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

Spring 2021

Start Submitting Position Postings:  
November 2, 2020 (CBA 2.1-2)

Start Submitting Unit 11 Applications:  
November 18, 2020

Submit Position Postings & Hiring Forms:  ogs-aseunit11@csus.edu

**PRIORITY** - Unit 11 Application Deadline:  
December 16, 2020

Late Applications – We will accept late applications, but we cannot guarantee that student will processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, turned in by the priority deadline, students will receive their offer letter through their My Sac State email from HR / Student Employment Office by: (CBA 2.10)

- Teaching Associate (TA)  
  January 06, 2021
- Instructional Student Assistant (ISA)  
  January 08, 2021
- Graduate Assistant (GA)  
  January 13, 2021

Important Academic Calendar Dates

- **Spring 2021 Registration**  
  Nov. 16 - Dec. 11, 2020
- **Continuous Enrollment** - Graduate Students must submit their Continuous Enrollment online by (Unit 11 ONLY):  
  January 04, 2021 (CBA 2.14)
- Grades Posted – Fall 2020:  
  January 04, 2021 (CBA 2.14)
- Semester Begins Spring 2021:  
  January 20, 2021
- Instruction Begins Spring 2021:  
  January 25, 2021

✓ Appointment notification will be sent to the student’s Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must NOT work until their signed offer letter is returned to the Student Employment Office (CBA 2.10)

✓ New & Continuing Student Employees (w/ break 12 month+ service break) – These students will be required to submit the additional payroll documents. Student HR will be sending an email to the student PRIOR to the appointment notification before being eligible to begin working.

✓ Work Period – Dates on ASE-PTF - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office, if the student needs to start earlier (e.g. training or orientation).
Spring 2021 Unit 11 Work Dates (ASE-PTF):

<table>
<thead>
<tr>
<th>Position</th>
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</tr>
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<tbody>
<tr>
<td>Teaching Associate (TA)</td>
<td>01 / 20 / 2021 – 05 / 26 / 2021</td>
</tr>
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</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>02 / 01 / 2021 – 06 / 30 / 2021</td>
</tr>
</tbody>
</table>

Unit 11 Pay Base – Links

**Doctorate Students:** The pay scale is different, please verify pay before submitting paperwork.

Chancellor’s website for Unit 11 Salary Schedule:


**Collective Bargaining Agreement**

http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee’s acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - 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 or returned to said appointment as set forth below.

a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.

b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal.
Updated: Oct. 2020
Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Winter 2021

** Registration in Winter Intersession not required to work during January **

Submit Position Postings & Hiring Forms: ogs-aseunit11@csus.edu

** Winter Intersession Dates:**
- January 4 – 19, 2021

** Campus Closed – Winter Break:**

** Start Submitting Position Postings:**
- November 2, 2020 (CBA 2.1-2)

** Start Submitting Unit 11 Applications:**
- November 11, 2020

** PRIORITY - Unit 11 Application Deadline:**
- December 2, 2020

** Winter Intersession 2020 Unit 11 Work Dates (ASE-PTF):**

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<tr>
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</tr>
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<tbody>
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*Part of Fall 2020 dates

** Late Applications ** – We will accept late applications, but we cannot guarantee that student will processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

** Important Academic Calendar Dates **

- Grades Posted – Fall 2020: January 04, 2021 (CBA 2.14)

- Appointment notification will be sent to the student’s Sac State email. The signed letter must be returned to the HR - Student Employment Office, per directions, within 14 calendar days of the date noted on the letter (CBA 2.10)

- Students must NOT work until their signed offer letter is returned to the Student Employment Office (CBA 2.10)

- New & Continuing Student Employees (w/ break 12 month+ service break) – These students will be required to submit the additional payroll documents. Student HR will be sending an email to the student PRIOR to the appointment notification before being eligible to begin working.

- Work Period – Dates on ASE-PTF - Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office, if the student needs to start earlier (e.g. training or orientation).

Unit 11 Pay Base – Links
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Updated: Oct. 2020
Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2020
Hiring Dates & Information

Submit Job Postings: May 12, 2020
Start Submitting Hiring Forms (ELECTRONICALLY) June 26, 2020

Visit the ASE / Unit 11 website to view NEW processes & updated forms.
Website: https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html

ASE Applications DUE Date (priority): July 17, 2020
Continuous Enrollment* – Forms must be received by OGS: August 3, 2020
*ASE/Unit 11 Only

For application received by PRIORITY due date, the Student Employment Office will notify students via Sac State email with instructions on how they will be returning their offer letter:

- Teaching Associates (TA) August 03, 2020
- Instructional Student Assistant (ISA) August 07, 2020
- Graduate Assistants (GA) August 14, 2020

NOTE: Due to social distancing protocols, Payroll and HR/Student Employee Office will be issuing new guidelines for the processing of offer letters and completing necessary payroll documents. Students will be given instructions when they receive the offer letter.

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO). Notifications may be available for pick up earlier than the above noted dates.

Fall 2020 Registration: April 27 – May 15, 2020
Grades Posted: Spring 2020: May 20, 2020
Summer 2020: August 20, 2020

Minimum GPA Requirements (Use Cumulative GPA Only)
- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Minimum Unit Requirements
- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

ASE – Unit 11 Salary – Click on salary link below for any updates on salaries.

- Instructional Student Assistant (ISA) Hourly Salary (1150/1151) $14.00 - $20.42
- Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) $2,416 - $5,683
- TA - Doctorate Monthly Students (2354.02) $2,778 - $6,955
- Graduate Assistant (GA) Monthly Salary (2355) $2,311 - $3,634

https://www2.calstate.edu/csu-system/careers/compensation/Pages/salary-schedule.aspx
Fall 2020 Work Dates

- Teaching Associate (TA): 08/26/2020 – 01/04/2021
- Instructional Student Assistant (ISA): 08/31/2020 – 01/19/2021
- Graduate Assistant (GA): 09/01/2020 – 01/31/2021

NOTES:
Applications received after the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.

May 2020
Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Summer Session 2020
Hiring Dates & Information

Students are NOT required to be enrolled in courses during the summer.

Start Submitting Job Postings: May 12, 2020
Start Submitting Hiring Forms (BY EMAIL) ASAP

Visit the ASE / Unit 11 website to view NEW processes & updated forms.
https://www.csus.edu/graduate-studies/unit-11/faculty-staff-hiring-information.html

ASE Applications Due Date (priority): Submit ASAP
Spring 2020 Grades Posted & Verified: May 20, 2020
  - Graduate Students: 3.0 GPA or better – Use Cumulative GPA Only
  - Undergraduate Students: 2.5 GPA or better – Use Cumulative GPA Only

ASE Applications DUE Dates (priority):
  Instructional Student Assistant (ISA): ASAP
  Teaching Associate (TA): ASAP
  Graduate Assistant (GA): ASAP

ASE (Unit 11) Appointment Notifications (Offer Letters) – Students will be notified by the Student Employment Office (HR) via Sac State email with instructions on how students will be returning their offer letter.
  Instructional Student Assistant (ISA): June 11, 2020*
  Teaching Associate (TA): June 11, 2020*
  Graduate Assistant (GA): June 11, 2020*

NOTE: Due to social distancing protocols, Payroll and HR/Student Employee Office will be issuing new guidelines for the processing of offer letters and completing necessary payroll documents. Students will be given instructions when they receive the offer letter.

*Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO). Notifications may be available earlier than the above noted dates.

Summer 2020 Session Dates
  1st Summer Session: May 26 – July 2
  2nd Summer Session: July 6 – August 14
  Summer Grades Due: August 20, 2020
**ASE – Unit 11 Salary**

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<tr>
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<th>Description</th>
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</tr>
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**Summer 2020 Work Dates**

- Instructional Student Assistant (ISA): 06/01/2020 – 08/29/2020
- Teaching Associate (TA): 05/25/2020 – 08/20/2020
- Graduate Assistant (GA): 07/01/2020 – 08/28/2020

**NOTES:**
Applications will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.
Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2020

Start Submitting Position Postings: October 28, 2019 (CBA 2.1-2)

Start Submitting Unit 11 Applications: November 11, 2019

**PRIORITY** - Unit 11 Application Deadline: December 6, 2019

Late Applications – We will accept late applications, but **we cannot guarantee** that student will processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will be notified by email that they may pick up their appointment notification at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

  Applicable ONLY to applications turned in by the priority deadline.

  • Teaching Associate (TA)             Friday, January 3, 2020
  • Instructional Student Assistant (ISA) Wednesday, January 8, 2020
  • Graduate Assistant (GA)            Wednesday, January 15, 2020

Important Academic Calendar Dates

• Spring 2020 Registration: Nov. 25 - Dec. 20 , 2019
• **Continuous Enrollment** - Graduate Students **must submit their Continuous Enrollment form to Graduate Studies (RFC 215)** by: January 03, 2020 (CBA 2.14)
• Grades Posted – Fall 2019: January 02, 2020 (CBA 2.14)
• Spring 2020 **Semester Begins**: January 15, 2020
• Spring 2020 **Instruction Begins**: January 21, 2020

✓ Appointment Notification must be returned to the HR - Student Employment Office, Del Norte Hall, Room 3009, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓ Students must **NOT** work until their signed offer letter is returned AND applicable Payroll documents are submitted to HR/Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Payroll Paperwork – New student employees and those with a break in service for more than 12 months will be required to submit the appropriate payroll documents at the time they pick up the appointment notification in order to be eligible to begin working.

Spring 2020 Unit 11 Work Dates (ASE-PTF):

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✓ Note **ACTUAL** work start date on the ASE-PTF.
Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office if the student needs to start earlier (e.g. training or orientation)

Unit 11 Pay Base – Links

**Doctorate Students:** The pay scale is different, please verify pay before submitting paperwork. Chancellor’s website for Unit 11 Salary Schedule:


**Collective Bargaining Agreement**

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**Updated:** Oct. 2018
Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2019
Hiring Dates & Information

Submit Job Postings: April 16, 2019
Start submitting ASE paperwork to OGS: June 25, 2019
ASE Applications DUE Date (priority): July 25, 2019

Reminder: Four (4) forms are required along with one (1) copy of the forms.
1. ASE Application (filled out & signed by student)
2. ASE/PTF
3. Background Check Worksheet
4. ASE Position Description / Responsibilities (NOT the job posting form)

Website: https://www.csus.edu/gradstudies/unit11/facultystaff/

Appointment Notifications available for pick up in Student Employment Office (for applications received by PRIORITY due date):
- Teaching Associates (TA) August 01, 2019
- Instructional Student Assistant (ISA) August 07, 2019
- Graduate Assistants (GA) August 13, 2019

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

Fall 2019 Work Dates
- Teaching Associate (TA): 08 / 21 / 2019 – 01 / 02 / 2020
- Instructional Student Assistant (ISA): 08 / 26 / 2019 – 01 / 17 / 2020
- Graduate Assistant (GA): 08 / 30 / 2019 – 01 / 30 / 2020

Fall 2019 Registration: April 29 – May 17, 2019

Continuous Enrollment paperwork must be received by: August 1, 2019 (ASC / Unit 11 ONLY)

Grades Posted:
- Spring 2019: May 22, 2019
- Summer 2019: August 22, 2019

Minimum GPA Requirements (Use Cumulative GPA Only)
- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Minimum Unit Requirements
- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units
ASE – Unit 11 Salary

Instructional Student Assistant (ISA) **Hourly** Salary (1150/1151) $13.50 - $19.92
Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) $2,346. - $5,517.
  TA - Doctorate Students (2354.02) $2,778. - $6,955.
Graduate Assistant (GA) Monthly Salary (2355) $2,244. - $3,181.


**NOTES:**

- Applications received *after* the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.
Students are **NOT required to be enrolled** in courses during the summer.

**Start Submitting Job Postings:** April 10, 2019

Website: [https://www.csus.edu/gradstudies/unit11/facultystaff/postingopenpositiononline.html](https://www.csus.edu/gradstudies/unit11/facultystaff/postingopenpositiononline.html)

**Spring 2019 Grades Posted & Verified:** May 22, 2019

- **Graduate Students:** 3.0 GPA or better – **Use Cumulative GPA Only**
- **Undergraduate Students:** 2.5 GPA or better – **Use Cumulative GPA Only**

**Start submitting hiring ASE paperwork to OGS:** April 17, 2019 (Summer Only)

**Reminder:** Four (4) forms are required along with one (1) copy of the forms.
1. ASE Application (filled out & signed by student)
2. ASE/PTF
3. Background Check Worksheet
4. ASE Position Description / Responsibilities (not job posting form)

Website: [https://www.csus.edu/gradstudies/unit11/facultystaff/](https://www.csus.edu/gradstudies/unit11/facultystaff/)

**ASE Applications DUE Dates (priority):**
- Instructional Student Assistant (ISA): May 3, 2019
- Teaching Associate (TA): May 3, 2019
- Graduate Assistant (GA): May 15, 2019

**ASE (Unit 11) appointment notifications (offer letters) will be available for pick up** at the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

**Instructional Student Assistant (ISA):** May 14, 2019
- **Teaching Associate (TA):** May 03, 2019
- **Graduate Assistant (GA):** June 06, 2019

*Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

**Scheduled Effective & End Dates - Summer 2019**

- **Instructional Student Assistant (ISA):** 05 / 31 / 2019 – 08 / 29 / 2019
- **Teaching Associate (TA):** 05 / 23 / 2019 – 08 / 20 / 2019
- **Graduate Assistant (GA):** 07 / 01 / 2019 – 08 / 29 / 2019

**Summer Session Begins:** May 28, 2019
**Summer Instruction Ends:** August 22, 2019

**ASE – Unit 11 Salary**

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Website: [http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R1&D1=0&Page=1&Recs=15](http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R1&D1=0&Page=1&Recs=15)
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Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Spring 2019

Start Submitting Position Postings:   November 5, 2018 (CBA 2.1-2)
http://www.csus.edu/gradstudies/unit11/facultystaff/postingopenpositiononline.html

Start Submitting Unit 11 Applications:   November 13, 2018

PRIORITY - Unit 11 Application Deadline:   December 7, 2018

Late Applications – We will accept late applications, but **we cannot guarantee** that student will processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, **turned in by the priority deadline**, students will be notified by email that they may pick up their appointment notification at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Applicable ONLY to applications turned in by the priority deadline.

- Teaching Associate (TA)                                     Wednesday, January 4, 2019
- Instructional Student Assistant (ISA)                      Monday, January 9, 2019
- Graduate Assistant (GA)                                    Tuesday, January 15, 2019

**Important Academic Calendar Dates**

- Spring 2019 Registration               Nov. 27 - Dec. 19 , 2018
- **Continuous Enrollment** - Graduate Students **must** submit their Continuous Enrollment form to Graduate Studies (RFC 215) by: January 04, 2019 (CBA 2.14)
- Grades Posted – Fall 2018:              January 02, 2019 (CBA 2.14)
- Spring 2019 Semester Begins:           January 16, 2019
- Spring 2019 Instruction Begins:        January 22, 2019

✓ Appointment Notification must be returned to the HR - Student Employment Office, Del Norte Hall, Room 3009, within **14 calendar days** of the date noted on the letter (CBA 2.10)

✓Students must **NOT** work until their signed offer letter is returned AND applicable Payroll documents are submitted to HR/Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Payroll Paperwork – New student employees and those with a break in service for more than 12 months will be required to submit the appropriate payroll documents at the time they pick up the appointment notification in order to be eligible to begin working.

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Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee’s acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - 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 or returned to said appointment as set forth below.

a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.

b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal.

Updated: Oct. 2018
Academic Student Employees (ASE) - UNIT 11
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2018
Hiring Dates & Information

Submit Job Postings: April 2, 2018
Start submitting ASE paperwork to OGS: July 2, 2018
ASE Applications DUE Date (priority): July 20, 2018

Appointment Notifications available for pick up in Student Employment Office (for applications received by PRIORITY due date):

- Teaching Associates (TA) August 07, 2018
- Instructional Student Assistant (ISA) August 10, 2018
- Graduate Assistants (GA) August 13, 2018

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

Fall 2018 Work Dates

- Instructional Student Assistant (ISA) 08/27/2018 – 01/21/2019
- Teaching Associates (TA) 08/22/2018 – 01/02/2019
- Graduate Assistants (GA) 08/31/2018 – 01/30/2019

Continuous Enrollment paperwork must be received by: August 1, 2018 (ASC / Unit 11 ONLY)

Fall 2018 Registration: April 30 – May 18, 2018

Grades Posted:
- Spring 2018: May 23, 2018
- Summer 2018: August 24, 2018

Minimum GPA Requirements (Use Cumulative GPA Only)
- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)

Unit Requirements
- Graduate Students - Min: 4 units / Max: 12 units
- Undergraduate Students - Min: 6 units / Max: 15 units

ASE – Unit 11 Salary

- Instructional Student Assistant (ISA) Hourly Salary (1150/1151) $13.00 - $19.42
- Teaching Associate (TA) Monthly Salary (2354.01 - Graduate) $2,278. - $5,356.
- TA - Doctorate Students (2354.02) $2,697. - $6,752.
- Graduate Assistant (GA) Monthly Salary (2355) $2,179. - $3,088.

NOTES:

- Applications received after the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.
Students are NOT required to be enrolled in courses during the summer

NEW Academic Student Employee Personnel Transaction Form (ASEPTF):
http://www.csus.edu/hr/docs/facultydocs/ase_ptf.pdf

Start Submitting Job Postings: April 2, 2018

Start submitting hiring ASE paperwork to OGS: April 11, 2018 (Summer Only)

ASE Applications DUE Dates (priority):

Instructional Student Assistant (ISA): May 1, 2018
Teaching Associate (TA): May 1, 2018
Graduate Assistant (GA): May 11, 2018

ASE (Unit 11) appointment notifications (offer letters) will be available for pick up at the Student Employment Office (if submitted by priority date):

Instructional Student Assistant (ISA): May 17, 2018
Teaching Associate (TA): May 09, 2018
Graduate Assistant (GA): June 15, 2018

*Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

Scheduled Effective & End Dates - Summer 2018

Instructional Student Assistant (ISA): 05 / 31 / 2018 – 08 / 26 / 2018
Teaching Associate (TA): 05 / 24 / 2018 – 08 / 21 / 2018
Graduate Assistant (GA): 07 / 01 / 2018 – 08 / 31 / 2018

Spring 2018 Grades Posted & Verified: May 23, 2018

✓ Graduate Students: 3.0 GPA or better - Use Cumulative GPA Only
✓ Undergraduate Students: 2.5 GPA or better - Use Cumulative GPA Only

Summer Session Begins: May 24, 2018

Summer Instruction Ends: August 19, 2018

ASE – Unit 11 Salary
NOTES:

- Applications received after the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.

- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.

- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.

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

Spring 2018

Start Submitting Position Postings: November 6, 2017 (CBA 2.1-2)
http://www.csus.edu/gradstudies/unit11/facultystaff/postingopenpositiononline.html

Start Submitting Unit 11 Applications: November 13, 2017

PRIORITY: Unit 11 Application Deadline: December 6, 2017

Late Applications – We will accept late applications, but we cannot guarantee that student will processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

Appointment Notification Pick-Up – For approved applications, turned in by the priority deadline, students will be notified by email that they may pick up their appointment notification at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)
Applicable ONLY to applications turned in by the priority deadline.

- Teaching Associate (TA) Wednesday, January 3, 2018
- Instructional Student Assistant (ISA) Monday, January 8, 2018
- Graduate Assistant (GA) Tuesday, January 16, 2018

Important Academic Calendar Dates

- Spring 2018 Registration Nov. 27 - Dec. 19, 2017
- Continuous Enrollment - Graduate Students must submit their Continuous Enrollment form to Graduate Studies (RFC 215) by: January 05, 2018 (CBA 2.14)
- Grades Posted – Fall 2017: January 03, 2018 (CBA 2.14)
- Spring 2018 Semester Begins: January 17, 2018
- Spring 2018 Instruction Begins: January 22, 2018

✓ Appointment Notification must be returned to the HR - Student Employment Office, Del Norte Hall, Room 3009, within 14 calendar days of the date noted on the letter (CBA 2.10)

✓ Students must NOT work until their signed offer letter is returned AND applicable Payroll documents are submitted to HR/Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

Payroll Paperwork – New student employees and those with a break in service for more than 12 months will be required to submit the appropriate payroll documents at the time they pick up the appointment notification in order to be eligible to begin working.

Spring 2018 Unit 11 Work Dates (ASE-PTF):

<table>
<thead>
<tr>
<th>Position</th>
<th>Work Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Associate (TA)</td>
<td>01/17/2018 – 05/23/2018</td>
</tr>
<tr>
<td>Instructional Student Assistant (ISA)</td>
<td>01/22/2018 – 05/30/2018</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>01/31/2018 – 06/30/2018</td>
</tr>
</tbody>
</table>

✓ Note ACTUAL work start date on the ASE-PTF.
Students may only work WITHIN the semester work dates assigned by the Payroll Office. Contact Student Employment Office if the student needs to start earlier (e.g. training or orientation)

Unit 11 Pay Base – Links

**Doctorate Students**: The pay scale is different, please verify pay before submitting paperwork.

Chancellor’s website for Unit 11 Salary Schedule:


Collective Bargaining Agreement

http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee’s acceptance within the timelines established by the notification. The bargaining unit employee shall have fourteen (14) days from date of written notification to accept the appointment.

Article 2.14 - 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 or returned to said appointment as set forth below.

a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.

b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal.

Updated: Oct. 2017
Fall 2017

**NEW** Academic Student Employee Personnel Transaction Form (ASEPTF):

http://www.csus.edu/hr/docs/facultydocs/ase_ptf.pdf

**ASE Information & Forms**

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

**Submit Job Postings:** April 10, 2017

**Start Submitting ASE Applications:** May 1, 2017

**Application Due Dates (PRIORITY):** July 7, 2017

Appointment Notifications available for pick up in Student Employment Office (for applications received by PRIORITY due date):

- Teaching Associates (TA) August 09, 2017 (2)
- Instructional Student Assistant (ISA) August 11, 2017 (2)
- Graduate Assistants (GA) August 14, 2017 (2)

Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

**Fall 2017 Work Dates**

- Instructional Student Assistant (ISA) 08/28/2017 – 01/21/2018
- Teaching Associates (TA) 08/23/2017 – 01/02/2018
- Graduate Assistants (GA) 09/01/2017 – 01/31/2018

**Continuous Enrollment** paperwork must be received by: August 4, 2017 (ASC / Unit 11 ONLY)

**Fall 2017 Registration:** May 1-19, 2017

**Grades Posted:**
- Spring 2017: May 25, 2017
- Summer 2017: August 22, 2017

**Overall GPA & Unit Requirements (Use Cumulative GPA Only)**

- Graduate Students: 3.0 GPA or better (newly admitted: 2.50) / Unit Min: 4-12
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0) / Unit Min: 6 - 15
NOTES:

- Applications received after the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.

- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.

- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.
NEW Academic Student Employee Personnel Transaction Form (ASEPTF):

http://www.csus.edu/hr/docs/facultydocs/ase_ptf.pdf

Start Submitting Job Postings: April 24, 2017
Start submitting ASE paperwork to OGS: April 24, 2017 (Summer Only)

ASE Applications DUE Dates (priority):

Instructional Student Assistant (ISA): May 10, 2017
Teaching Associate (TA): May 3, 2017
Graduate Assistant (GA): May 30, 2017

ASE (Unit 11) appointment notifications (offer letters) will be available for pick up* at the Student Employment Office (if submitted by priority date):

Instructional Student Assistant (ISA): May 17, 2017
Teaching Associate (TA): May 10, 2017
Graduate Assistant (GA): June 16, 2017

*Appointment notifications will be processed as approved application materials are received in the Student Employment Office (SEO), notifications may be available for pick up earlier than the above noted dates.

Scheduled Effective & End Dates - Summer 2017

Instructional Student Assistant (ISA): 06/01/2017 to 08/27/2017
Teaching Associate (TA): 05/25/2017 to 08/22/2017
Graduate Assistant (GA): 07/01/2017 to 08/31/2017

Spring 2017 Grades Posted & Verified: May 25, 2017

Graduate Students: 3.0 GPA or better - Use Cumulative GPA Only
Undergraduate Students: 2.5 GPA or better - Use Cumulative GPA Only

Summer Session Begins: May 30, 2017
First 6-Week Session (6W1) May 30 - July 09, 2017
Second 6-Week Session (6W2) July 10 - August 20, 2017
Full 12-Week Session (12W) May 30 - August 20, 2017

Summer Instruction Ends: August 20, 2017
ASE – Unit 11 Salary (as of July 1, 2016)

Instructional Student Assistant (ISA) **Hourly** Salary (Class 1150 / 1151):  $12.50 - $18.92  
Teaching Associate (TA) Monthly Salary (Class 2354):  $2,212. - $6,555.  

https://www.calstate.edu/hradm/salaryschedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15

**NOTES:**

- Applications received *after* the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an appointment notification in time for students to start their positions.
- Appointment notifications must be picked up and signed at the Student Employment Office, Del Norte Hall, Room 3009 within 14 days of the date noted on the appointment notification letter.
- Students that have not worked as Academic Student Employees in the past will need to complete & submit new employee payroll documents at the Student Employment Office, Del Norte Hall, Room 3009 at the time that the appointment notification is picked up.
Unit 11 – Academic Student Employees  
Time Line / Work Dates / Pay Schedule

**Spring 2017**

**Start Submitting Positions Postings:**   October 24, 2016 (CBA 2.1-2)
http://www.csus.edu/gradstudies/unit11/facultystaff/postingopenpositiononline.html

**Start Submitting Unit 11 Applications:**  November 14, 2016

**PRIORITY** Unit 11 Application Deadline:   December 2, 2016

**Late Applications** – We will accept late applications, but we cannot guarantee that student will processed in time to start their position on the first day noted on the PTF. Processing may take 5-7 business days.

**Offer Letter Pick-Up** – Letters will be available at the HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

  Applicable ONLY to applications turned in by the priority deadline.

  • Teaching Associate (TA)                                      January 4, 2017
  • Instructional Student Assistant (ISA)                         January 9, 2017
  • Graduate Assistant (GA)                                       January 17, 2017

**Important Academic Calendar Dates:**

  • Spring 2017 Registration                                       Nov. 28 - Dec. 20, 2016
  • **Continuous Enrollment** - Graduate Students must submit their Continuous Enrollment form Graduate Studies (RFC 215) by: January 09, 2017 (CBA 2.14)
  • Grades Posted – Fall 2016:                                    January 03, 2017 (CBA 2.14)
  • Spring 2017 Semester Begins:                                 January 18, 2017
  • Spring 2017 Instruction Begins:                              January 23, 2017

✓ Offer letters must be returned to the HR - Student Services, Del Norte Hall, Room 3009, within 14 calendar days of the date noted on the letter (CBA 2.10)

✓ Students must NOT work until their signed offer letter is returned AND applicable Payroll documents are submitted to HR / Student Employment Office, Del Norte Hall, Room 3009 (CBA 2.10)

**Spring 2017 Unit 11 Work Dates (PTF):**

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</tr>
<tr>
<td>Instructional Student Assistant (ISA)</td>
<td>01/23/2017 – 05/31/2017</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>02/01/2017 – 06/30/2017</td>
</tr>
</tbody>
</table>

✓ **Write in the ACTUAL work start date on the PTF.** Take into account processing time & the fourteen (14) days that students are given to return the offer letter (CBA 2.10)

✓ **Students may only work WITHIN the work dates noted above.** Contact Payroll if the student needs to start earlier (e.g. training or orientation)
**Unit 11 Pay Base – Links**

**NOTE:** Be aware that at this time the Unit 11 Collective Bargaining Agreement is being ratified, which may include a raise in pay. Please check the CSU Chancellor’s salary schedule website for any updates before submitting paperwork.

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

**Doctorate Students** have a different pay scale. Visit the Chancellor’s website for Unit 11 Salary Schedule:


**Collective Bargaining Agreement**

http://www.calstate.edu/hr/employee-relations/bargaining-agreements/contracts/uaw/index.shtml

In order to stay in compliance with the CBA, please be mindful of the due dates & hiring periods for Academic Student Employees

Article 2.1 - The University shall create and maintain a central website on each campus and shall post information on it regarding open hire bargaining unit employee positions when these positions become available. Open hire positions are those positions available for currently enrolled or admitted students that are not used to fulfill a commitment of support made to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s). The University may update or edit this information as appropriate.

Article 2.5 - Departments or other hiring units may also post information regarding open hire positions. Departments or other hiring units may, when necessary, make emergency appointments. For the purpose of this Article an emergency situation is one in which the beginning of the appointment period must begin less than a week after the position is posted.

Article 2.10 - No employee shall be deemed appointed in the absence of an official written notification from the President and the bargaining unit employee’s acceptance within the timelines established by the notification. The bargaining unit employee shall have **fourteen (14)** days from date of written notification to accept the appointment.

Article 2.14 - 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 or returned to said appointment as set forth below.

a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an employee who has become academically ineligible.

b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal.
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 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.
UNIT 11 - Academic Student Employees

Summer 2016

Time Line / Work Dates / Salary Schedule

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:

Instructional Student Assistant (ISA) Hourly Salary: $12.00 - $18.42
Teaching Associate (TA) Monthly Salary: $2,434 - $11,037
Graduate Assistant (GA) Monthly Salary: $2,054 - $4,036

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

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

Students are NOT required to be enrolled in courses during the summer.

Start submitting ISA applications to OGS: April 25, 2016
Applications DUE (priority): May 9, 2016

• Applications received after the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an offer letter in time for students to start their positions.
• Processing of applications usually takes 10 working days.

Scheduled Effective & End Dates for Summer 2016

ISA: 06/01/2016 to 08/28/2016
TA: 05/26/2016 to 08/23/2016
GA: Contact Graduate Studies

Unit 11 Offer Letters will be ready for pick up (if submitted by priority date): May 13, 2016

Spring 2016 Grades Posted & Verified: May 25, 2016

✓ Graduate Students: Overall 3.0 GPA or better
✓ Undergraduate Students: Overall 2.5 GPA or better

Summer Session Begins: May 26, 2016
Summer Instruction Ends: August 23, 2016
NOTES:

- Offer letters must be returned to the Office of Graduate Studies within **14 days** of the date noted on the letter.
- Students must return their offer letters **before** starting their positions.
- PTFs will be sent to Payroll **only** after our office has received the signed offer letter.
Unit 11 – Academic Student Employees
Time Line / Work Dates / Pay Schedule

Spring 2016

**Priority GA / TA / ISA Applications DUE:** January 4, 2016

*Late applications* will be accepted, but note that we cannot guarantee that student will processed in time to start their position on the first day if they:

- have not completed their background check
- registered in the necessary units.

**Important Dates to Remember:**

- Spring 2016 Registration: Nov. 30 – Dec. 18, 2015
- **Continuous Enrollment:** Grad Students *must* be enrolled OR have submitted payment to the Office of Graduate Studies by **January 8, 2016**
- Grades Posted – Fall 2015: January 4, 2016
- Spring 2016 Semester Begins: January 20, 2016
- Spring 2016 Instruction Begins: January 25, 2016

**Spring 2016 Work Dates (PTF):**

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</thead>
<tbody>
<tr>
<td>Teaching Associate (TA)</td>
<td>01/20/2016 – 05/25/2016</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>02/01/2016 – 06/30/2016</td>
</tr>
<tr>
<td>Instructional Student Assistant (ISA)</td>
<td>01/25/2016 – 05/31/2016</td>
</tr>
</tbody>
</table>

Note *ACTUAL* start date on PTF. Students may only work within the noted work dates.

**Pay Base – Unit 11 - Pay is determined by the student job code***

- TA $2,434 - $11,037
- GA $2,054 - $4,036
- ISA $12.00 – $18.42

**NOTE:**

- Doctoral students have a different pay scale. Visit the Chancellor’s website for Unit 11 Salary Schedule - [http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf](http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf)

**This applies only to students who are new to the position or who have to make changes to their name, address, social security, marital status or deductions.**
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):

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


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.
UNIT 11 - Academic Student Employees

Summer 2015

Time Line / Work Dates / Salary Schedule

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

CSU Salary Schedule Link:
http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15

Instructional Student Assistant (ISA) Hourly Salary: $11.50 - $17.92
Teaching Associate (TA) Monthly Salary: $2,318. - $10,511.
Graduate Assistant (GA) Monthly Salary: $1,956. - $3,844.

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/

Students are **NOT required to be enrolled** in courses during the summer 😊

Start submitting ISA applications to OGS: May 1, 2015
Applications DUE (priority): May 11, 2015

- Applications received after the priority date will be processed as quickly as possible, but **we cannot guarantee** that we will be able to generate an offer letter in time for students to start their positions.
- Processing of applications usually takes **10 working days**.

Scheduled Effective & End Dates for Summer 2015:

- ISA: 06/01/2015 to 08/30/2015
- TA: 05/28/2015 to 08/25/2015
- GA: 06/01/2015 to 08/31/2015

Unit 11 Offer Letters will be ready for pick up (if submitted by priority date): May 15, 2015

Spring 2015 Grades Posted & Verified:
- Graduate Students: Overall 3.0 GPA or better
- Undergraduate Students: Overall 2.5 GPA or better

Summer Session Begins: May 26, 2015
Summer Instruction Begins: May 31, 2015

NOTES:

- Offer letters must be returned to the Office of Graduate Studies within **14 days** of the date noted on the letter.
- Students must return their offer letters before starting their positions.
- PTFs will be sent to Payroll only after our office has received the signed offer letter.
Unit 11 – Academic Student Employees
Time Line / Work Dates / Pay Schedule

Spring 2015

**PRIORITY** GA / TA / ISA Applications DUE: December 19, 2014

*Late applications* will be accepted, but note that *we cannot guarantee* that student will have their offer letter in time to start their positions on the first day. It takes 10 working days to process applications and PTFs.

**Important Dates to Remember:**

- **Spring 2015 Registration**: December 1 - 19, 2014
- **Continuous Enrollment**: Grad Students must be enrolled OR have submitted payment to the Office of Graduate Studies by January 9, 2015
- Grades Posted – Fall 2014: January 2, 2015
- Spring 2015 Semester Begins: January 20, 2015
- Spring 2015 Instruction Begins: January 26, 2015

**Spring 2015 Work Dates (PTF):**

<table>
<thead>
<tr>
<th>Position</th>
<th>Work Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Associate (TA)</td>
<td>01/21/2015 – 05/29/2015</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>01/30/2015 – 06/30/2015</td>
</tr>
<tr>
<td>Instructional Student Assistant (ISA)</td>
<td>01/26/2015 – 06/01/2015</td>
</tr>
</tbody>
</table>

*Note* **ACTUAL** start date on PTF. Students may only work within the noted work dates.

**Pay Base – Unit 11***

- TA $2,318 - $10,511
- GA $1,956 - $3,844
- ISA $10.00 – $16.42

**Unit 11 Offer Letters will be ready by the following dates (if submitted by the priority date):**

- TA offer letters: January 07, 2015
- ISA offer letters: January 12, 2015
- GA offer letters: January 16, 2015

**NOTE:**

- Offer letters must be returned to the Office of Graduate Studies within **14 days** of the date noted on the letter
- Immediately after submitting the offer letter, students must go to Payroll **before** starting their positions to fill out additional hiring paperwork
- PTFs will be sent to Payroll **only** after our office has received the signed offer letter
- Doctoral students have a different pay scale. Visit the Chancellor’s website for Unit 11 Salary Schedule - [http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf](http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf)

**This applies only to students who are new to the position or who have to make changes to their name, address, social security, marital status or deductions.**
UNIT 11 - Academic Student Employees
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Fall 2014
Hiring Dates & Information

Start Submitting Unit 11 Applications: July 1, 2014

Applications Due Dates (PRIORITY):
- Teaching Associates (TA) August 1, 2014 (1)
- Instructional Student Assistant (ISA) August 1, 2014 (1)
- Graduate Assistants (GA) August 1, 2014 (1)

Offer Letters Issued (if received by PRIORITY due date):
- Teaching Associates (TA) August 13, 2014 (2)
- Instructional Student Assistant (ISA) August 19, 2014 (2)
- Graduate Assistants (GA) August 18, 2014 (2)

Fall 2014 Work Dates:
- Teaching Associates (TA) 08/27/2014 – 01/02/2015 (3)
- Instructional Student Assistant (ISA) 09/02/2014 – 01/20/2015 (3)
- Graduate Assistants (GA) 09/01/2014 – 01/29/2015 (3)

Continuous Enrollment fees must be received by: August 1, 2014 (Unit 11 ONLY)

Fall 2014 Registration: May 1 – 13, 2014
Fall 2014 Semester Begins: September 2, 2014


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Pay INCREASED for Unit 11 - Academic Student Employees ✨

New Instructional Student Assistant (ISA) Hourly Salary: $11.50 - $17.92
New Teaching Associate (TA) Monthly Salary: $2,046. - $10,511.

CSU Salary Schedule Link
http://www.calstate.edu/HRAdm/SalarySchedule/SalaryGrid.aspx?S1=1&F1=R11&D1=0&Page=1&Recs=15

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.
Unit 11 – Academic Student Employees
Time Line / Work Dates / Pay Schedule

Spring 2014

**PRIORITY** GA / TA / ISA Applications DUE: December 20, 2013

Late applications will be accepted, but note that we cannot guarantee that student will have their offer letter in time to start their positions on the first day. It takes 10 working days to process applications and PTFs.

Important Dates to Remember:

- Spring 2014 Registration: December 2 – 20, 2013
- Continuous Enrollment: Grad Students must be enrolled OR have submitted payment to the Office of Graduate Studies by January 10, 2014
- Grades Posted – Fall 2013: January 2, 2014
- Spring 2014 Semester Begins: January 22, 2014
- Spring 2014 Instruction Begins: January 27, 2014

Spring 2014 Work Dates:

<table>
<thead>
<tr>
<th>Position</th>
<th>Work Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Associate (TA)</td>
<td>01/22/2014 – 05/28/2014</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>01/31/2014 – 06/30/2014</td>
</tr>
<tr>
<td>Instructional Student Assistant (ISA)</td>
<td>01/27/2014 – 06/01/2014</td>
</tr>
</tbody>
</table>

Note **ACTUAL** start date on PTF. Students may only work within the noted work dates.

Pay Base – Unit 11*

- TA $1,856 - $4,362
- GA $1,774 - $2,514
- ISA $10.00 – $16.42

Unit 11 Offer Letters will be ready by the following dates (if submitted by the priority date):

- TA offer letters: January 9, 2013
- ISA offer letters: January 14, 2013
- GA offer letters: January 20, 2013

NOTE:

- Offer letters must be returned to the Office of Graduate Studies within **14 days** of the date noted on the letter
- Immediately after submitting the offer letter, students must go to Payroll **before** starting their positions to fill out additional hiring paperwork
- PTFs will be sent to Payroll **only** after our office has received the signed offer letter
- Doctoral students have a different pay scale. Visit the Chancellor’s website for Unit 11 Salary Schedule - http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf

** This applies only to students who are new to the position or who have to make changes to their name, address, social security, marital status or deductions.
Start Submitting Unit 11 Applications: **JULY 2, 2013**

Applications Due Dates (PRIORITY):
- Teaching Associates (TA) **August 3, 2013 (1)**
- Instructional Student Assistant (ISA) **August 3, 2013 (1)**
- Graduate Assistants (GA) **August 3, 2013 (1)**

Offer Letters Issued (if received by PRIORITY due date):
- Teaching Associates (TA) **August 13, 2013 (2)**
- Instructional Student Assistant (ISA) **August 15, 2013 (2)**
- Graduate Assistants (GA) **August 17, 2013 (2)**

Fall 2013 Work Dates:
- Teaching Associates (TA) 08/28/2013 – 01/02/2014 (3)
- Instructional Student Assistant (ISA) 09/03/2013 – 01/27/2014 (3)
- Graduate Assistants (GA) 8/30/2013* 09/01/2013 – 01/30/2014 (3)

Continuous Enrollment Payment Due: **July 31, 2013 (Unit 11 ONLY)**

Fall 2013 Registration: **May 1 – June 24, 2013**

Fall 2013 Semester Begins: **September 3, 2013**

Grades Posted: **Spring 2013: 5/30/13 / Summer 2013: 8/27/13**

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Pay Base - Unit 11 (3)

- TA $1,856 - $4,362
- GA $1,774 - $2,514
- ISA $10.00 - $16.42

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.

*Payroll corrected date - 9/10/13

(3) Updates for the Unit 11 Salary Schedule: http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf

Updated: Fall 2013
UNIT 11 – Academic Student Employees
Instructional Student Assistant (ISA) / Graduate Assistants (GA) / Teaching Associates (TA)

Summer 2013

Hiring Dates & Information

* Students are not required to be enrolled in course work during the summer *

Start Submitting Unit 11 Applications: May 1, 2013
Unit 11 Applications DUE: May 10, 2013 (1)
Offer Letters Issued (if received by due date): May 17, 2013 (2)
Scheduled Effective & End Dates (PTF): 06 / 03 / 2013 to 08 / 27 / 2013
Summer 2013 Session Begins: June 3, 2013 (3)
Spring 2013 grades posted: May 30, 2013 (4)

✔ Graduate Students: 3.0 GPA or better
✔ Undergraduate Students: 2.5 GPA or better

Pay Base – Unit 11

• TA $1,856 - $4,362 • GA $1,774 - $2,514 • ISA $10.00 – $16.42

Updates for the Unit 11 Salary Schedule: http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf

• 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.

(1) Applications received after the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an offer letter in time for students to start their position.
(2) Processing of applications usually takes approximately 10 working days, if applications are sent after the priority deadline.
(3) Students must return their offer letters before starting their positions.
(4) GPA will be verified by Graduate Studies when processing applications.

Please contact Diana Duran at durand@csus.edu, if you have any questions.

Updated April 20, 2013
Unit 11 – Academic Student Employees
Time Line / Work Dates / Pay Schedule

Spring 2013

OGS starts accepting Unit 11 PTFs & Applications: November 26, 2012

**PRIORITY** GA / TA / ISA Applications DUE: December 20, 2012

Late applications will be accepted, but note that we cannot guarantee that student will have their offer letter in time to start their positions on the first day. It takes 10 working days to process applications and PTFs.

**Important Dates to Remember:**

- **Spring 2012 Registration**: November 26 – December 14, 2012
- **Continuous Enrollment**: Grad Students must be enrolled OR have submitted payment to the Office of Graduate Studies by **January 6, 2013**
- Grades Post – Fall 2012: January 2, 2013
- **Spring 2013 Semester Begins**: January 23, 2013
- **Spring 2013 Instruction Begins**: January 28, 2013

**Spring 2013 Work Dates:**

<table>
<thead>
<tr>
<th>Position</th>
<th>Work Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Associate (TA)</td>
<td>01/23/2013 – 05/30/2013</td>
</tr>
<tr>
<td>Graduate Assistant (GA)</td>
<td>01/31/2013 – 06/30/2013</td>
</tr>
<tr>
<td>Instructional Student Assistant (ISA)</td>
<td>01/28/2013 – 05/30/2013</td>
</tr>
</tbody>
</table>

Note **ACTUAL** start date on PTF. Students may only work within the noted work dates.

**Pay Base – Unit 11***

- TA $1,856 - $4,362
- GA $1,774 - $2,514
- ISA $10.00 – $16.42

Unit 11 Offer Letters will be ready for pick up**:

- TA offer letters: January 9, 2013
- ISA offer letters: January 14, 2013
- GA offer letters: January 20, 2013

** Applications submitted BY priority deadline & students meeting all requirements.

**NOTE:**

- Offer letters must be returned to the Office of Graduate Studies within **14 days** of the date noted on the letter
- Immediately after submitting the offer letter, students must go to Payroll** before starting their positions
- PTFs will be sent to Payroll only after our office has received the signed offer letter
- Doctoral students have a different pay scale. Visit the Chancellor’s website for Unit 11 Salary Schedule - http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf

**This applies only to students who are new to the position or who have to make changes to their name, address, social security, marital status or deductions.
Unit 11 - GA / TA / ISA
Time Line / Work Dates / Pay Schedule

Fall 2012

OGS will start accepting GA/ TA / ISA applications for Fall 2012:  July 2, 2012

GA / TA / ISA Applications DUE*:
- TA applications due (PRIORITY): July 24, 2012
- GA applications due (PRIORITY): August 2, 2012
- ISA applications due (PRIORITY): July 30, 2012

*GA / TA / ISA applications received after the dates noted above will be processed as quickly as possible, but we cannot guarantee that PTFs, GA / TA / ISA applications, offer letters, etc. will be processed in time for students to start their positions on the first day.

• Please note that it takes 10 working days for offer letters to be generated.

Fall 2012 Work Dates:

<table>
<thead>
<tr>
<th>Position</th>
<th>Start Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Assistants (GA)</td>
<td>08/31/2012 – 01/31/2013</td>
</tr>
<tr>
<td>Teaching Associates (TA)</td>
<td>08/22/2012 – 01/02/2013</td>
</tr>
<tr>
<td>Instructional Student Assistant (ISA)</td>
<td>08/27/2012 – 01/27/2013</td>
</tr>
</tbody>
</table>

Unit 11 Offer Letters will be ready for pick up**:

- TA offer letters: August 17, 2012
- GA offer letters: August 16, 2012
- ISA offer letters: August 10, 2012

**These dates will only apply to applications that were submitted by the priority due date

☆Students must return GA / TA / ISA offer letters before starting their positions☆

Fall Semester Begins: August 27, 2012

Grades Posted:
- Spring 2012 – May 23, 2012
- Summer 2012 – August 21, 2012

Fall 2012 Registration: May 1 – July 31, 2012

Continuous Enrollment Payment Due: July 27, 2012 (Unit 11 ONLY)

GPA & enrollment will be verified by OGS prior to mailing offer letters.
- Graduate Students: 3.0 GPA or better (newly admitted: 2.50)
- Undergraduate Students: 2.5 GPA or better (newly admitted 2.0)
- Summer School Students: Overall GPA will be verified

NOTE:
- 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

Departments will receive an email with all of the names and status of each student that has been processed by our office: October 5, 2012

• PTFs will be sent to Payroll only when our office has received the signed offer letter.
Pay Base – Unit 11

- TA $1,856 - $4,362
- GA $1,774 - $2,514
- ISA $10.00 – $16.42

Updates for the Unit 11 Salary Schedule: http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf
UNIT 11 - ISA  
Time Line / Work Dates / Salary Schedule

Summer 2012

* Students are not required to be enrolled in course work during the summer *

Start submitting ISA applications to OGS:  
Tuesday, May 1, 2012

- Please be aware that offer letters will not be sent out to students until May 18, 2012.

ISA Applications DUE:  
Tuesday, May 8, 2012

- Applications received after the priority date will be processed as quickly as possible, but we cannot guarantee that we will be able to generate an offer letter in time for students to start their positions.
- Processing of applications usually takes approximately 10 working days, if applications are sent after the priority deadline.

Scheduled Effective & End Dates for Summer 2012:  
05/24/2012 to 8/21/2012

Teaching Associates & Graduate Assistants Hiring Dates - Please contact Diana Duran at durand@csus.edu for information.

Unit 11 Offer Letters will be ready for pick up (if submitted by priority date): May 10, 2012

Spring 2012 grades posted:  
May 23, 2012*

- Graduate Students: 3.0 GPA or better
- Undergraduate Students: 2.5 GPA or better

* GPA will be verified for all Unit 11 applicants before the start of summer session.

Summer Session Begins:  
May 29, 2012

NOTES:

- Offer letters must be returned to the Office of Graduate Studies within 14 days of the date noted on the letter
- Students must return their offer letters before starting their positions
- PTFs will be sent to Payroll only after our office has received the signed offer letter

Pay Base – Unit 11

- TA $1,856 - $4,362
- GA $1,774 - $2,514
- ISA $10.00 – $16.42

Updates for the Unit 11 Salary Schedule: http://www.calstate.edu/hrpims/salary/SalarySchd20071001.pdf