

# **GRADUATE STUDENT ACADEMIC APPOINTEE GUIDE**

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## GRADUATE STUDENT ACADEMIC APPOINTMENTS

### **Associate Instructor, Graduate Assistant, Research Assistant, Faculty Assistant**

Graduate student appointments are offered by academic schools or departments to selected graduate students. The stipends attached to appointments are considered graduate student support and compensation for the academic duties assigned, and as such are considered taxable income. These student academic appointments are independent of other possible awards of financial aid.

## DEFINITION OF TITLES

**Associate Instructor**—A graduate student who is employed as a teacher and engages in activity as a teacher, providing the employee has responsibility for assigning grades for at least a portion of a course and has direct contact with students.

**Graduate Assistant**—A graduate student who, in an academic department or in an administrative office, assists in work associated with the duties of faculty members or administrators, such as library searches, curricular development, or paper grading, and who is not an Associate Instructor, Research Assistant, or Faculty Assistant.

**Research Assistant**—A graduate student who is engaged in or assists with original, professional-level research.

**Faculty Assistant**—A graduate student who holds an academic appointment, and performs non-teaching services in an instructional program, where the services are equivalent in importance to those performed by Associate Instructors.

## NON-DISCRIMINATION POLICY

Indiana University pledges itself to continue its commitment to the achievement of equal opportunity within the University and throughout American society as a whole. In this regard, Indiana University will recruit, hire, promote, educate, and provide services to persons based upon their individual qualifications. Indiana University prohibits discrimination based on arbitrary considerations of such characteristics as age, color, disability, ethnicity, gender identity, marital status, national origin, race, religion, sex, sexual orientation, or veteran status.

## DUTIES AND RESPONSIBILITIES PARTICULAR TO STUDENT ACADEMIC APPOINTEES WITH TEACHING DUTIES

Teaching consists of the activities of lecturing, tutoring, instructing, laboratory assisting in an instructional role, and the like in the activity of imparting knowledge.

Student Academic Appointees who teach have many of the same professional duties as faculty. This is particularly true of the responsibilities they have towards their students; from whose perspective both the Student Academic Appointee and the faculty are teachers. For this reason, the faculty "Code of Academic Ethics"

<https://policies.iu.edu/policies/aca-33-code-academic-ethics/index.html> applies in large part to Student Academic Appointees (SAA) who teach. Faculty and SAAs who teach are, above all, obligated to adhere to the stated goals and purposes of a course and to teach it at the scheduled time. Any exceptions must be approved in advance by the department chairperson or the SAA's supervisor.

## RELATIONS WITH STUDENTS

If faculty members (including graduate students with teaching responsibilities) engage in amorous or sexual relations with students for whom they have professional responsibility, even when both have consented to the relationship, it will be viewed as a violation of the "Code of Academic Ethics."

## HARASSMENT

Indiana University does not tolerate harassment that targets an individual based upon race, color, religion, national origin, ethnicity, sex, gender identity, age, sexual orientation, disability, veteran status or marital status. Students who believe they have been harassed are encouraged to report such incidents to one of the following offices: the dean, department chair or supervisor, Office of Civil Rights Compliance, Office of the Vice Provost for Faculty and Academic Affairs, or the Dean of Students.

## SEXUAL MISCONDUCT POLICY

Indiana University prohibits discrimination on the basis of sex or gender in its educational programs and activities. Discrimination on the basis of sex or gender is also prohibited by federal law, including Title VII and Title IX. This prohibition includes sexual harassment, sexual violence, dating violence, domestic violence, sexual exploitation, and stalking (collectively referred to as “Sexual Misconduct”). The University promptly responds to all reports of sexual misconduct involving University employees and/or students and provides a fair and impartial investigation and resolution for complaints. Student academic appointees are strongly encouraged to read the University Sexual Misconduct Policy for all definitions and procedures. (<https://policies.iu.edu/policies/ua-03-discrimination-harassment-and-sexual-misconduct/index.html>).

All student academic appointees, including Associate Instructors, are considered “Responsible Employees” under the University’s Sexual Misconduct policy, and have an obligation to report any information they become aware of regarding incidents of sexual misconduct. As a Responsible Employee, student academic appointees are required to take annual sexual misconduct training provided by the University. Reports of sexual misconduct should be made to one of the Deputy Title IX Coordinator for the IU Bloomington campus, or the University Title IX Coordinator, each identified below. For more information on the role of Responsible Employees training and how to assist students, please visit <https://stopsexualviolence.iu.edu/employee/index.html> You may also contact any of the individuals below for more information or assistance.

Title IX Deputy Coordinator(s)	University Title IX Coordinator
Anna Krause, Director/Deputy Sexual Misconduct & Title IX Coordinator, 812-855-5419 or <a href="mailto:osc@iu.edu">osc@iu.edu</a> (Student Conduct receives and responds to all reports alleging sexual misconduct by a student.)	Jennifer Kincaid, Title IX Officer, 812-855-4889

In an emergency or where immediate help is needed, call 911.

For more information on the University’s procedures and available resources, see the Stop Sexual Violence website (<https://stopsexualviolence.iu.edu>). The Sexual Assault Crisis Service (SACS) line is also available 24- hours a day for immediate assistance for those experiencing sexual assault and other forms of sexual violence (812-855-8900).

## STUDENTS WITH DISABILITIES

The University provides reasonable accommodation and services which facilitate the higher education of qualified students with temporary or permanent disabilities. The extent to which these services are supplied is based on individual student’s need and academic requirements. Students requesting assistance regarding a disability should contact the Office of Disability Services for Students.

## RELIGION

Indiana University respects the right of all students to observe their religious holidays and will make reasonable accommodation, upon request, for such services. A list of dates for major religious holidays will be included each semester in the Schedule of Classes. Students wanting accommodations will contact their instructors.

## CULTURAL DIVERSITY

The Bloomington Faculty Council has recommended the Vice Provost for Faculty and Academic Affairs ensure implementation of programs directed toward all new SAAs with teaching responsibilities which address standards of conduct—including those behaviors related to cultural diversity which include racial, ethnic, sexual orientation, sex, and gender identity discrimination. Therefore, each new SAA with teaching responsibilities is expected to attend the Cultural Diversity Issues Workshop during the Fall or Spring semester of the first year of academic appointment.

Each SAA who teaches will be assigned to one of the scheduled workshops by his/her department. The purpose of the workshop is twofold:

1. To assist SAAs who teach in developing effective strategies for addressing issues related to all the aforementioned cultural diversity issues in the classroom.
2. To review the enforcement procedures associated with the “Code of Academic Ethics”, and the consequences for violation.

### SUBSTANCE FREE WORKPLACE

The Drug Free Workplace Act of 1988 and the federal Drug Free Schools and Campuses Act of 1990, prohibits the unlawful possession, use, distribution, manufacture or dispensing of illicit drugs and alcohol, including controlled substances, on Indiana University’s premises, or while conducting university business off university premises. In addition to possible penalties under federal and state law, failure to comply with this policy may result in any of the following sanctions:

1. Reprimand, suspension, or termination
2. Required completion of substance abuse treatment or substance abuse education program

In addition, an employee must notify his/her dean or chair of his/her conviction for violations occurring on or off university premises while conducting university business. This must be done within 5 calendar days after the conviction.

The abuse of alcohol and other drugs increases the risk for a number of health-related problems. In addition, alcohol and drug abuse can contribute to a number of social, behavioral and academic work performance problems. Indiana University encourages individuals with alcohol or other drug related problems to seek assistance through their health care provider or the Employee Assistance Program (IUEAP) at 1-888-881-LINC (5462).

### DUAL STATUS OF THE SAA WITH TEACHING DUTIES

An SAA who teaches is a student as well as a member of the teaching staff. In many situations, this distinction is clear and unambiguous, but at times it results in ambiguities and potential problems. As a graduate student, the SAA is subject to the “Code of Student Rights, Responsibilities, & Conduct” (available online at: <https://studentcode.iu.edu/>) and holds full student status, including the right to vote for and hold office in Student Government. On the other hand, as a member of the teaching staff, the SAA who teaches has responsibilities in many ways identical with those of the faculty. Normally, however, SAAs teach under the supervision of one or more members of the faculty who have the responsibility for the course.

### SAAS AND THE FACULTY COUNCIL

The Student Academic Appointee Affairs Committee is a standing committee of the Council; it reviews policies, recommends changes and new policies, conducts elections, and disseminates information about the status of SAAs (see also **Grievance Procedures** below).

The Bloomington Faculty Council has specified that SAAs shall: 1) be employed under a written agreement, 2) be provided a link to the *Graduate Student Academic Appointees Guide*, 3) be provided (by the supervisory faculty or departmental chairperson) a written set of guidelines detailing the teaching objectives and administrative responsibilities established by the supervisor for the course in which the SAA is to teach, 4) be terminated in mid-appointment only by the procedure specified by the Faculty Council (see Early Termination of Student Academic Appointees), and 5) be paid the established minimum stipend as defined by the FTE (see Terms of Student Academic Appointments, #Stipend).

### TERMS OF STUDENT ACADEMIC APPOINTMENTS

#### AGREEMENT FORM

Every student academic appointee is appointed under the SAA Agreement form which is available at: <https://vpfaa.indiana.edu/recruitment-hiring/saa-resources/index.html>. This application, signed by both the student academic appointee and the department chairperson or dean of a professional school, constitutes the appointment agreement, one copy of which is to be returned to the appointee.

## I-9 FORM

Federal regulations now require that an I-9 form (Employment Eligibility Verification) be completed on all new appointees PRIOR TO THEIR STARTING WORK. Part I of the form is to be completed by the new appointee, attesting to their eligibility for employment in the United States. Part II is to be completed by a representative of Indiana University attesting that **original** documents as specified on the I-9 which verify the employee's identity and employment eligibility have been viewed. If on limited status, appointment may not exceed the authorized expiration date.

## BACKGROUND CHECK

All new employees shall have a background check completed as a condition of employment with Indiana University. If the university has performed a verification or history check on an individual within the past year, a new verification or a history check of that specific category will not be required.

For more information visit: [https://hr.iu.edu/eev/background\\_checks.html](https://hr.iu.edu/eev/background_checks.html)

## PAYROLL

All student academic appointees are paid on the monthly, academic year, or summer sessions payrolls, not on the bi-weekly payrolls. Where a student's work is directly tied to an academic year or summer session program (usually the case for SAAs with teaching responsibilities), appointment is based on a semester, academic year, or summer session. Students involved in projects or work not tied to the academic year are appointed on a monthly basis with fixed starting and ending dates. All students will be required to utilize direct deposit for payroll.

## STIPEND

Depending on the percentage of full-time equivalent (FTE) to which a student is appointed, the following stipend minima shall be applied for ten-month appointments:

### 2025-2026

FTE	Contact Hours	Minimum
50%	20	\$24,000
45%	18	\$21,600
40%	16	\$19,200
37.5%	15	\$18,000

Stipends may take the following factors into account: 1) responsibilities assigned, 2) personal qualifications and previous experience, 3) educational level of appointee, and 4) years of experience as a student appointee.

## FTE

Student academic appointees must be appointed at a minimum of 37.5% FTE (15 standard hours per week). A 50% FTE (20 standard hours per week) appointment is considered full-time. This applies to any supplemental payments and additional academic appointments. Appointments of less or greater than 50% FTE, and up to 75% FTE will require prior approval by the Vice Provost for Faculty and Academic Affairs Office. Justification for the appointment in excess of 50% FTE must be accompanied by a statement from the graduate student's major faculty advisor endorsing the exception.

## STUDENT ACADEMIC APPOINTEES WITH DISABILITIES

Academic appointees who wish to request an accommodation for a disability should contact the Office of the Vice

Provost for Faculty and Academic Affairs. Learn more at <https://vpfaa.indiana.edu/faculty-resources/employment-accommodation-requests/index.html>.

## VETERANS

The University provides services to students who are veterans. Students should contact the Office of Veterans Support Services for assistance. Persons "who are members of the Indiana National Guard or of the reserve components or the retired personnel of the naval, air, or ground forces, shall be entitled to leave of absence from their respective duties, without loss of time or pay for such time as the members of the National Guard are in the military service on training duties of the state of Indiana under the order of the governor as commander-in-chief, or as members of any reserve component under the orders of the component authority thereof, for periods not to exceed fifteen days in any one calendar year."

## GRADUATE STUDENT ACADEMIC APPOINTEES GUIDE

Every student on a graduate student academic appointment must be informed by their department that the guide for Student Academic Appointees is available online at: <https://vpfaa.indiana.edu/doc/graduate-student-academic-appointees-guide.pdf>.

## ENROLLMENT

Student academic appointees must be degree candidates and are expected to be enrolled each semester on appointment. Compliance with enrollment requirements for graduate students on academic appointment is monitored against the Registrar's official records.

- a) All graduate students on academic appointment at or above 37.5% FTE (15 hours of duties per week) must enroll in 6 credit hours each semester on appointment (summers excluded).
- b) All doctoral candidates who have accumulated 90 graduate credit hours and master of fine arts students who have completed 60 graduate credit hours and who have completed all course requirements for the degree except the dissertation or final project or performance, if applicable, may enroll in G901, Dissertation Research, which carries a value of 6 credit hours. (A student may enroll in G901 no more than 6 times.)

## FEE REMISSIONS

Procedures for Departmental Fee Remission Awards are issued yearly by the Office of the Vice President and Chief Financial Officer after consultation with the Vice Provost for Faculty and Academic Affairs.

Fee remissions may be awarded for a maximum of 30 credit 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. Fee remission awards also cover G901, mandatory and course-specific fees. In making student academic appointments, you should note that the following guidelines normally apply.

- a) Student must hold an appointment as an Associate Instructor, Research Assistant, Graduate Assistant, or Faculty Assistant.
- b) Student must not be appointed over 75% FTE.
- c) Student with a total FTE of 50% to 75% must be awarded a 30-credit hour fee remission with no more than 12 credit hours awarded per semester or combined summer session. Student must enroll in six credit hours per semester.
- d) Student with a total FTE of 50% to 75% for both semesters of an academic year must receive a fee remission for six credit hours of summer enrollment if they enroll for summer session(s).
- e) Student who did not hold an academic year appointment but is appointed in the summer with a total FTE of 50% or greater must receive a fee remission for six credit hours of summer enrollment if they enroll for summer session(s).
- f) Fee remissions may be awarded at less than 50% FTE, at departmental discretion.

## GRADUATE WORK STUDY

Academic graduate student appointees partially funded by the federal graduate work study program are accorded

all the same rights and conditions of work and stipend as other academic graduate student appointees in the Department or School.

## STUDENT SUMMER APPOINTMENTS

During the summer, appointments may be made without special justification up to 100% FTE; but no exceptions will be granted beyond 100% FTE. Summer appointments are limited to the period between Commencement and the official start of the fall semester. Students appointed in the summer must sign an SAA contract.

## HEALTH INSURANCE PLAN

A mandatory Student Academic Appointees Health Insurance Plan is in effect for all student academic appointees on appointment at or above 37.5% FTE for a full semester or academic year. For summer only appointments, one must have held an academic year or spring contract to be insurance eligible. Appointee coverage becomes effective on the first day of active employment as an eligible appointee. For more information, visit:

[https://hr.iu.edu/benefits/grad\\_appointees.html](https://hr.iu.edu/benefits/grad_appointees.html).

## DENTAL PLAN

For all SAAs appointed at 37.5% FTE or higher, the University will purchase dental benefits for the student. SAAs have the option of purchasing dental coverage for spouses and children. Specific information regarding the policy and coverage is distributed electronically to all eligible participants. A student insurance advisor may be contacted at 812-856-4650 or [studenhc@iu.edu](mailto:studenhc@iu.edu).

For plan details see: <https://hr.iu.edu/benefits/index.html>

## SAA LEAVE OF ABSENCE

For all SAAs appointed at 37.5% FTE or higher, the University offers an unpaid leave of absence for qualifying circumstances and with Department and/or School support. Visit <https://uisapp2.iu.edu/confluence-prd/display/OVPFAA/SAA+Hiring+Resources?> for more information about coverage, requirements, and the application form.

## OTHER BENEFITS FOR STUDENT ACADEMIC APPOINTEES

The University provides specific benefits for employees who are injured or incur an occupational disease while performing their duties. The benefits include medical attention, hospital care, compensation for time lost and compensation for permanent disability. Detailed information covering these benefits is available in the IU HR- Worker's Compensation Department (812-855-4847) or [workcomp@iu.edu](mailto:workcomp@iu.edu). It is important that all on-the-job injuries be reported immediately.

## OTHER TYPES OF SUPPORT

### **Graduate Fellowships**

Graduate Fellowships are offered by departments, schools, or the University to selected graduate students. The stipends attached do not require specific duties and are excludable from taxable income to the extent they are actually used to pay for tuition and course-related books and expenses. All fellowship recipients must be enrolled full-time. A full-time course load is defined by each school, but may in no case be less than 6 credit hours per semester without special permission.

## REAPPOINTMENT OF STUDENT ACADEMIC APPOINTEES

Reappointment is contingent upon: 1) reasonable progress toward the graduate degree, 2) satisfactory discharge of duties in previous appointments, 3) conformity to University policies during previous appointments, 4) availability of funds, and 5) the specific appointment policies of the Department or School.

For appointments expiring at the end of the spring semester, the school or department shall make every effort to send out written notices on or before June 1, concerning the status of reappointment. Such notification will inform the appointee whether the reappointment will or will not be offered or whether the decision regarding reappointment is deferred, as the case may be.



## EARLY TERMINATION OF STUDENT ACADEMIC APPOINTEES

The termination of student academic appointees prior to the normal expiration is expected to occur only under extraordinary circumstances. Accordingly, the causes and procedures associated with termination are uniformly defined for all schools. They are set forth below:

- a) Termination by mutual agreement between the appointee and the department chairperson or dean may be effected at any time. The Bloomington Provost must be advised of such an action by written notification signed by both the appointee and the department chairperson or dean.
- b) An appointee may terminate the appointment at the end of a semester's duties for reason of personal hardship. This should be affected by written notification to the department chairperson or dean and to the Provost at least four weeks prior to the end of the semester. Only in the case of the most severe personal hardship or in the case of unalleviated breach of agreement by the University should termination occur during a semester.
- c) The appointment is subject to termination by the department chairperson or dean, if the enrollment of the appointee in his/her departmental graduate program ceases.
- d) The appointment is subject to termination by the department chairperson or dean or by the Provost for serious failure in assigned duties or for conduct otherwise at severe variance with that normally expected of University appointees. This termination must be affected by written notification to the student appointee, and whenever possible, it will become effective at the conclusion of a semester's duties. If, however, in the judgment of the person initiating termination, continuance of the student appointee in his/her position to the semester's end would cause grave harm to a segment of the University community or a gross breach of the University's educational obligations to students, termination can occur during the semester. In this case, the student appointee must first be placed under suspension from duties with pay for 14 days pending initiation of an appeal.

## GRIEVANCE PROCEDURES

A Student Academic Appointee (SAA) is entitled to appeal actions or conditions affecting their role, including such matters as dismissal, academic freedom, reappointment, and the nature and conditions of work. Issues regarding discrimination should be referred to the Office of Civil Rights Compliance. In appeals of research misconduct, however, the SAA should consult with the Research Integrity Officer in IU Research ([research@iu.edu](mailto:research@iu.edu)).

"Complaint" is used as both the originating and the encompassing term; a complaint that is resolved through mutual agreement with the immediate supervisor remains a complaint, while one that must be pursued through an appeal to a third party is considered to rise to a "grievance." Every grievance begins as a complaint, but not every complaint becomes a grievance.

## DEPARTMENTS AND ACADEMIC UNITS

All departments and academic units involved in supervising SAAs should have established internal procedures for reviewing graduate student grievances related to their academic appointments. SAAs are encouraged to begin seeking redress of grievances at the department and/or unit level. The department and/or unit is responsible for overseeing grievances at this level. SAAs do not have to complete a grievance process at the department and/or unit level before bringing a grievance to the Bloomington Faculty Council (BFC). Both mediation and board of review processes are handled through the committees and policies of the BFC. The full details regarding the SAA mediation and grievance process can be found at: <https://bfc.indiana.edu/policies/saa-grievances.html>. If you have questions about where to start, the [Faculty Council Office staff](#) will be happy to connect you with the appropriate committee chair.

## SAA MEDIATION COMMITTEE OF THE FACULTY COUNCIL

SAA Mediation Committee information is available at: <https://vpfaa.indiana.edu/policies/bl-aca-d23-saa-mediation/index.html>



Mediation is an opportunity for individuals to discuss their conflict and develop a mutually agreeable resolution, or Memorandum of Understanding (MOU) within a structured process. The mediation committee will facilitate the conversation, providing a space for all involved individuals to tell their story and engage in open dialogue about the conflict. The role of the mediation committee is to facilitate the mediation process while maintaining neutrality and impartiality. Where appropriate, SAAs may opt to seek mediation through other organizations, such as the Office of Civil Rights Compliance or the Dean of Students Office. Participation in mediation is voluntary and all participants must agree to participate in the process. Requests for mediation should be submitted in writing to the Chair of the Student Academic Appointee Affairs Committee (SAAAC). The written request should clearly specify the nature of the grievance and a timeline of events associated with the grievance. An SAA may bring a request directly to the SAAAC without an attempted resolution at the department/unit level.

### SAA BOARD OF REVIEW

Review the complete policy at: <https://vpfaa.indiana.edu/policies/bl-aca-d24-saa-board-of-review/index.html>.

An SAA seeking review shall notify the Chair of the SAA Board of Review in writing of their request. The written statement should clearly specify the nature of the complaint, the University person(s) grieved against (i.e., the respondent), the remedy sought, and the reasons why the remedy sought is appropriate. The written statement of complaint must be submitted within 30 business days to the Board from notification to the grievant that the grievance is not able to be resolved through mediation or at the unit/departmental level. The SAA is not required to have mediation prior to submission to the Board. This time limit may be waived at the discretion of the Board. If the case falls within the Board's area of jurisdiction, a formal, private, hearing shall be scheduled no sooner than ten days and no longer than 30 business days after the respondent grieved against has received notice of the complaint.