



## **UNIT 11 ACADEMIC STUDENT EMPLOYEE RECRUITMENT GUIDE**

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# STUDENT EMPLOYEES – DETERMINING THE RIGHT CLASSIFICATION<sup>1</sup>

## TEACHING ASSOCIATE (TA)

- Primary responsibility is teaching – classroom or laboratory instruction
- May be instructor of record for a course
- Must be registered in a Master's degree program
- May only teach in department of degree program in which enrolled. Students enrolled in interdisciplinary degree programs may teach for departments that comprise their interdisciplinary program
- Must be enrolled in courses toward graduate degree, including CSU courses through CSU extension if toward degree (students enrolled in credential programs are not eligible) and must remain academically eligible
- May be appointed at any timebase less than full-time
- May work full-time during academic breaks
- If appointed half-time or more, may not be appointed in another classification
- If less than half-time, may be appointed in other student classifications only, up to combined total of 20 hours per week
- Benefit eligible if appointed half-time or more for more than 6 months
- Paid a salary based on timebase – 6 monthly payments per semester for TAs with AY appointments

## GRADUATE ASSISTANT (GA)

- Responsibilities include supervising students in a classroom, workshop or lab; training students to use equipment; assisting faculty with research and preparation of course materials; participating the evaluation of student's work; and/or tutoring
- Provide non-teaching assistance to faculty members; may not be instructor of record for a course
- Must be registered in a Master's degree program
- May only work in departments/fields related to degree program in which enrolled
- Must be enrolled in courses toward graduate degree, including CSU courses through CSU extension if toward degree (students enrolled in credential programs are not eligible) and must remain academically eligible
- May be appointed up to half-time (no more than 20 hours per week)
- May work full-time during academic breaks
- May be appointed in other student classifications only, up to combined total of 20 hours per week
- Paid a salary based on timebase – 5 monthly payments per semester for GAs with AY appointments

## INSTRUCTIONAL STUDENT ASSISTANT (ISA)

- Responsibilities include teaching, grading, or tutoring
- May not be instructor of record for a course
- Must be registered and enrolled as a stateside Humboldt student (undergraduate or graduate) and must remain academically eligible
- May be appointed up to half-time (no more than 20 hours per week)
- May work full-time during academic breaks
- May be appointed in other student classifications only, up to combined total of 20 hours per week
- Paid hourly, minimum of \$16.20 per hour (as of January 1, 2023)

### INSTRUCTIONAL STUDENT ASSISTANT VS. STUDENT ASSISTANT APPOINTMENTS

The majority of work performed by **Instructional Student Assistants** is tutoring, grading and/or teaching work. **Student Assistants** perform other duties including clerical, technical, custodial, laborer or other work as assigned.

"Tutoring" is assisting a student in his/her academics, directly associated with a specific course or a specific academic skill required for graduation (e.g. writing proficiency). Tutoring is not peer advising, orientation, or similar mentoring activities. Tutoring is not counseling.

"Grading" is NOT clerical work (e.g., running answer sheets through a ScanTron). Grading is NOT: copying a professor's notations into a grade book or employing an instructor-supplied "exam master" to identify wrong answers.

Objective grading (multiple choice, T/F, etc.) using a key/matrix/exam master can occur in the Student Assistant classification, only if the MAJORITY of the work being performed is something other than grading. Subjective grading (short answer, mathematical equations, definitions, etc.) is an Instructional Student Assistant responsibility no matter the percentage of work performed in this type of grading.

<sup>1</sup> This list provides a brief overview only; it is not intended to be a comprehensive guide. Please contact Academic Personnel Services at x5086 to discuss specific questions/issues related to academic student employees.

## HIRING ACADEMIC STUDENT EMPLOYEES

Teaching Associates (TAs), Graduate Assistants (GAs), and Instructional Student Assistants (ISAs) are all Academic Student Employee (ASE) classifications. ASE positions are part of the Unit 11 Collective Bargaining Unit, with appointments governed by the Collective Bargaining Agreement (CBA) between The California State University and the United Auto Workers (UAW).

### ADVERTISING ACADEMIC STUDENT EMPLOYEE POSITIONS

All ASE positions must be advertised. While the CBA Article 2.1 allows for exceptions to the posting requirements for “commitment of support made to a student at the time of admission” or “under an existing advising relationship with a faculty member,” as of Fall semester 2013 campus policy requires that all positions be advertised. Positions may be advertised as ongoing, with updates only as needed when requirements or assignments change.

ASE positions require that a completed Vacancy Announcement template and Description of Duties form be provided to the APS office so that positions can be posted. APS recommends at least a 30 day posting period for TA or GA positions, and at least a 2-week posting period for ISA positions. Vacancies will be posted centrally on the APS website at: <https://hraps.humboldt.edu/student-employment>.

### REQUIRED APPLICATION FORM FOR ACADEMIC POSITIONS

All applicants for ASE positions must complete and submit to the department the [Application for Academic Employment](#). The application form includes a required [Supplemental Application for Employment](#) to be completed online. All vacancy announcements must include a link to the required application form.

Departments are responsible for verifying that the [Application for Academic Employment](#) has been submitted by all applicants, including submission of the required online [Supplemental Application for Employment](#).

In order to verify completion of the online Supplemental Application, APS will grant department access to view applicants for each position. Once permissions have been established, department staff can login at: <https://apex.humboldt.edu/ords/f?p=443> to view all applicants. If you do not have access to view applicants for an ASE position, contact APS with your user name and the relevant job #(s) so that access can be granted.

### APPOINTMENT REMINDERS FOR ACADEMIC POSITIONS

**No ASE may begin work prior to receipt of an official appointment notification from the AVP for Faculty Affairs**, the appointing authority for ASEs. In addition, **ASEs may not begin work prior to the appointment start date (this includes attending orientations, trainings, meetings, etc.)**. ASEs **must complete** sign-up paperwork with Human Resources prior to their first day of work.

If a student is eligible for employment as an ASE, they may apply for any vacant ASE position with no limit on the number of academic units in which they are enrolled or the number of prior terms employed as an ASE, except as necessary to comply with state or federal regulation and/or accreditation requirements.

Once appointments have been made, each department/hiring unit is required to post an information sheet for all ASE employees appointed in their area by the end of the fourth week of each semester. The information sheet shall include the ASE's name, job title, as well as office location and office hours (if applicable). If ASEs do not have an office location, please list them as “no office”. A copy of this information sheet should be forwarded to: [aps@humboldt.edu](mailto:aps@humboldt.edu).

### EVALUATION OF ACADEMIC STUDENT EMPLOYEES

If a department would like to evaluate ASEs, evaluation procedures must be provided to the employee within the first 14 days of appointment. An evaluation is a formal, written assessment of the employee's performance that will be placed in their official personnel file. The [Form 640 – Evaluation Criteria](#) template may be used to provide written notification of evaluation procedures to your ASEs. Alternately, departments may use their own written

procedures. Please provide a copy to APS for review before giving to your ASETeaching Associate (TA) Hiring Process

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## TA APPOINTMENT RESPONSIBILITIES AND ELIGIBILITY

The primary responsibility of TAs is classroom or laboratory instruction. TAs may serve as instructor of record on a course, under the direct supervision of a faculty member. As instructors, TAs may assign work to students, prepare course materials, administer examinations, assess student performance, tutor students, and determine course grades. TAs may also assist faculty with field experience, supervision, simulation exercises and/or research projects.

TAs must be registered in a Master's degree program at Cal Poly Humboldt, and must be enrolled in courses toward their graduate degree and remain academically eligible. CSU courses through CSU extension qualify, as long as the courses are for credit toward the degree being sought. Enrollment in credential programs **does not** qualify. TAs are limited to appointments and instruction in the department of the degree program in which they are enrolled. If a TA is enrolled in an interdisciplinary program, they may be appointed through and teach in any department that contributes to the interdisciplinary program curriculum.

For more information on the TA classification, see: [http://www.calstate.edu/HRAdm/Classification/R11/Teaching\\_Associate.pdf](http://www.calstate.edu/HRAdm/Classification/R11/Teaching_Associate.pdf).

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## TA WORKLOAD LIMITS AND SALARY

TAs may be appointed at any timebase less than full-time, and may work up to full-time during academic breaks. If a TA is appointed at half-time or more, they may not be appointed in any other CSU classification. If less than half-time, a TA may be appointed in other *student* classifications only, up to a combined total of 20 hours per week. TAs appointed at half-time or more for more than 6 months are eligible for health benefit coverage.

Each College has established standard full-time salary rates within the classification salary range for TAs. **Please contact your College for current standard rates.** All TA appointments must be at the same or higher salary rate as any prior TA appointment in the department.

TAs are paid a monthly salary based on the assigned timebase. The appointment timebase is calculated using the number of Weighted Teaching Units (WTUs) assigned each term (assigned WTUs/15 = timebase). TAs in academic year classifications appointed for a single semester or for the full academic year receive 6 monthly payments per semester worked. Academic year TAs with changes in timebase from Fall to Spring term should review the [Explanation of the Distribution of Pay for Faculty and Teaching Associate Appointments](#), since summer pay may be impacted. Pay for TAs appointed in 12-month classifications is prorated based on days worked in the prior month. Pay dates are noted on the [Humboldt Green and Gold calendar](#).

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## ADVERTISING TA POSITIONS

To advertise a TA position, complete the following documents and submit to: [aps@humboldt.edu](mailto:aps@humboldt.edu)

- [TA Vacancy Announcement Template](#)
- [Form 630 – Description of Duties](#)

If a written evaluation is going to take place, evaluation procedures must also be submitted. Departments may use the Form 640 provided by APS, or may establish their own evaluation criteria. Please provide a copy to APS for review.

- [Form 640 – Evaluation Criteria](#)

APS will review the submitted documents, assign a job number, and post the position on the APS website at: <https://hraps.humboldt.edu/student-employment>. APS recommends posting positions for a minimum of 30 days, if time allows. Additional outreach and advertising is the responsibility of the department.

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## TA APPOINTMENT PROCESS

Once all requested application materials have been submitted, including the [Application for Academic Employment](#) and [Supplemental Application for Employment](#), and a final candidate has been selected, the department enters a contract for the TA using the PeopleSoft Temporary Faculty module. Guides for creating contracts are available on the APS website: <https://hraps.humboldt.edu/aps-guides-resources>. TA contracts should be printed, signed and submitted following the timelines established by APS for each term. Deadlines are posted on the shared Administrative Google calendar.

Once appointment documents have been received, APS reviews for compliance with salary minimums and enrollment requirements and generates an official appointment notification, which is sent to the TA via email. APS requests a minimum of **5 days lead time** prior to the start of any TA appointment to process the appointment paperwork.

Department and College staff will receive a copy of the notification via email. **TAs may NEVER begin work prior to receiving an official appointment notification or prior to the appointment start date, this includes required attendance at orientations, trainings, meetings, etc.**

Appointments may be made for any duration, including multiple academic terms. **The first term of appointment is unconditional, meaning they may not be cancelled or reduced, except at the request of the employee.** If the work is no longer available, the TA must be given an alternate assignment at the same level of pay, or must receive the same amount of pay in lieu of a position. If an appointment is made for more than one academic term, the terms after the first term are conditional upon budget or enrollment. **Please note that AY appointments are conditioned on budget and enrollment only, not performance.**

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## TA SIGN-UP PAPERWORK

Departments should send their new TAs to Human Resources to complete sign-up documentation/I-9 verification **on or prior to**, the first day of employment. The department must enter their TAs information on HR's [New Hire Apex Form](#) to the initiate electronic sign-up process.

**Note: A Social Security Card** must be presented to HR establish identity and eligibility to work in the U.S

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## SEPARATION FROM TA APPOINTMENT

Students may choose to reduce, or end an appointment prior to the appointment end date. Any such requests should be confirmed in writing by the student and retained in the department for reference. A copy of the student's request should be forwarded to APS along with a revised contract reducing or cancelling the appointment.

At the end of each semester (or when an appointment end date has passed) the department must complete [Form 510 – Advice of Separation: Part-time and Full-time Lecturers, FERP, Teaching Assocs & Grad Assts](#). Reports are available in OBI to identify end dates for appointed TAs. APS establishes deadlines each semester for submission of separation forms to Payroll. These dates can be found on the shared Administrative Google calendar. It is important that separation forms are submitted to Payroll, with a copy to APS, no later than the last day of appointment to avoid overpayment of salary to TAs.

## GRADUATE ASSISTANT (GA) HIRING PROCESS

### GA APPOINTMENT RESPONSIBILITIES AND ELIGIBILITY

The primary responsibilities of GAs include supervising students in a classroom, workshop or lab; training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating the evaluation of student's work; and/or tutoring. GAs provide non-teaching assistance to faculty members, and may not be instructor of record on a course. GA work may involve supervising students in a classroom, workshop or laboratory where final responsibility for the class and its entire instruction, is vested in a member of the faculty.

GAs may not be responsible for the instructional content of a course, selecting student assignments, planning examinations, determining course grades, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course.

GAs must be registered in a Master's degree program at Cal Poly Humboldt, and must be enrolled in courses toward their graduate degree and remain academically eligible. CSU courses through CSU extension qualify, as long as the courses are for credit toward the degree being sought. GAs are limited to appointments and instruction in departments related to the degree program in which they are enrolled.

For more information on the GA classification, see: [http://www.calstate.edu/HRAdm/Classification/R11/Graduate\\_Assistant.pdf](http://www.calstate.edu/HRAdm/Classification/R11/Graduate_Assistant.pdf).

### GA WORKLOAD LIMITS AND SALARY

GAs may be appointed up to half-time, and may work up to full-time during academic breaks. If less than half-time, a GA may be appointed in other student classifications only, up to a combined total of 20 hours per week.

Each College has established standard full-time salary rates within the classification salary range for GAs. **Please contact your College for current standard rates.** All GA appointments must be at the same or higher salary rate as any prior GA appointment in the department.

GAs are paid a monthly salary based on the assigned timebase. The appointment timebase is calculated using the number of Weighted Teaching Units (WTUs) assigned each term (assigned WTUs/15 = timebase). GAs in academic year classifications appointed for a single semester or for the full academic year receive 5 monthly payments per semester worked. Pay for GAs appointed in monthly classifications is prorated based on days worked in the prior month. Pay dates are noted on the [Humboldt Green and Gold calendar](#).

### ADVERTISING GA POSITIONS

To advertise a GA position, complete the following documents and submit to: [aps@humboldt.edu](mailto:aps@humboldt.edu)

- [GA Vacancy Announcement Template](#)
- [Form 630 – Description of Duties](#)

If a written evaluation is going to take place, evaluation procedures must also be submitted. Departments may use the Form 640 provided by APS, or may establish their own evaluation criteria.

- [Form 640 – Evaluation Criteria](#)

APS will review the submitted documents, assign a job number, and post the position on the APS website at: <https://hraps.humboldt.edu/student-employment>. APS recommends posting positions for a minimum of 30 days, if time allows. Additional outreach and advertising is the responsibility of the department.

### GA APPOINTMENT PROCESS

Once all requested application materials have been submitted, including the [Application for Academic Employment](#) and [Supplemental Application for Academic Employment](#), and a final candidate has been selected, the department enters a contract for the GA using the PeopleSoft Temporary Faculty module. Guides for creating

contracts are available on the APS website: <http://www.humboldt.edu/aps/deptresources/processguides.html>. GA contracts should be printed, signed and submitted following the timelines established by APS for each term. Deadlines are posted on the shared Administrative calendar.

Once appointment documents have been received, APS reviews for compliance with salary minimums and enrollment requirements and generates an official appointment notification, which is sent to the GA via email. APS requests a minimum of **5 days lead time** prior to the start of any GA appointment to process the appointment paperwork.

Department and College staff will receive a copy of the notification via email. **GAs may NEVER begin work prior to receiving an official appointment notification or prior to the appointment start date (this includes attending orientations, trainings, meetings, etc.).**

Appointments may be made for any duration, including multiple academic terms. **The first term of appointment is unconditional, meaning they may not be cancelled or reduced, except at the request of the employee.** If the work is no longer available, the GA must be given an alternate assignment at the same level of pay, or must receive the same amount of pay in lieu of a position. If an appointment is made for more than one academic term, the terms after the first term are conditional upon budget or enrollment. **Please note that AY appointments are conditioned on budget and enrollment only, not performance.**

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## GA SIGN-UP PAPERWORK

Departments should send their new GAs to Human Resources (HR) to complete sign-up documentation/I-9 verification **on or prior to**, the first day of employment. The department must enter their TAs information on HR's [New Hire Apex Form](#) to the initiate electronic sign-up process.

**Note: A Social Security Card** must be presented to HR establish identity and eligibility to work in the U.S

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## SEPARATION FROM GA APPOINTMENT

Students may choose to reduce, or end an appointment prior to the appointment end date. Any such requests should be confirmed in writing by the student and retained in the department for reference. A copy of the student's request should be forwarded to APS along with a revised contract reducing or cancelling the appointment.

At the end of each semester (or when an appointment end date has passed) the department must complete [Form 510 – Advice of Separation: Part-time and Full-time Lecturers, FERP, Teaching Assocs & Grad Assts](#). Reports are available in OBI to identify end dates for appointed GAs. APS establishes deadlines each semester for submission of separation forms to Payroll. These dates can be found on the shared Administrative Google calendar. It is important that separation forms are submitted to Payroll, with a copy to APS, no later than the last day of appointment to avoid overpayment of salary to GAs.



# INSTRUCTIONAL STUDENT ASSISTANT (ISA) HIRING PROCESS

## ISA APPOINTMENT RESPONSIBILITIES AND ELIGIBILITY

The primary responsibilities of ISAs include teaching, grading, or tutoring. ISAs may not be solely responsible for instruction of a course, and may not serve as instructor of record for a course. ISA work is not clerical, technical, custodial, or laborer work; such duties would fall under a Student Assistant classification, as described in more detail on page 3 of this guide.

ISAs may be undergraduate or graduate students who are registered and enrolled in stateside courses as a student at Cal Poly Humboldt and remain academically eligible. **Students enrolled in CSU courses through CSU extension may not be appointed as ISAs.** For more information on the ISA classification, see: [http://www.calstate.edu/HRAdm/Classification/R11/Inst\\_Student\\_Assistant.pdf](http://www.calstate.edu/HRAdm/Classification/R11/Inst_Student_Assistant.pdf).

## ISA WORKLOAD LIMITS AND SALARY

ISAs may work in other student classifications only. The total combined workload across all student employee positions for ISAs is 20 hours per week during the academic year. ISAs may work up to a combined total of 40 hours per week in student employee classifications during academic breaks. Weekly hours worked may vary from 0-20 hours during the appointment period.

ISAs must be appointed with a minimum salary rate of \$16.20 per hour and a maximum rate of \$21.62 per hour (as of January 1, 2023). All ISA appointments must be at the same or higher salary rate as any prior ISA appointment in the department. Pay is processed based on monthly ISA Time Vouchers completed and submitted to Payroll for hours worked. Time voucher forms are available on the [Payroll Forms page](#). Deadlines for Time Voucher submission and pay dates are noted on the [Humboldt Green and Gold calendar](#).

## ADVERTISING ISA POSITIONS

To advertise an ISA position, complete the following documents and submit to: [aps@humboldt.edu](mailto:aps@humboldt.edu)

- [ISA Vacancy Announcement Template](#)
- [Form 630 – Description of Duties](#)

If a written evaluation is going to take place, evaluation procedures should also be submitted. Departments may use the Form 640 provided by APS, or may establish their own evaluation criteria.

- [Form 640 – Evaluation Criteria](#)

APS will review the submitted documents, assign a job number, and post the position on the APS website at: <https://hraps.humboldt.edu/student-employment>. APS recommends posting positions for a minimum of 2 weeks, if time allows. Additional outreach and advertising is the responsibility of the department.

## ISA APPOINTMENT PROCESS

Once all requested application materials have been submitted, including the [Application for Academic Employment](#) and [Supplemental Application for Academic Employment](#), and a final candidate has been selected, the department completes the [Form 600 – Instructional Student Appointment Form](#), which is routed electronically to the Lead Supervisor and Department Chair, for approval.

Once the electronic have been received, APS reviews for compliance with salary minimums and enrollment requirements and generates an official appointment notification, which is sent to the ISA via email. APS requests a minimum of **5 days lead time** prior to the start of any ISA appointment to process the appointment paperwork.

The supervisor listed on the form and the department coordinator will receive a copy of the notification via email. **ISAs may NEVER begin work prior to receiving an official appointment notification or prior to the appointment start date (this includes attending orientations, trainings, meetings, etc.).**

Appointments may be made for any duration, including multiple academic terms. **The first term of appointment is unconditional, meaning they may not be cancelled or reduced, except at the request of the employee.** If the work is no longer available, the ISA must be given an alternate assignment at the same level of pay, or must receive the same amount of pay in lieu of a position. If an appointment is made for more than one academic term, the terms after the first term are conditional upon budget or enrollment. **Please note that AY appointments are conditioned on budget and enrollment only, not performance.**

**NOTE:** ISAs can have appointments subsidized through **Federal Work Study**. If an ISA will be appointed with Work Study, departments should use **job code 1151** on the appointment form. Contact APS to set up a Work Study ISA position number if none are available in your department. ***In order to qualify for Federal Work Study, undergraduate students must be enrolled in at least 12 units; graduate students must be enrolled in at least 9 units.***

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## ISA SIGN-UP PAPERWORK

Departments should send their new ISAs to Human Resources (HR) to complete sign-up documentation/I-9 verification **on or prior to**, the first day of employment. **UPDATE:** Effective Fall 2023 – The departments' creation of the Form 600 will notify HR to initiate electronic sign-up process with the new ISA hire.

**IMPORTANT:** The Form 600 will need to be initiated earlier than usual to allow time for the student employee to complete paperwork with Human Resources. A fully routed Form 600 does not mean that the employee is cleared to work, only that their appointment document has been approved. They may begin working once they complete their sign-ups with Human Resources.

**Note: A Social Security Card** must be presented to HR establish identity and eligibility to work in the U.S

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## SEPARATION FROM ISA APPOINTMENT

Students may choose to reduce, or end an appointment prior to the appointment end date. Any such requests should be confirmed in writing by the student and retained in the department for reference. A copy of the student's request should also be forwarded to APS.

At the end of each semester (or when an appointment end date has passed) the department must complete [Form 610 – Advice of Separation: Instructional Student Assistants](#). Reports are available in OBI to identify ISAs whose appointments are ending. APS establishes deadlines each semester for submission of separation forms to Payroll. These dates can be found on the shared Administrative Google calendar.