

**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 _____ and 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 does not require enrollment. A lower FTE allowed for continuing SAAs. Departmental/School enrollment requirement _____

Fee Remission: Associate Instructors, Research Assistants, Graduate Assistants and Faculty 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 and therefore, will never cover 100% of the total fees. The stated fee remission award will cover a minimum of 90% of the credit hour fees for a resident and a minimum of 95% for a non-resident.

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 and Faculty 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 signed and sent to Payroll. (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. Eligibility in itself, however, does not constitute a commitment of the University to offer reappointment.

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 is located at the following web address: <https://vpfaa.indiana.edu/doc/graduate-student-academic-appointees-guide.pdf>.

This application shall constitute the appointee agreement upon the signing by both the appointee and the Unit Head and the return of one fully signed copy to the appointee. Appointment under this agreement is subject to the final approval of the Vice Provost for Faculty and Academic Affairs and, if a new appointee, to the appointee furnishing the federally required documentation evidencing U.S. citizenship, permanent resident status or authorized alien status (entitled to work in the United States for the period of the above appointment).

Appointee _____ Date _____ Unit/Department Head _____ Date _____

This form is available on-line: <https://iu.app.box.com/file/293111873267>. 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 or mailed to the Office of Academic Personnel and Policies at **Bryan 016**.

Revised: 4/2020