

**Application and Agreement for Student Academic Appointee
Indiana University, Bloomington Campus**

(Name) _____ (Univ. ID) _____ requests appointment as
(Title) _____ (Department/School) _____

of Indiana University, Bloomington Campus. Upon acceptance by Indiana University of this application and notification of acceptance delivered, the requestor agrees to serve the appointment upon the terms of the employment agreement set forth below.

Period of Appointment

Academic Year, 20____ - 20____
 Fall Semester, 20____
 Spring Semester, 20____
 Other (Specify exact dates) _____

Graduate Work-Study Program

This appointment is partially funded by the Federal Graduate Work-Study Program.
 No Work-Study funds are involved.

Remuneration: 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 above 50% FTE (full-time equivalent) must have prior approval of the Vice Provost for Faculty and Academic Affairs.

Enrollment

Appointment must be at or above 37.5% FTE (15 standard hours) and requires enrollment in 6 credit hours/semester, or G901 if eligible/required.
 Appointment for summer must be at or above 37.5% FTE (15 standard hours) and requires no enrollment.
Departmental/School enrollment requirements _____

Fee Remission: Associate Instructors, Research Assistants, Graduate Assistants Faculty Assistants, and Resident Assistants performing teaching or research activities: if on **appointment at 50% or greater FTE (20 hours of duties/week)** must receive a full fee remission. Fee remission awards do not cover G901, mandatory, course related or miscellaneous fees.

A fee remission has been awarded for: Sem I _____ cr. hrs. Sem II _____ cr. hrs. Summer _____ cr. hrs. Fee 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.

Discretionary Fee Remission: Associate Instructors, Research Assistants, Graduate Assistants, Faculty Assistants, and Resident Assistants performing teaching or research activities may be awarded fee remissions at departmental discretion for **appointments less than 50% FTE**.

A fee remission has been awarded for: Sem I _____ cr. hrs. Sem II _____ cr. hrs. Summer _____ cr. hrs. Fee 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. Fee remission awards do not cover G901, mandatory, course-related or miscellaneous fees.

Insurance

Appointees will be enrolled in the mandatory Student Academic Appointee Health Insurance Plan once their assistantship is initiated and approved in HRMS. Appointee coverage becomes effective on the first day of active employment as an eligible appointee.

Employees Withholding Exemptions Certificate: If this is an initial appointment, a certificate must be completed signed and sent to the Controller's Office. (If none is sent, "0" exemptions will be assumed.)

Direct Deposit: All new university employees (including staff, faculty, graduate students and hourly) will be required to utilize direct deposit for payroll.

Eligibility for Reappointment: Eligibility for reappointment will be limited to _____ additional years. However, eligibility in itself, does not constitute a commitment of the University to offer reappointment. The potential for reappointment depends on Appointee successfully fulfilling their job duties and satisfactorily meeting all instructional responsibilities.

Duties Assigned: _____

Policies and Procedures: The University and the appointee will follow IU policies and procedures. It is the responsibility of appointees to request and familiarize themselves with policies on instructional matters, and termination procedures. All appointees are designated as "Responsible Employees" for purposes of Title IX and are required to complete appropriate Title IX/Sexual Misconduct training. The *Graduate Student Academic Appointees Guide* containing most of the relevant policies, may be viewed at the following web address: <https://vpfaa.indiana.edu/doc/graduate-student-academic-appointees-guide.pdf>.

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 prior SAA appointments. For new appointees appointment is also subject to the 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 is not a contract for employment and may or may not be extended into the future.

Appointee _____ Date _____ Unit/Department Head _____ 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 the appointee, a signed copy should be retained by the hiring department, and a signed copy should be attached to the eDoc.