

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). Less 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 below .5fte/20std hours require prior approval from VPFAA
 - Appointments above .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	Hire (HIR)
* Action Reason	Hire (HIR)
Primary Job	Yes

IU Job Attributes hide

* Work Location Country	USA
* Work Location State	IN

Job Data hide

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 **5/5/25** end date
 - Special paycheck dates in Sept, Dec, and May
 - As, GAs with instructional responsibilities

Job Data		▼ hide
Position Data		
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Campus (Business Unit)	IUBLA	
Department	BIOLOGY (BL-BI)	
Jobcode	Research Assistant (000193)	
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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-terminated in Sept (effective Aug 1)
 - If not renewed in Spring, auto-terminated 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