

INDIVIDUAL CONTRACT FOR STUDENT ACADEMIC APPOINTEE

Indiana University values its relationship with its Student Academic Appointees (SAAs) and the SAAs' contributions to the university's educational and research missions. SAAs perform a range of important responsibilities under supervision, as appropriate for their roles, and each SAA, as part of their role, has the opportunity to further their education.

(Name) _____ (hereafter "Appointee")

(University ID) _____ requests appointment as

(Title) _____ in

(Department/School) _____

of Indiana University, Bloomington Campus, under the following terms and conditions.

APPOINTEE AGREES WITH AND UNDERSTANDS THE FOLLOWING TERMS:

I. Period of Appointment (subject to additional terms below):

- 12-month, _____ (mm/dd/yy)- _____ (mm/dd/yy)
- Academic Year, 20____ - 20____
- Fall Semester, 20____
- Spring Semester, 20____
- Summer Semester 20____

II. Graduate Work-Study Program (school to check applicable boxes):

- This appointment is partially funded by the Federal Graduate Work-Study Program.
- Other (specify exact dates): _____
- No Work-Study funds are involved.

III. Remuneration/Stipend:

The stipend (taxable) for the above period will be \$_____. It will be paid in equal installments. The appointee will be expected to work _____ hours per week, (_____% FTE). Appointments less or greater than 50% FTE (full-time equivalent) must have prior approval of the Vice Provost for Faculty and Academic Affairs. SAAs will not receive pay for any timeframe during the semester in which they willfully decline to perform their work responsibilities or otherwise engage in unprofessional conduct inconsistent with or inappropriate for their role.

IV. Enrollment (school to check applicable boxes):

- Appointment must be at or greater than 37.5% FTE (15 hours of responsibilities per week) and requires enrollment in 6 credit hours/semester, or G901 if eligible/required.
- Appointment for summer must be at or greater than 37.5% FTE (15 hours of responsibilities per week) and requires no course enrollment.

List any additional Departmental/School enrollment requirements here: _____

V. Tuition and Fees Remission:

For Associate Instructors, Research Assistants, Graduate Assistants, Faculty Assistants, and Resident Assistants performing teaching or research activities, if on appointment at 50% (20 hours of responsibilities/week) or greater FTE, the individual must receive a full tuition remission. Tuition remission awards also cover mandatory and course-specific fees, G901, and international fees.

School to check applicable portion. A tuition remission has been awarded for:

- Semester I _____ cr. hrs.
- Semester II _____ cr. hrs.
- Summer _____ cr. hrs.

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Tuition remissions may be awarded for a maximum of 30 hours per 12-month period beginning with the start of the fall semester with, at most, 12 credit hours in any semester or combined summer session.

VI. Discretionary Tuition Remission:

Associate Instructors, Research Assistants, Graduate Assistants, Faculty Assistants, and Resident Assistants performing teaching or research activities may be awarded tuition remissions at departmental discretion for appointments less than 50% FTE. Appointments of less than .50 FTE must have prior approval of the Vice Provost for Faculty and Academic Affairs.

Department or School to check applicable portion:

- Semester I _____ cr. hrs.
- Semester II _____ cr. hrs.
- Summer _____ cr. hrs.

Tuition remissions may be awarded for a maximum of 30 hours per 12-month period beginning with the start of the fall semester with, at most, 12 hours in any semester or combined summer session. Tuition remission awards also cover mandatory and course specific fees, G901, and international fees.

VII. Insurance:

Appointee will be enrolled, at no cost to Appointee, in the mandatory Student Academic Appointee Health Insurance Plan (hereafter "Plan") once their assistantship is initiated and approved in HRMS. Appointee individual coverage becomes effective on the first day of active work as an eligible appointee. Appointee may enroll their dependent(s), as defined in the Plan, for an additional cost.

VIII. Withholding Exemptions Certificate & Direct Deposit:

If this is an initial appointment, Appointee must complete a withholding certificate, sign it, and send it to the Controller's Office. (If none is sent, "0" exemptions for tax purposes will be assumed.) Appointee will utilize direct deposit.

IX. Eligibility for Reappointment:

Eligibility for reappointment will be limited to _____ additional years. Eligibility, in itself, does not constitute any commitment of continued or future employment with the University, nor does it constitute any commitment on the part of the University to offer reappointment. Prerequisites for any appointment or reappointment(s) include satisfactory discharge of responsibilities in previous appointments, conformity to University policies during previous appointments, including compliance with the Code of Academic Ethics, as well as conducting instruction as scheduled, reporting grades in a timely manner consistent with the syllabus and campus deadlines, and recording and storing grade information using methods consistent with the University's IT and data privacy policies and consistent with a school's supervisory and training plan. SAAs funded by external grants may be subject to additional regulations for funding specified by those funding agencies. The potential for reappointment depends on Appointee fulfilling their job responsibilities successfully and in a timely manner and satisfactorily meeting all instructional responsibilities.

X. Responsibilities Assigned:

Responsibilities: The school or department will specify below the general responsibilities of the appointment by checking applicable boxes below and should add additional detail, as needed, to this form to describe the work assignment. Further work assignment detail may be provided in a separate document, as needed.

- Grading
- Submitting Grades using school-designated software
- Leading Discussion or Lab
- All Responsibility for Course (list section and number): _____
- Research
- Administrative Responsibilities (explain): _____

- Other responsibilities (explain): _____

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XI. Policies and Procedures:

Appointee acknowledges that they will adhere to the terms of this Agreement and will follow IU policies and procedures. SAAs funded by external grants also acknowledge that they will follow any policies set by the funding agency. Appointee acknowledges that failure to adhere to these provisions subjects Appointee, following receipt of a counseling or warning, to termination of appointment and all associated benefits (i.e., health insurance, tuition remission), consistent with the provisions of the Graduate Student Academic Appointees Guide, Bloomington Campus (“Guide”). Consistent with the Guide, this may include employment termination within the semester. It is the responsibility of Appointee to request, review, and be familiar with policies on instructional matters, the Code of Academic Ethics, applicable information technology policies, and grievance and termination procedures, as well as all policy references in the Student Academic Appointees Guide. Because the responsibilities of Appointee generally put them in close contact with students, as denoted in university policy UA-03, Appointee is designated as a responsible person for reporting for purposes of university policy UA-03 (Title IX responsibilities) and is required to complete Title IX/Sexual Misconduct training. The **Graduate Student Academic Appointees Guide**, which contains a summary of some of the applicable policies, may be viewed at <https://vpfaa.indiana.edu/doc/graduate-student-academic-appointees-guide.pdf>.

XII. Approval of VPFAA:

Appointment under this agreement is subject to the final approval of the Vice Provost for Faculty and Academic Affairs and requires satisfactory fulfillment of responsibilities in any prior SAA appointment(s). For first-time appointees, appointment is also subject to Appointee furnishing the federally required documentation evidencing U.S. citizenship, permanent resident status, or authorized employment status (entitled to work in the United States for the period of the above appointment). Appointee understands that their role with Indiana University has specific responsibilities that they must meet. The appointment is subject to termination by the department chairperson or dean or Provost for serious failure in assigned responsibilities or for conduct at severe variance with that normally expected of an individual having work responsibilities for the University.

XIII. School Supervisory Plan for Associate Instructors:

The Bloomington Faculty Council policy requires that all Associate Instructors receive teacher training, supervision and development. Deans are charged with the responsibility for ensuring that all SAAs with instructional responsibilities in their units receive training and mentoring and that they are appropriately supervised. The Appointee’s dean has the authority to prepare a supervisory and training plan for Appointee, which may include additional requirements beyond those enumerated above. Any such additional requirements are listed below (or are attached to this document and incorporated by reference). Appointee indicates by their signature on this document that they have received a copy of their dean’s supervisory and training plan (if provided) and agrees to the terms.

Additional Requirements:

APPOINTEE & UNIT/DEPARTMENT HEAD SIGNATURES:

Appointee has read and understands the terms of this Appointment.

Appointee Signature: _____ Date: _____

Unit/Department Head Signature: _____ Date: _____

These forms are available at: <https://vpfaa.indiana.edu/doc/application-agreement-for-student-academic-appointee.pdf>.
The original signed copy should be given to Appointee, a signed copy should be retained by the hiring department, and a signed copy must be attached to the eDoc.