College of Graduate Studies
San Diego State University
5500 Campanile Drive
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grad.sdsu.edu

2/6/2024

SDSU

College of
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TA/GA/ISA contract eligibility: Dean's office checklist

Eligibility for appointment as a TA, GA, or ISA must be verified by the academic college dean's office (or equivalent hiring unit), in coordination with the student's graduate advisor or doctoral program director.

Please review and verify:

Information available from my.SDSU Query: SD_SR_FCLTY_ENR_ROSTER*

☐ Student is active. They have <u>been admitted</u> to a graduate program or are <u>continuing</u> as a matriculated student (CBA § 2.1). The student has not graduated.

☐ Student is enrolled in a **minimum** of 1 course at SDSU in the term that they teach (CBA § 2.3) except for summer appointments (CBA § 21.1).
- Global Campus and IVC registration are valid to maintain Unit 11 eligibility.
- Students should file a Leave of Absence each Fall and Spring semester that they are not taking classes. However, filing a Leave of Absence (and not registering for any courses) <u>does not</u> maintain employment eligibility.
- For non-employment reasons, <u>most graduate students need to register for more than 1 unit per semester</u>. The Registration Requirements flyer [on this web page](#) describes the minimum requirements for many different student groups.

☐ *Summer employment only*: Summer course registration is not required for summer employees if they meet enrollment criteria from the previous semester.

☐ Student's graduate program is in the same department/school as the appointment^.

☐ Student is not on academic probation (cumulative GPA is ≥ 3.00).

Information that must be obtained by the academic College Dean's office, or the graduate advisor:

☐ Student does not hold a stateside position represented by a different bargaining unit. For example, students with a TA, GA, or ISA position cannot hold a Global Campus Instructor/Facilitator position.

☐ Student is making **good progress** towards degree, verified by the student's graduate advisor or doctoral program director.

☐ Total workload is **≤ 20 hours per week^**. This includes TA, GA, ISA and SDSU auxiliaries.

☐ Short-term exchange students <u>not</u> seeking an SDSU degree may be ISAs, but not TAs or GAs.

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*Student information accessible in Query SD_SR_FCLTY_ENR_ROSTER

The my.SDSU query is available to all graduate advisors through the Graduate Advisor Center tile. Academic College Deans and Dean's office staff can also use this query to verify student information.

● The query prompts for Enrollment Term and Academic Plan code.

● A list of Academic Plan codes and graduate advisors for all graduate degrees is maintained in an online Graduate Advisor directory. Note that the embedded Google Sheet on this page scrolls down and right, and there are three tabs at the bottom for different degree types.

● Documentation for the query and a data dictionary is available in an online guide maintained by Graduate Studies (see the final pages).

● Submit a ServiceNow ticket if you can access other my.SDSU queries, but are blocked from SD_SR_FCLTY_ENR_ROSTER due to restricted permissions.

^Appeals

When a student does not meet one or more of the hiring criteria (for example, poor academic progress) or a hiring exception is requested (for example, total workload from all employment > 20 hours per week), the department/school or graduate program advisor/director may appeal. The student's degree progress and academic standing will be a primary consideration in all cases.

Employment overload (more than 20 hours per week)

1. UGF fellows are stateside Research Fellows, and may not be additionally employed in a Unit 11 position (TA, GA, or ISA).

2. If a graduate student is proposed to work more than 20 hours per week and one or more of the appointments is Unit 11 (TA, GA, or ISA), then the central point of contact is the staff member who approves and implements the Unit 11 contracts. That is almost always usually the academic college resource manager.

   The academic college resource manager should route an exception request to the Associate Dean of Graduate Studies: Andrew Bohonak <Grad.AssocDean@sdsu.edu>.

3. If a graduate student is proposed to work more than 20 hours per week entirely through SDSU Research Foundation (SDSURF) employment, or a UGF fellow is proposed to add SDSURF employment, the corresponding SDSURF staff member should route an exception request to the Associate Dean of Graduate Studies: Andrew Bohonak <Grad.AssocDean@sdsu.edu>.

4. If a UGF fellow is proposed to add SA (Student Assistant) employment, the academic college resource manager should route an exception request to the Associate Dean of Graduate Studies: Andrew Bohonak <Grad.AssocDean@sdsu.edu>.

All other hiring exceptions

5. The academic college resource manager should route an exception request to the Associate Dean of Graduate Studies for a decision: Andrew Bohonak <Grad.AssocDean@sdsu.edu>. Some colleges have developed a standardized memo for this purpose.

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^Appeals Process

Exception request memo

To appeal a hiring restriction, the academic college resource manager (or SDSURF staff member responsible for hiring) should submit an exception request memo that verifies that:

- The academic college Dean's office has no objection to the proposed position(s) and time base(s).
- The student wants the proposed employment overload.
- The graduate advisor for the student's degree program states that working more than 20 hours per week will not negatively impact their degree progress.

Some colleges have developed a standardized memo and use AdobeSign routing for this purpose.

Graduate student employment classifications (per the CSU standards)

Funding Source	Classification	Teaching/ Instructional duties?	Research duties?	Other duties?	CBA unit	Timesheets?
Stateside position	**TA** = Teaching Associate[1]	Yes	Maybe	No	UAW 11*	No, flat rate
	GA = Graduate Assistant[1] Set schedule: 5, 10, 15 or 20 hours weekly	Yes	Yes	Yes	UAW 11*	No, monthly
	ISA = Instructional Student Assistant[1] Paid for actual hours worked	Yes	No	No	UAW 11*	Yes, weekly
	SA = Student Assistant[1]	No	No	Yes	Non represented	Yes, weekly
Research Foundation position	**JDP scholar**	No	Yes	Yes	Non represented	No, flat rate
	GA = Graduate Assistant	No	Yes	Yes	Non represented	Yes, weekly
	RA = Research Assistant	No	Yes	No	Non represented	Yes, weekly
Stateside position	**Research fellow** (e.g., UGF fellow) Exempt[2] and non-exempt[1] options	No	Yes	No	Non represented	No, flat rate
	Global Campus **Instructor**	Yes	No	No	Unit 3	No, set rate
	Global Campus **Facilitator**	Yes	No	No	Unit 3	No, flat rate

* *Students cannot hold two concurrent appointments in different bargaining units (for example: Unit 11 and Unit 3).*

* *Students cannot be appointed in a Unit 11 position and a non-represented stateside position (such as UGF Research Fellow). However, academic colleges may appeal for Unit 11 employees to hold additional Research Foundation employment.*

[1] **non-exempt employee** = *entitled to straight time when they work hours that exceed their current FTE, and time and half when they work over 40 hours*

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[2] *exempt employee = do not receive overtime pay*

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CSU classification and qualification standards

	Classification	Activities may include
Stateside position	**TA =** Teaching Associate	**Instructional Duties:** ● Providing classroom and/or laboratory instruction ● Making assignments to students, preparing course materials ● Administering examinations ● Assessing student performance ● Tutoring students and determining course grades **Other duties:** ● Assist faculty with field experience, supervision, simulation exercises and/or research projects
	GA = Graduate Assistant	**Instructional Duties:** ● Assisting in the instruction of students by conducting small discussion groups related to large lecture or television courses and the like ● Supervising laboratory periods, workshops, production courses, or other course activities ● Assisting by handling equipment ● Performing demonstrations ● Maintaining office hours to provide direct individual contact between student and graduate assistant ● Clarifying course material or course content for students ● Generally assisting faculty in evaluating student work and examinations ● Preparing course materials and aids **GAs are NOT responsible for:** ● The instructional content of a course ● Selecting student assignments ● Planning of examinations, determining the term grade for students ● Instructing the entire enrollment of a course ● Providing the entire instruction of a group of students enrolled in a course **Research Duties:** ● Providing assistance to faculty conducting authorized research by collecting and arranging data ● Developing source materials ● Summarizing reports ● Searching the literature and compiling bibliographies ● Developing and operating research equipment ● Preparing and caring for research materials ● Assisting in the conduct of experiments, etc. ● Performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants

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CSU classification and qualification standards

	Classification	Activities may include
Stateside Position	**ISA** = Instructional Student Assistant	**Instructional Duties:** ● Perform tutoring, grading, and/or teaching duties *ISAs may have concurrent assignments in other Unit 11 hiring classifications, as long as the maximum hours are not exceeded.*
	SA = Student Assistant	● Clerical ● Technical ● Custodial ● Laborer ● Other work as assigned **SAs are NOT responsible for:** ● Academic-related duties such as instruction, tutoring, grading, evaluating, research, and assisting faculty with classroom activities

Research Foundation Position	**GA** = Graduate Assistant
	
	(under immediate supervision)
		● Providing lead work direction to undergraduate students, research assistants, and volunteers
		● Assisting students in a classroom, laboratory, or workshop
		● Training students in the use of equipment or other resources
		● Assisting faculty/PIs who are conducting research by collecting and arranging data
		  – developing source materials
		  – summarizing reports
		  – searching the literature and compiling bibliographies
		  – developing and operating research equipment
		  – preparing and caring for research materials
		  – assisting in the conduct of experiments, etc.

	RA = Research Assistant (under direct supervision)	● Data collection and entry ● Recruiting/surveying participants in-person or over the phone ● Assisting with laboratory tasks o attending meetings ● Maintaining records and statistics

Stateside position	**Research fellow**
	
	Fellowship recipient, Post-doctoral fellow
		● Support research or scholarly activities that enhance teaching skills and effectiveness:
		  – assist in preparing grant proposals and progress reports
		  – supervise undergraduate students and/or graduate students working on a project
		● Work with faculty sponsor on a research project while funded through a fellowship mechanism

	Global Campus **Instructor**	● See TA description above
	Global Campus **Facilitator**	● See GA (teaching) description above

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