

## **STUDENT ACADEMIC APPOINTMENT GUIDELINES 2021-2022**

The following student academic appointee guidelines and policies provide information and recommendations that relate to offers of assistantship for 2021-2022. Policies are guided by recommendations from the Student Academic Appointee Affairs Committee of the Bloomington Faculty Council. The full policy can be found [here](#).

### **Offer Letter & Agreement Form**

Units should develop a timetable for notifying students of their appointment or reappointment status. For appointments ending in the spring semester, the school or department should make every effort to send out written notice, on or before June 1, concerning the status of reappointment. To ensure that appointees with teaching responsibilities have adequate preparation time, written notification of reappointment and where possible, specific duties assigned, should normally be given no later than 15 days before the appointment is to begin. Offer letters should include an SAA application and agreement form, download [here](#). The agreement form should specify the average number of work hours per week, and the percentage FTE that the position carries, along with enrollment requirements and fee remission details. Sample offer letter language appears below. New student academic appointees will need to complete a [personal profile form](#) and return to the hiring unit early summer to ensure that the department is able to initiate the hire eDoc in time to meet established payroll cutoffs.

### **I-9 Form**

An I-9 form is required for new graduate student appointees or those with a gap between academic appointments. Students must complete Section 1 of the I-9 no later than their first day on appointment. Units are encouraged to initiate an electronic I-9 invite via HireRight as early as possible with one exception. For international SAAs arriving from abroad, you should wait to send the invitation after the student has cleared U.S. Customs and received an updated I-94 Arrival Record. Units will need to devise a system to ensure that Section 2 of the I-9 is completed by the hiring department within three business days from when employment begins to ensure no interruption in the student's appointment. Please note: You will use the first day of classes as the I-9 hire date for SAAs on an academic year or semester appointment (10 month pay frequency), which is August 23, 2021, for the upcoming fall term.

### **Minimum Stipend**

The 2021-22 minimum stipend for SAAs holding an appointment at 50% FTE is \$1500.00 a month, or \$15,000 for the academic year. Appointments at lesser FTE will be adjusted based on FTE.

### **Remote Work**

Remote work is allowed, providing that the work has been approved by the department head, and the work is being conducted in the US.

## **SAA Insurance**

Indiana University has instituted a comprehensive medical plan that includes dental coverage. Detailed information explaining the coverage is located [here](#). The plan is mandatory for all student academic appointees. Student academic appointees should be informed that the plan is fully subsidized by Indiana University with no premium cost to the student and that they will be enrolled in the plan automatically. The student may request to waive out of enrollment by presenting evidence of comparable coverage and completing a waiver request form available [here](#).

## **Graduate Work-Study**

Student academic appointments as Associate Instructor, Graduate Assistant, Faculty Assistant, Research Assistant, and Resident Assistant may be made under the Graduate Work-Study Program if they meet the following conditions:

1. The graduate student qualifies, according to the department or school's usual criteria for such an appointment.
2. The graduate student will be enrolled in the required credit hours during the period of appointment.
3. Funds for 25% of the stipend are available in a 2300 line in the department or school budget, which will be utilized in the special Graduate Work-Study line, 2360.
4. The graduate student is approved (informally) by the Office of Student Financial Assistance for a Graduate Work-Study Award.

## **Sample Language for Offer Letter**

We are pleased to inform you that [department/school] is offering you a student academic appointment as [appointment title], which carries a stipend of [amount] for the [semester, academic year, or other dates]. Your stipend is considered taxable income. You will be expected to spend about [number of hours] each week in performing assigned duties. [Add sentence describing duties or when duties will be assigned.] The [department, school] considers the work of an [appointment title] as part of your academic preparation. In addition to your stipend, you will be enrolled in IU's comprehensive graduate student appointee medical plan which includes a dental. This plan is fully subsidized by Indiana University with no premium costs for you. Details regarding the plan can be found on the following website: <https://hr.iu.edu/benefits/GA-medical.html>. You will also receive a fee remission for each semester you hold appointment. The award covers up to [number of hours] of graduate credit a semester, with a maximum of [number of hours] credit hours in an academic year plus summer sessions. The fee remission does not cover G901, mandatory, course-related or miscellaneous fees. You should be prepared to pay any mandatory or course-related fees that are not covered. It is our understanding that these awards are non-taxable and continuation past the initial award period is dependent on you continuing to meet the academic standards set by your [department/school].

Please complete the Personal Profile Form (ED), and sign and return the enclosed "Application and Agreement" form to [email address] at your earliest convenience. Add for new students: This offer of an assistantship is subject to your furnishing the federally required documentation showing that you are a U.S. citizen, or that you are a non-citizen authorized to work in the United States for the period of the appointment.