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. It will be paid in equal installments. The appointee will be expected to work 20 hours per week, (50% FTE). A stipend in excess 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 require endorsement from student’s faculty advisor and VPFAA approval

- **Compensation** must match contract
Pay Group determines pay dates to result in equal payments

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

- **AS0**
  - $\text{AS0} = 10$ month
  - 12/31/24 or 5/5/25 end date
  - Special paycheck dates in Sept, Dec, and May
  - AIs, 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-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](mailto:apps@indiana.edu)