

Employment Guidelines for On Campus Graduate and Professional Students

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The priorities of Peabody College are for students to be successful in their academic programs and to maintain a healthy work-life balance. To support these priorities, please follow the guidelines and procedures below in regard to maximum number of hours per week for which on campus graduate and professional students may be employed.

PhD Students (Graduate)

PhD students who have not yet achieved doctoral candidacy may be employed for up to 20 hours per week (29.5 in the summer, provided no courses are taken). PhD students who have achieved doctoral candidacy may work up to 29.5 hours per week in the fall or spring with the approval of their advisor, Director of Graduate Studies, and the Peabody Dean's Office.

EdD Students (Professional)

Because students enrolled in the weekend Ed.D. program of the Department of Leadership, Policy, and Organizations (LPO) take only six credit hours per semester, they may work full time at Vanderbilt University or elsewhere. No prior approval from the Peabody Dean's Office is required.

Master's Students (Professional)

Master's students (M.Ed. or M.P.P.) may be employed for up to 20 hours per week during the academic year. Master's students may work up to an additional 9.5 hours per week (29.5 hours total) if the work is supported by sponsored funding sources (i.e .grants and contracts) with the approval of their advisor, program director, department, and the Peabody Dean's Office. In an effort to extend Peabody employment opportunities to as many students as possible, 20 hours per week is the maximum for master's students employed through non-sponsored funding sources.

Please see the college guidelines on classification and compensation, **Professional Student Employment Classification and Compensation**, to determine the correct job title and compensation rate for professional students.