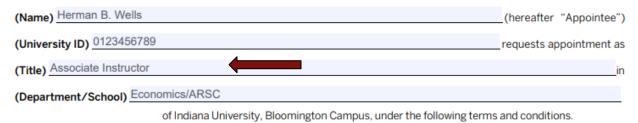
Student Academic Appointment (SAA) Contract & eDoc Information



SAA Contract Requirements

Name, University ID, Position Title, Department School
 -Position Title: Please use the official name (RA, AI, GA)



 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 hours per week, (50 % FTE). The stipend in equal installments. The appointee will be expected to work 20 hours per week, (50 % FTE). The stipend in equal installments. The 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

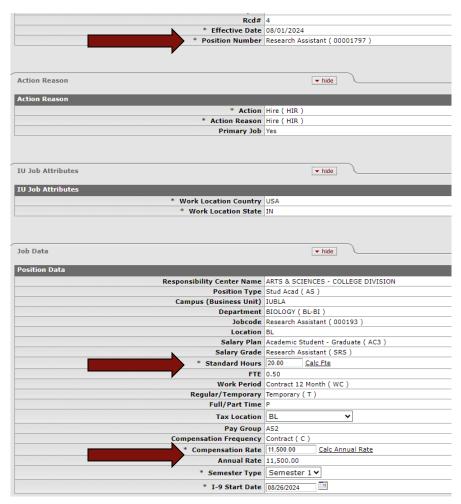
• If Grading, Submitting Grades or Leading discussion/lab, select applicable box(es).

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 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 Als & GAs
 - All updates should be sent to <u>apps@indiana.edu</u>

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



eDocs & APPS Checks

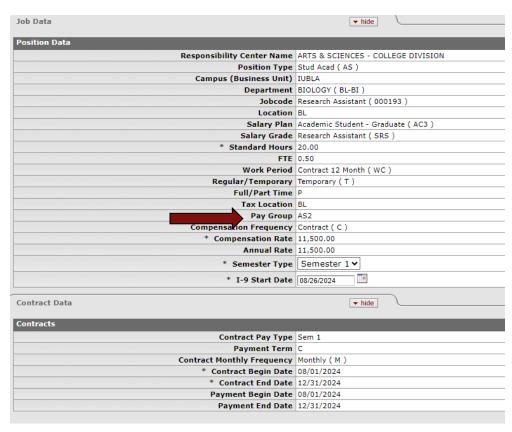
Pay Group determines pay dates to result in equal payments

AS2

- AS<u>2</u> = 1<u>2</u> month
- o 12/31/24 or **5/31/25** end date
- RAs, some GAs with administrative responsibilities

AS0

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



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 <u>SAA Resources</u> online
 - Updated contract and supplemental forms
 - Appointee guidelines
 - Best practices
 - Leave of Absences forms and tips
 - WSG guide
- Contact Us at apps@indiana.edu