SONOMA STATE UNIVERSITY

Appointment of Instructional Student Assistants

Please refer to the attached guidelines for instructions on completing this form. Only electronic copies will be accepted.

Date:	Form completed by:	Phone:

Appointment

Instructional Student Assistant

☐ New ISA Employee   ☐ Prior ISA Employee   ☐ Job Code Change   ☐ Pay Rate Change

Student Information

Student Name:	Employee ID:
Effective Date of Employment or Change:	Expected Termination Date (End of): ☐ Fall Semester ☐ Winter Intersession ☐ Spring Semester ☐ Summer Session
Hourly Rate:	Requisition Number:
Department Name:	Department Number:
Student's Job Title:	PeopleSoft Position Number:
Expected hours per week:	Payroll Unit Location:

Section I – Determining that this is the correct type of student employment and selecting job code.

☐ **50% or more of this assignment is grading, teaching, academic research, or tutoring work as defined in the Guidelines for Completing Appointment of Instructional Student Assistants Form. A job description is attached. This appointment is contingent upon verification of academic eligibility.**

☐ 1150 **Instructional Student Assistant**

☐ 1151 **Work Study Instructional Student Assistant** – Before submitting to Faculty Affairs, the student must first take this form to Financial Aid, Salazar Hall, room 1070, for the appropriate sign-off.

☐ 1152 **Instructional Student Assistant Off-Campus**

☐ 1153 **Work Study Instructional Student Assistant Off-Campus** – Before submitting to Faculty Affairs, the student must first take this form to Financial Aid, Salazar Hall, room 1070, for the appropriate sign-off.

Supervisor Approval

Supervisor's Name (Print Name)	Signature	Date

Administrative Approval

Appropriate Administrator (Print Name)	Signature	Date

Section II – Financial Aid use only

Job File Reference Number _____

Financial Aid Representative _____

Date _____

Action_____   Rcd#_____   Semester/Year_____   Units_____

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 pay title are assigned grading, 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 on the student employee's part 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 deliver ELECTRONICALLY to facultyaffairs@sonoma.edu by the specified deadline per the process guide. Give the student employee a copy, and direct him/her to Employee Services, located in Salazar Hall room 2078, for sign-up and orientation. Every student must complete the sign-up process in Employee Services prior to working. Faculty Affairs 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 Faculty Affairs website or call 664-2192. Open Hire positions will be posted on the SSU Faculty Affairs (http://www.sonoma.edu/aa/fa/academic-students/jobs.html).

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 $14.00/hr *Subject to change* See the CSU Salary Schedule
Requisition Number	Use the requisition number corresponding to the number on the position announcement. Example: WC_ISA_1516 Individuals may be hired without such a posting if they meet either one of these 2 exceptions: • Appointment is being made in fulfillment of a commitment of support made to the student at the time of admission • Appointment is being made in fulfillment of a commitment of support made to the student under an existing advising relationship with a faculty member If exceptions are met, Faculty Affairs must receive a copy of the admission letter or grant related documents attached to this appointment form
Department Name	Respective department name that coincides with the HR department number
Department Number	Respective department number in PeopleSoft
PeopleSoft Position Number	Position number in PeopleSoft. If this is a new position or the position has changed, this number may not be available until it has been established in the system. If this is the case, leave this field blank and Faculty Affairs will enter it
Expected number of hours per week	The expected amount of hours per week that student will work
Payroll unit number	Number used to sort paychecks for delivery to departments