and
- NRSA Fellow/Trainee [such as funded through NIH F31 or T32 grant].

ii. Full-Time Employment Status

All PhD in Public Health students in receipt of funding support via an assistantship, fellowship or traineeship for stipend, wages or tuition remission (see types of student appointment above) funded by the School/University, their academic department or research grants are appointed full-time (appointment duties equal 20 hours per week).

iii. Outside or Additional Employment (applies to students enrolled Fall 2021 and after)

PhD in Public Health students in receipt of funding support may only engage in additional part-time employment up to 10 hours weekly and on annual basis (either within the University or outside of the University) with prior approval from the Director of Doctoral Studies, the Department Chair/Concentration Director, the Academic Advisor and the Rutgers School of Graduate Studies. (Students should not accept paid positions without this prior approval.) Other full-time employment (35 or more

hours) is not permitted. International students should consult with the Rutgers Office of Global Affairs regarding visa requirements in terms of employment.

iv. Outside or Additional Employment for Advanced PhD in Public Health Students with Funding

Advanced PhD in Public Health students may request approval to work more than the 10 hours weekly (either within the University or outside of the University) with prior approval from the Director of Doctoral Studies, the Department Chair/Concentration Director, the Academic Advisor and the School of Graduate Studies. However, approvals will only be considered if it can be determined that the student is able to maintain satisfactory academic progress. Other full-time employment (35 or more hours) is not permitted. International students should consult with the Rutgers Office of Global Affairs regarding visa requirements in terms of employment.

v. Outside or Additional Employment for Advanced PhD in Public Health Students Without Funding

Advanced PhD in Public Health students without funding are not restricted from part-time or full-time employment. However, all PhD in Public Health students must maintain satisfactory academic progress. International students should consult with the Rutgers Office of Global Affairs regarding visa requirements in terms of employment.

IV. DEFINITIONS

- i. "Advanced PhD in Public Health Student" is a PhD in Public Health students who has passed their qualifying examination and are actively working on their dissertation research.