



Academic Student Employee Hiring Guidelines

Faculty Affairs Office

The hiring of Academic Student Employees (**Teaching Associates, Graduate Assistants, and Instructional Student Assistants**) is regulated by the articles of the Collective Bargaining Agreement as agreed upon by the CSU and the UAW (Bargaining Unit 11). The current CBA covers the period of June 24, 2005 through September 30, 2008 and may be accessed at: http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/uaw_contract_2005-08.pdf. In hiring TAs, GAs and ISAs, additional care must be taken to ensure that Agreement articles related to appointment and notice, as well as CSU System-wide Classification and Qualification Standards are upheld.

Work Assignments & Salary

According to CSU Qualification & Classification Standards, there are three types of Academic Student Employees (ASE's): Teaching Associates (TA's), Graduate Assistants (GA's), and Instructional Student Assistants (ISA's). All Academic Student Employees must be enrolled in a degree seeking program at California State University Channel Islands. Teaching Associates and Graduate Assistants are to be employed within the Programs in which they are seeking a Graduate degree. These classifications differ from traditional Student Assistants in that the nature of work ASE's are expected to perform is in the areas of grading, tutoring or teaching either directly or in support of faculty. Traditional Student Assistants (not ASE's) perform other duties including clerical, technical, custodial, laborer or other work as assigned.

- **Teaching Associates** are given work assignments that primarily involve classroom and laboratory instruction. Responsibility for preparing course materials and administering the course is vested in the TA under the direct supervision of a faculty member.
- **Graduate Assistants** provide non-teaching assistance to faculty members with work assignments that may involve supervising students, research for a supervising faculty member, and the evaluation of student work and examinations.
- **Instructional Student Assistants** have working assignments that may involve tutoring, advising, and/or grading.

Salary

- TAs, GAs, and ISAs may be hired at any salary within the appropriate range on the salary schedule
- Reappointment of TAs, GAs, and ISAs within the same department must be at the same salary as their previous appointment or above
- Salaries of GA's and ISA's may be funded traditionally or through the federal work study program.
- AY TA's are salaried positions and receive six pay warrants for each semester assignment.
- GA's are paid for hours worked and receive five pay warrants for each semester appointment (Fall: Sept, Oct, Nov, Dec, Jan; Spring: Feb, Mar, Apr, May, Jun), and submit timesheets (634's) on a monthly basis substantiating the hours worked as indicated on their appointment letters.
- ISA's are positive pay positions, paid for hours worked. ISA's receive their pay warrants on the "Payday for Students, Hourly/Intermittent, Overtime, Shift, Stipend, and Special Pay" dates as noted on the University Payroll Calendar, usually the 15th day of the month.

Hiring Academic Student Employees

The university is required by the Unit 11 Collective Bargaining Agreement to advertise open positions for Teaching Associates, Graduate Assistants, and Instructional Student Assistants when they become available. Open hire positions are those positions available for currently enrolled or admitted students and are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The hiring program should contact Faculty Affairs for information/instructions on posting online positions at 437-8876. Programs may, when necessary, make emergency appointments. An emergency

appointment is one in which the beginning of the appointment period must begin less than a week after the position is posted.

All position postings should contain the following information:

- An employment non-discrimination statement (included as part of the online or paper application)
- A general description of the duties performed by each of the classifications covered by the agreement.
- The minimum and required qualifications by classification as established by and at the sole discretion of the University.
- Application procedures or hiring unit contact person for bargaining unit positions.
- Hiring criteria for each classification.
- Percentage or number of hours of appointment, when known.
- Deadlines for application or review begins on date

Unit 11 position description templates are available on the Faculty Affairs website at <http://www.csuci.edu/academics/faculty/facultyaffairs/students.htm>. Hiring programs are expected to contact Faculty Affairs via e-mail when a position has been filled so that the position(s) may be removed from the online system.

Classifications & Hiring Ranges

Graduate Assistants and Teaching Associates

Classification Title	Job Code	Salary Range Minimum	Salary Range Maximum
Teaching Associate – AY	2354	\$1,856	\$4,362
Teaching Associate – Monthly/12 Month	2353	\$2,103	\$5,008
Graduate Assistant – AY	2355	\$1,774	\$2,514
Graduate Assistant – Monthly/Hourly	2325	\$1,774 / \$10.23 Hr.	\$2,789/ \$16.09 Hr.
Graduate Assistant – Federal Work Study	2326	\$1,774/ \$10.23 Hr.	\$2,789/ \$16.09 Hr.

Instructional Student Assistants

Classification Title	Job Code	Salary Range Minimum	Salary Range Maximum
Instructional Student Assistant	1150	\$10.00	\$16.42
Instructional Student Assistant–Work Study	1151	\$10.00	\$16.42

- Programs must coordinate Work Study appointments with the Financial Aid Office.
- Salary Minimum and Maximum figures are as of October 1, 2007.

Separations & Terminations

If an Academic Student Employee declines or resigns from an appointment, the employee should submit a written letter stating that they decline the appointment or resign from the position (an effective date must be included).

- ✓ Teaching Associates: Teaching Associate positions are for a specific period. Hiring programs should notify Faculty Affairs of any TA's not returning for the subsequent semester.
- ✓ Graduate Assistants: Graduate Assistants positions are for a specific period. Hiring programs should notify Faculty Affairs of any GA's not returning for the subsequent semester.
- ✓ Instructional Student Assistants: Instructional Student Assistants are hired with an effective start and end date.

If an Academic Student Employee fails to perform his or her duties in fulfillment of the appointment, the hiring department or supervisor should consult with Faculty Affairs.

Appointment Letters, Conditions of Appointment & Evaluation

Per the Collective Bargaining Agreement, no employee shall be deemed appointed in the absence of an official written notification and the bargaining unit employee's acceptance within the timelines established by the notification. Each hiring program is responsible for completing the appropriate paperwork to hire Instructional Student Assistants and the timely submission to Human Resources Programs. Each ISA must complete the sign-in process with Human Resources Programs prior to reporting for work. Human Resources Programs will generate appointment letters for Instructional Student Assistants. The Unit 11 Collective Bargaining Agreement stipulates that in addition to an appointment letter, each Academic Student Employee is to receive documentation that outlines the employee's specific duties of appointment. Hiring programs are responsible for completing Position Descriptions for Instructional Student Assistants. Templates are located on the Faculty Affairs website at: <http://www.csuci.edu/academics/faculty/facultyaffairs/students.htm>

Position Description templates for all Teaching Associates and Graduate Assistants are located on the Faculty Affairs website at <http://www.csuci.edu/academics/faculty/facultyaffairs/students.htm> and must be completed and submitted to Faculty Affairs for approval prior to posting positions online. Faculty Affairs will assist the hiring program with access to the online hiring system and postings. Once the hiring program has reviewed the online applicants, Program Chairs or the appropriate supervisor will submit a recommendation form (located on the Faculty Affairs website at): <http://www.csuci.edu/academics/faculty/facultyaffairs/documents/hrforms/Recommendation%20for%20Lecturer%20Appointments%20v2009.05.11.doc> and Faculty Affairs will generate the appropriate appointment letter.

Conditions of Appointment

- Appointment of **Teaching Associates and Graduate Assistants** for a single term is **not** conditional based on budget and/or enrollment.
- Subsequent appointments for a single term, on a semester by semester basis, are also not conditional based on budget and/or enrollment.
- Appointment of **Teaching Associates and Graduate Assistants** for a multi-term appointment is not conditional based on budget and/or enrollment for the first term, but subsequent terms **are** conditional based on budget and/or enrollment.
- **Teaching Associates and Graduate Assistants** must be offered equal compensation or an equal assignment in the event that classes they were scheduled to teach are cancelled.
- **Instructional Student Assistants** are appointed conditionally based on budget and/or enrollment, even if appointed for a single term.

Evaluation of Academic Student Employees:

The evaluation of Academic Student Employees is governed by Article 8 of the Collective Bargaining Agreement (http://www.calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/Article_8.shtml) and is defined as a faculty member's or supervisor's written assessment of an Academic Student Employee's performance.

If an employment evaluation is to take place, the employing program or hiring unit must communicate, in writing (see above), the evaluation criteria, schedule and procedures for written employment evaluations to the employee (or upon request to the Union) within the first fourteen (14) days of the appointment period.

Restrictions on Total Employment

Academic Student Employees (TA's, GA's, and ISA's) may **not** be concurrently employed in a **non-student classification** (i.e., Lecturer, Substitute, Special Consultant, Extended Learning Instructor, or Staff position).

- **Graduate Assistant Employment Policy:**

Graduate Assistants are limited to a maximum of **20 hours per week of total employment while the student is enrolled in classes**. Graduate Assistants employed for less than 20 hours per week may be appointed concurrently in another **student classification** up to a combined total of approximately 20 hours per week.

- **Teaching Associate Employment Policy:**

Teaching Associates must be appointed **less than full-time, up to a maximum of 14.8 units, while the student is enrolled in classes**. Teaching Associates appointed half-time or more may **not** be appointed concurrently in another classification. Teaching Associates appointed for less than half-time may be appointed concurrently in another student classification, up to a **combined total of approximately 20 hours per week**.

- **Instructional Student Assistant Employment Policy:**

Instructional Student Assistants are limited to a maximum of **20 hours per week of total employment while the student is enrolled in classes**. Instructional Student Assistants employed for less than 20 hours per week may be appointed concurrently in another **student classification** up to a combined total of approximately 20 hours per week.

Sign-In:

All new Academic Student Employees must complete the Sign-In Process at Human Resources Programs located in Solano Hall **before** they can begin working.

Additional information on academic student employee positions may be obtained by reviewing the CSU Classification Standards for Unit 11 positions as available at:
<http://www.calstate.edu/HRAdm/Classification/index.shtml>.