UNIT 11 - Academic Student Employees
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2016

Information on General Salary Increase (July 1, 2016):
http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/csueu/article20.pdf

For fiscal year 2016/2017 and effective July 1, 2016, all bargaining unit employees in active pay status, or on leave as of that date, shall have their individual salary rate increased by two percent (2%).

CSU Salary Schedule Link (TBA) – Pre-July 1, 2016
http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15

Personnel Transaction Form (PTF)
http://www.csus.edu/hr/forms.html

Academic Student Employee Information & Forms
http://www.csus.edu/gradstudies/unit11/facultystaff/

Hiring Dates & Information

Start Submitting Unit 11 Applications: May 23, 2016

Applications Due Dates (PRIORITY): July 1, 2016

Offer Letters Issued (if received by PRIORITY due date):
- Teaching Associates (TA) August 08, 2016 (2)
- Instructional Student Assistant (ISA) August 10, 2016 (2)
- Graduate Assistants (GA) August 12, 2016 (2)

Fall 2016 Work Dates
- Instructional Student Assistant (ISA) 08/29/2016 – 01/22/2017
- Teaching Associates (TA) 08/24/2016 – 01/03/2017
- Graduate Assistants (GA) 09/01/2016 – 01/31/2017

Continuous Enrollment fees must be received by: August 5, 2016 (Unit 11 ONLY)

Fall 2016 Registration: May 2 - 20, 2016
Fall 2016 Semester Begins: August 29, 2016
Summer/Spring 2016 Grades Posted: Spring 2016: 5/26/16
Summer 2016: 8/23/2016

Overall GPA & Unit Requirements
- Graduate Students: 3.0 GPA or better (newly admitted: 2.50) / Units: 4-12
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0) / Units: 6 - 15

(1) Paperwork submitted after the priority due date will be processed as soon as possible, but it generally takes 10 working days to process.
(2) Offer letters must be returned to the Office of Graduate Studies within 14 days of the date noted on the letter. PTFs will be sent to Payroll only after our office has received the signed offer letter.