

UNIT 11 - Academic Student Employees

Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2015

★ Information on **General Salary Increase** (July 1, 2015):

https://www.calstate.edu/LaborRel/Contracts_HTML/cba_CONTRACT/Nov-2013-Jun-16/Article-18.pdf

★ CSU Salary Schedule Link (TBA)

<http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15>

★ **NEW** Personnel Transaction Form (PTF)

<http://www.csus.edu/hr/forms.html#payroll>

★ Academic Student Employee Information & Forms

<http://www.csus.edu/gradstudies/unit11/facultystaff/>

Hiring Dates & Information

Start Submitting Unit 11 Applications: July 1, 2015

Applications Due Dates (**PRIORITY**):

- Teaching Associates (TA) July 24, 2015 (1)
- Instructional Student Assistant (ISA) July 27, 2015 (1)
- Graduate Assistants (GA) July 30, 2015 (1)

Offer Letters Issued (if received by **PRIORITY** due date):

- Teaching Associates (TA) August 12, 2015 (2)
- Instructional Student Assistant (ISA) August 17, 2015 (2)
- Graduate Assistants (GA) August 18, 2015 (2)

Fall 2015 Work Dates

- Instructional Student Assistant (ISA) 08/31/2015 – 01/19/2016
- Teaching Associates (TA) 08/26/2015 – 01/04/2016
- Graduate Assistants (GA) 09/01/2015 – 01/31/2016

Continuous Enrollment fees must be received by: August 1, 2015 (Unit 11 **ONLY**)

Fall 2015 Registration: May 8 - 22, 2015

Fall 2015 Semester Begins: August 29, 2015

Grades Posted: Spring 2015: 5/27/15 / Summer 2015: 8/23/2015

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.