

## STUDENT ACADEMIC APPOINTMENT GUIDELINES 2024-2025

The following student academic appointee guidelines and policies provide information and recommendations on assistantship offers for 2024-2025. 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 a written notice concerning the status of reappointment on or before June 1. To ensure that appointees with teaching responsibilities have adequate preparation time, written notification of reappointment and, where possible, specific duties assigned should generally be given no later than 15 days before the appointment begins. Offer letters should include an SAA agreement form; download it [here](#). The agreement form should specify assignments, the average number of work hours per week, the percentage FTE that the position carries, 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 in early summer to ensure that the department can 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 break in service between academic appointments or IU part-time jobs. Students must complete Section 1 of the I-9 no later than the first day of the 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 the hiring department completes Section 2 of the I-9 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), August 26, 2024, for the upcoming fall term. The HireRight system allows you to initiate the I-9 up to 90 days before the start date.

### BACKGROUND CHECK

All new Student Academic Appointees 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)

### MINIMUM STIPEND

The 2024-25 minimum stipend for SAAs holding an appointment at 50% FTE is \$2300.00 a month, or \$23,000 for the academic year. Appointments at lesser FTE will be adjusted based on FTE.

### REMOTE WORK

Substantial remote work is rarely permitted and must be expressly approved by the Provost or the dean if delegated. Decisions about remote work will follow the procedures described in [University Policy ACA-83](#) "Remote Work for Academic Appointees."

## 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. The student may request to waive 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 appointment period.
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 performing assigned duties. [add a 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, including dental. 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 an 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 cover G901, mandatory, and course-related fees. You should be prepared to pay any other fees that are not covered. We understand 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 must also gain final administrative approval and is subject to the University's receipt of verification of your credentials and other information required by law, and on your furnishing the federally required documentation showing that you are a citizen or permanent resident of the United States, or an authorized alien entitled to work in the United States for the period of your employment. Indiana University participates in the U.S. Department of Homeland Security's E-Verify Program to confirm employment eligibility. Upon acceptance of your offer, you will receive an email containing information on employment eligibility verification and the E-Verify process. This appointment is also conditional on a positive outcome of a background check, a part of the appointment process for all employees at the University. The background check will be initiated and completed through HireRight, the default web-based system, once all appointment-related paperwork has been submitted to the Business Office.