

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/HRAAdm/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 2015: 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.