

Faculty-Student Research Collaboration

Guidelines and Expectations

The following expectations and guidelines apply to all faculty and students participating in collaborative research projects at Gustavus.

Important Dates

- Summer research work runs from May 15 through August 14.
- The College is closed for the following holidays during the summer months. For 2025:
 - May 26th (Memorial Day)
 - June 19th (Juneteenth)
 - July 4th (Independence Day)

Compensation

Summer Compensation

Faculty

- Faculty mentors being compensated via an internal grant will receive a stipend for up to 10 weeks of research mentorship between May 15 and August 14.
 - Internal grants include: [FYRE](#), [SEAR](#), [Presidential](#), Johnson-Peterson, endowments
- Faculty mentors being compensated via an external grant/contract may have a different compensation model governed by the parameters of the funder.
- A faculty member's total compensation for summer work (between May 15 and August 14) should not exceed three months equivalent of their annual base salary.

Students

- Student researchers may be compensated at an hourly rate for a maximum of 40 hours per week for up to 10 weeks.
- Payment will be processed based on submitted timesheets approved by the faculty mentor. (Payment schedule: biweekly payment in summer; monthly in academic year)
- Student employees should not work in excess of 40 hours per week for all campus jobs combined.
- Student employees should not work on holidays when the College is closed.
- Hourly pay rate and summer employment forms may be found on the [Summer Student Research Employment website](#).

- Students may either receive academic credit or be paid an hourly rate for research work at Gustavus during the summer. They may not receive both from Gustavus, as mandated by federal law.

Academic Year Compensation

Faculty

- Faculty compensation for student-faculty research collaboration during the academic year is outlined in the Faculty Student Research Compensation Policy (forthcoming).

Students

- Students may either receive academic credit or an hourly rate for research work during the academic year. They may not receive both, as mandated by federal law.
- Students earning academic credit for student-faculty research collaboration should follow guidance for [Signature Experiences](#).
- Hourly pay rates for research during the academic year may be found on the [Academic Year Student Research](#) or by contacting Sarah Peterson (speterson@gustavus.edu) in the Research and Sponsored Programs Office.

Responsibilities

Faculty Expectations

Faculty mentors participating in the summer collaborative research program are expected to:

Mentorship and Supervision: Provide regular guidance, mentorship, and supervision to student researchers. This includes:

- Meeting regularly and consistently with the student to discuss progress, address challenges, and provide feedback.
 - The faculty member and student are expected to meet for a minimum of 2 hours per week for the project's duration. The meeting expectation is not required to be contiguous.
- Assisting the student in developing research skills, such as literature review, data collection, analysis, and presentation.
- Providing constructive criticism and feedback on the student's work.

Budget Management: Effectively manage the project budget, including:

- Ensuring the project stays within its approved operating budget.
- Verifying and approving hours for student workers in a timely manner.
- Complying with college and grant policies related to spending.
- Concluding all internal grant spending by January 31.

Project Management: Effectively manage the research project, including:

- Developing a clear research plan with defined goals and timelines.
- Ensuring access to necessary resources, including equipment, software, and library materials.
- Monitoring the project's progress and making adjustments as needed.

Communication: Maintain open and consistent communication with the student researcher, including:

- Responding promptly to student inquiries.
- Providing timely feedback on submitted work.
- Communicating any changes in the project timeline or scope.

Compliance: Adhere to [all college policies](#) and procedures related to research, including [Responsible Conduct of Research](#), data management, [lab safety](#), [technology](#), security, and intellectual property.

Reporting: Comply with all reporting expectations related to research collaboration, including:

- Submitting reports requested by internal or external grant funders on time.
- Providing progress reports to the Director of Undergraduate Research upon request.

Student Expectations

Student researchers participating in the summer collaborative research program are expected to uphold the following standards:

Professionalism: Maintain professional conduct at all times, including:

- Reporting to work and meetings on time.
 - The faculty member and student are expected to meet for a minimum of 2 hours per week for the project's duration. The meeting expectation is not required to be contiguous.
- Meeting deadlines established by the faculty mentor.
- Communicating clearly and respectfully with the faculty mentor and other research team members.
- Adhering to the college's code of conduct.

Work Ethic: Demonstrate a strong work ethic, including:

- Engaging actively in the research project.
- Seeking guidance and feedback proactively.
- Completing assigned tasks diligently and to the best of their ability.

Communication: Maintain regular and proactive communication with the faculty mentor, including:

- Providing progress updates.
- Seeking clarification on any questions or concerns.
- Reporting any challenges or obstacles encountered.

Time Management: Manage their time effectively to meet project deadlines and fulfill their research responsibilities.

Compliance: Adhere to [all college policies](#) and procedures related to research, including [Responsible Conduct of Research](#), data management, [lab safety](#), [technology](#), security, and intellectual property.

Enforcement

Failure to adhere to the expectations outlined in this policy may result in consequences, including but not limited to, reduction or loss of stipend for faculty, and termination of research appointment for students. Any concerns regarding compliance with this policy should be directed to the Provost's Office.