

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

Eligibility for appointment as a TA, GA, or ISA (Unit 11) 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.

**Information available from Query [SD\\_SR\\_FCLTY\\_ENR\\_ROSTER](#) (see below): please review and verify**

- ☐ Student is active. They have been admitted to a graduate program or are continuing 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](#)) with the exception of summer appointments (CBA § [21.1](#)).
  - Global Campus and IVC registration are valid to maintain Unit 11 employment eligibility.
  - Main campus students should file a Leave of Absence through WebPortal each semester they are not taking a main campus class. However, filing Leave of Absence (and not registering for any courses) does not maintain employment eligibility.
  - For non-employment reasons, most graduate students do need to register for more than 1 unit per semester. 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<sup>^</sup>.
- ☐ Student is not on academic probation (cumulative GPA is  $\geq 3.00$ ).

**Information that must be obtained from the academic College Dean's office, or the student's graduate advisor**

- ☐ Student is making **good progress** towards degree, verified by the student's graduate advisor or doctoral program director.
- ☐ Total workload is  $\leq 20$  hours per week<sup>^</sup>. This includes TA, GA, ISA and SDSU auxiliaries.
- ☐ Short-term exchange students not seeking a SDSU degree may be ISAs, but not TAs or GAs.

→ Link to the CSU CBA document (11/2018-9/2020) for TA/GA/ISA hiring is [here](#) (ratified Oct 15, 2021).

## Student information accessible in Query **SD\_SR\_FCLTY\_ENR\_ROSTER**

Academic College Deans and Dean's office staff can access the my.SDSU query SD\_SR\_FCLTY\_ENR\_ROSTER through Query Viewer to verify student information. (The primary users of this query are the graduate advisors, who would typically access it through a direct link from inside their Graduate Advisor Center tile.)

- If you have never used Query Viewer, see the [How Do I Use the Query Viewer?](#) training guide.
- Submit a ServiceNow ticket if you are able to access other my.SDSU queries through Query Viewer, but are blocked from SD\_SR\_FCLTY\_ENR\_ROSTER due to restricted permissions.
- 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 in 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 are available in [an online guide](#) maintained by Graduate Studies (see the final pages). Of particular interest will be:

Field Name	Definition
Acad Plan	Student's Plan Code
Acad Plan Descr	Full Academic Plan name
Prog Status	<p>The status of the student <u>at this time</u> (not necessarily in the term you are searching for)</p> <p><u>Field Values:</u>            AC - Active in Program            PM - Pre-Matriculant            SP - Suspended            DM - Dismissed            CM - Completed Program            CN - Canceled            DC - Discontinued            DE - Deceased</p>
Units Enrolled	How many units the student was enrolled in during the associated term
CUM GPA	The student's Cumulative GPA, includes courses outside of their program
Form of Study	<p>Status of enrollment for current term</p> <p><u>Field Values:</u>            Class Enrollment = Currently enrolled in classes            Leave of Absence: Educational            Leave of Absence: Medical            Leave of Absence: Financial            Leave of Absence: Military            Leave of Absence: Personal            Unlisted = Enrolled in a different program at another school.</p>

## ^ 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

1. 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 verify that:
  - the student wants the employment overload
  - per the graduate advisor for the student's program, this overload won't negatively impact their degree progress
  - the academic college Dean's office has no objection

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

2. If a graduate student is proposed to work more than 20 hours per week entirely through SDSURF employment, the corresponding SDSURF staff member should email the Associate Dean of Graduate Studies to inquire about an exception: Andrew Bohonak <[Grad.AssocDean@sdsu.edu](mailto:Grad.AssocDean@sdsu.edu)>.
3. If a UGF fellow is proposed to work more than 20 hours per week by adding any other type of employment, the corresponding SDSURF staff member should email the Associate Dean of Graduate Studies to inquire about an exception: Andrew Bohonak <[Grad.AssocDean@sdsu.edu](mailto:Grad.AssocDean@sdsu.edu)>.

All other hiring exceptions

4. The academic college resource manager should verify that:
  - per the graduate advisor for the student's program, this employment won't negatively impact their degree progress
  - the academic college Dean's office has no objection

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