

Guidelines for Completing Appointment of Instructional Student Assistants Form

Student Employment for which this form is appropriate:

This form is used for appointment of students to the pay title "Instructional Student Assistant." Students working in this classification are assigned grading, academic research, teaching, or tutoring duties serving California State University students for the majority of the assignment in the department in a given term. As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed without pay from this appointment (CBA 2.14).

Explanation of terms:

"Grading," in this context, means to conduct evaluative assessments of student work and assign grade values. It does not mean to apply a key provided by the instructor to objective tests and calculate the resulting score, or run computer forms through a scanner to derive test results.

"Teaching" in this context means to work with students enrolled in a University course that is directly related to the subject matter of the course and requires specific, advanced knowledge of that subject matter.

"Tutoring" in this context means to assist a student to acquire knowledge of or competence in the subject matter of a specific course in which the student is enrolled or a specific academic skill required for graduation by explaining concepts, conducting exercises with the student, providing feedback on the student's work, or similar activities. It does not mean to assist a student to acquire knowledge of or competence in general subjects not directly related to a specific course, such as computers or computer software.

Instructions:

Once you have completed the form (see special note on appointment form for Work Study appointments), attach a copy of the job posting and submit electronically to academicpersonnel@sonoma.edu by the specified deadline per the process guide. If the student is new to working on campus or new to working as an ISA, please have them contact hr@sonoma.edu to complete sign-up. Academic Personnel will issue an appointment letter with procedural information. If you have questions regarding the use of this form, please see [the process guide on the Academic Personnel website](#). Open positions must be posted on the Academic Personnel page:

<http://academicaffairs.sonoma.edu/faculty-affairs/academic-student-employees/employment-opportunities>

Complete fields as follows:

Employee ID	Employee's identification number assigned in PeopleSoft
Effective date of employment or change	First day the appointment will take effect
Expected termination date (End of)	Check the box of the semester that appointment will end
Hourly rate	Minimum rate is \$16.00/hr <i>Subject to change</i> See the CSU Salary Schedule
Requisition Number	Use the requisition number corresponding to the number on the position announcement. Example: WC_ISA_2223 Individuals may be hired without such a posting if they meet either one of these 2 exceptions: <ul style="list-style-type: none"> • Appointment is being made in fulfillment of a commitment of support made to the student at the time of admission • Appointment is in fulfillment of a commitment made to the student under an existing advising relationship with a faculty member <p>If exceptions are met, Academic Personnel must receive a copy of the admission letter or grant related documents along with this appointment form</p>
Department Name	Respective department name that coincides with the HR department number
Department Number	Respective department number in PeopleSoft
Expected number of hours per week	The expected amount of hours per week that student will work