



OFFICE OF ACADEMIC AFFAIRS INDIANAPOLIS

Application and Agreement for Student Academic Appointment

Name: _____

University ID: _____

Requests appointment as

Title: _____

Department/School: _____

of Indiana University Indianapolis. Upon acceptance of this application and notification of acceptance delivered, the requester agrees to serve the appointment upon the terms of the employment agreement set forth below.

Table with 2 columns: Period of Appointment and Graduate Work-Study Program. Includes checkboxes for Academic Year, Fall/Spring Semester, Other, and Work-Study funding.

Remuneration: The stipend (taxable) for the above period will be _____ It will be paid in _____ equal installments. The appointee will be expected to work _____ hours per week, (_____ % FTE).

*Appointments above 50% FTE (full-time equivalent) must have prior approval of the assistant vice chancellor for faculty affairs. (If work consists of teaching, each 3 credit course counts as 9 standard hours per week.)

Enrollment

- Appointment must be at or above 37.5% FTE (15 standard hours) and requires enrollment in 6 credit hours/semester, or G901 if eligible/required.
Appointment for summer must be at or above 37.5% FTE (15 standard hours) and requires no enrollment.

Department/school enrollment requirements: _____.

Fee Remission: Teaching Assistants, Research Assistants, Graduate Assistants, Faculty Assistants, and Resident Assistants performing teaching or research activities: if on appointment at 50% or greater FTE (20 hours of duties/week) must receive a full fee remission. Fee remission awards do not cover G901, mandatory, campus, course-related, or miscellaneous fees.

A fee remission has been awarded for: Sem I _____ cr. hrs. Sem II _____ cr. hrs. Summer _____ cr. hrs.

NOTE: Fee remissions may be awarded for a maximum of 30 hours per 12-month period beginning with the start of the fall semester with at most 12 hours in any semester or combined summer session.

Discretionary Fee Remission: Teaching Assistants, Research Assistants, Graduate Assistants, Faculty Assistants, and Resident Assistants performing teaching or research activities may be awarded fee remissions at department discretion for appointments less than 50% FTE.

A fee remission has been awarded for: Sem I _____ cr. hrs. Sem II _____ cr. hrs. Summer _____ cr. hrs.

NOTE: Fee remissions may be awarded for a maximum of 30 hours per 12-month period beginning with the start of the fall semester with at most 12 hours in any semester or combined summer session.

Insurance

Appointees will be enrolled in the mandatory Student Academic Appointee Health Insurance Plan once their assistantship is initiated and approved in HRMS. Appointee coverage becomes effective on the first day of active employment as an eligible appointee.

Employees Withholding Exemptions Certificate: If this is an initial appointment, a certificate must be completed, signed, and sent to the Controller’s Office. (If none is sent, “0” exemptions will be assumed.)

Direct Deposit: All new university employees (including staff, faculty, graduate students and hourly) will be required to utilize direct deposit for payroll.

Eligibility for Reappointment: Eligibility for reappointment will be limited to _____ additional years. However, eligibility in itself does not constitute a commitment of the university to offer reappointment. The potential for reappointment depends on appointee successfully fulfilling their job duties and satisfactorily meeting all instructional responsibilities.

Duties Assigned: _____.

Policies and Procedures: The university and the appointee will follow IU policies and procedures. It is the responsibility of appointees to request and familiarize themselves with policies on instructional matters, and termination procedures. All appointees are designated as “Responsible Employees” for purposes of Title IX and are required to complete appropriate Title IX/Sexual Misconduct training.

Appointment under this agreement is subject to the final approval of campus and requires satisfactory fulfillment of responsibilities in prior SAA appointments. For new appointees, appointment is also subject to the appointee furnishing the federally required documentation evidencing U.S. citizenship, permanent resident status, or authorized employment status (entitled to work in the United States for the period of the above appointment). Appointee understands that their role with Indiana University is not a contract for employment and may or may not be extended into the future.

Appointee Signature: _____

Date: _____

Unit/Department Head Signature: _____

Date: _____

The original signed copy should be given to the appointee, a signed copy should be retained by the hiring department, and a signed copy should be attached to the eDoc.