Student Academic Appointment (SAA) Contract & eDoc Information

INDIANA UNIVERSITY

OFFICE OF THE VICE PROVOST FOR
FACULTY AND ACADEMIC AFFAIRS

Bloomington

SAA Contract Requirements

- Name, University ID, Position Title, Department School

  -Position Title: Please use the official name (RA, AI, GA)

(Name) Herman B. Wells	(hereafter "Appointee")
(University ID) 0123456789	requests appointment as
(Title) Associate Instructor	in
(Department/School) Economics/ARSC	

of Indiana University, Bloomington Campus, under the following terms and conditions.

- Terms: Period of appointment, Stipend, Standard Hours, Tuition/fee Remission

  -Stipend/Standard hours: Please ensure these match

III. Remuneration/Stipend:

The stipend (taxable) for the above period will be $ 23,000 . It will be paid in equal installments. The appointee will be expected to work 20 **hours per week**, (50 **% FTE**). ess or greater than 50% FTE (full-time equivalent) must have prior approval of the Vice Provost for Faculty and Academic Affairs. SAAs will not receive pay for any timeframe during the semester in which they willfully decline to perform their work responsibilities or otherwise engage in unprofessional conduct inconsistent with or inappropriate for their role.

SAA Contract Requirements

- Stipend Minimum Requirements:

    *10-month, $23,000/.5fte (minimum stipend)

    *12-month, $27,600/.5fte (minimum stipend)

SAA Contract Requirements
Course Assignments

- Section X, Responsibilities Assigned:

    *If IoR, select "All Responsibility for Course" and input course assignment

X. Responsibilities Assigned:

Responsibilities: The school or department will specify below the general responsibilities of the appointment by checking applicable boxes below and should add additional detail, as needed, to this form to describe the work assignment. Further work assignment detail may be provided in a separate document, as needed.

- ☐ Grading
- ☐ Submitting Grades using school-designated software
- ☐ Leading Discussion or Lab
- ☐ All Responsibility for Course (list section and number): ECON E-370
- ☐ Research
- ☐ Administrative Responsibilities (explain): _____

- ☐ Other responsibilities (explain): _____

SAA Contract Requirements
Course Assignments

- If Grading, Submitting Grades or Leading discussion/lab, select applicable box(es).

X. Responsibilities Assigned:

Responsibilities: The school or department will specify below the general responsibilities of the appointment by checking applicable boxes below and should add additional detail, as needed, to this form to describe the work assignment. Further work assignment detail may be provided in a separate document, as needed.

- ☑ Grading
- ☐ Submitting Grades using school-designated software
- ☐ Leading Discussion or Lab
- ☐ All Responsibility for Course (list section and number): _____
- ☐ Research
- ☐ Administrative Responsibilities (explain): _____

- ☐ Other responsibilities (explain): ECON E-370 _____

- **When course info is unknown at the time of contract submission...**
  - Submit required **Supplemental Form** with the SAA's signature if IoR
  - Submit course assignments via an excel sheet for other AIs & GAs
  - All updates should be sent to apps@indiana.edu

eDocs & APPS Checks

- **Position title** on contract and edoc must match

- **Standard hours** and **FTE** must match contract
  - Appointments <u>below</u> .5fte/20std hours require prior approval from VPFAA
  - Appointments <u>above</u> .5fte/20std hours requires endorsement from student's faculty advisor *and* VPFAA approval

- **Compensation** must match contract

Rcd#	4
* Effective Date	08/01/2024
* Position Number	Research Assistant (00001797)

Action Reason   ▼ hide

Action Reason
* Action	Hire (HIR)
* Action Reason	Hire (HIR)
Primary Job	Yes

IU Job Attributes   ▼ hide

IU Job Attributes
* Work Location Country	USA
* Work Location State	IN

Job Data   ▼ hide

Position Data
Responsibility Center Name	ARTS & SCIENCES - COLLEGE DIVISION
Position Type	Stud Acad (AS)
Campus (Business Unit)	IUBLA
Department	BIOLOGY (BL-BI)
Jobcode	Research Assistant (000193)
Location	BL
Salary Plan	Academic Student - Graduate (AC3)
Salary Grade	Research Assistant (SRS)
* Standard Hours	20.00 Calc Fte
FTE	0.50
Work Period	Contract 12 Month (WC)
Regular/Temporary	Temporary (T)
Full/Part Time	P
Tax Location	BL
Pay Group	AS2
Compensation Frequency	Contract (C)
* Compensation Rate	11,500.00 Calc Annual Rate
Annual Rate	11,500.00
* Semester Type	Semester 1
* I-9 Start Date	08/26/2024

eDocs & APPS Checks

Pay Group determines pay dates to result in equal payments

- **AS2**
  - AS2 = 12 month
  - 12/31/24 or **5/31/25** end date
  - RAs, some GAs with administrative responsibilities

- **AS0**
  - AS0 = 10 month
  - 12/31/24 or **5/12/25** end date
  - Special paycheck dates in Sept, Dec, and May
  - AIs, GAs with instructional responsibilities

Job Data ▾ hide

Position Data

Responsibility Center Name	ARTS & SCIENCES - COLLEGE DIVISION
Position Type	Stud Acad (AS)
Campus (Business Unit)	IUBLA
Department	BIOLOGY (BL-BI)
Jobcode	Research Assistant (000193)
Location	BL
Salary Plan	Academic Student - Graduate (AC3)
Salary Grade	Research Assistant (SRS)
* Standard Hours	20.00
FTE	0.50
Work Period	Contract 12 Month (WC)
Regular/Temporary	Temporary (T)
Full/Part Time	P
Tax Location	BL
Pay Group	AS2
Compensation Frequency	Contract (C)
* Compensation Rate	11,500.00
Annual Rate	11,500.00
* Semester Type	Semester 1
* I-9 Start Date	08/26/2024

Contract Data ▾ hide

Contracts

Contract Pay Type	Sem 1
Payment Term	C
Contract Monthly Frequency	Monthly (M)
* Contract Begin Date	08/01/2024
* Contract End Date	12/31/2024
Payment Begin Date	08/01/2024
Payment End Date	12/31/2024

eDocs & APPS Checks

- Attach **complete and signed** SAA contract and other documentation as required (e.g., Supervisory Plan)

- If applicable, add a note that student was on fellowship one semester and an SAA the other, but is in a different position type

- When applicable, add a note to eDoc referencing other relevant AC3 appointments, for example:
  - WSG + AC3 combo
  - AC3 + Fellowship combo (i.e., "top up")
  - Approved overload

Important Notes

- SAA Eligibility Requirements: Must be degree-seeking at IU and enrolled in at least six credits

- Maintain Pay Rate edocs: effective date should be the same day as contract effective date. Please see edoc Submission tips

- Terminations/Batch Terminations:
  - If not renewed in Fall, auto-termed in Sept (effective Aug 1)
  - If not renewed in Spring, auto-termed in late-January (effective Jan 1)
  - Termination edocs can be used for ending appointments early, e.g., a student graduated before the end of contract

- Do not use Mass Renew Contracts nor Mass Terminations eDocs

Resources

- Visit our SAA Resources online
  - Updated contract and supplemental forms
  - Appointee guidelines
  - Best practices
  - Leave of Absences forms and tips
  - WSG guide

- Contact Us at apps@indiana.edu