

Process for Hiring and Appointing Unit 11 Academic Student Employees

Teaching Associates ◦ Graduate Assistants ◦ Instructional Student Assistants

Academic Student Employees are represented by the [Unit 11 Collective Bargaining Agreement](#).

For fair and equitable treatment of employees, please follow this process and meet the deadlines accordingly.

Academic Student Employees may work up to 20 hours per week in their position. If an individual is concurrently appointed in more than one student job; they are limited to working a total of 20 hours per week during the semester and 40 hours per week between semesters in all the jobs combined.

NOTE: Per the Unit 11 Collective Bargaining Agreement, the job posting must be live for a minimum of ONE WEEK before students can be appointed into the respective position.

If the deadline falls on a weekend, the due date is the following Monday.

Action	Resource/Details	Due Date
Department consults Unit 11 classifications to determine type of employee to hire	See Academic Personnel website for the Unit 11 – At A Glance document for a quick guide on appointment types and salary ranges	N/A
Department creates posting for job (POA) from template on the Academic Personnel website	See the Academic Personnel website to find POA templates under each type of Academic Student Employee *Please always go to the website as Academic Personnel regularly updates forms for compliance.	N/A
Department submits POA electronically to academicpersonnel@sonoma.edu for review and approval	Academic Personnel will review posting for approval within 2-3 business days of submission; Academic Personnel will post on the Academic Student Employee jobs page when approved	<ul style="list-style-type: none"> • Fall semester or AY hire: DUE BY MAY 1ST • Spring semester hire only: DUE BY DECEMBER 1ST
Department will hire candidates by filling out an appointment form for each employee and submitting electronically to academicpersonnel@sonoma.edu for review and approval	Appointment forms available on the Academic Personnel website under each classification of Academic Student Employee *Please always go to the website as Academic Personnel regularly updates forms for compliance.	<ul style="list-style-type: none"> • Fall semester or AY hire: DUE BY AUGUST 5TH • Spring semester hire only: DUE BY JANUARY 5TH