

Temporary Faculty Processing: Fall Semester ASE Appointment Process

Crystal Mercado, Manager, Faculty Services Operations

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- ASE Submission Reminders
- Notifications



Aspects of ASE Employment

- Students first, employee second
- Must be a matriculated student and academically eligible
- Completion of specific coursework may be required to be qualified
- ASEs may not be simultaneously appointed to a staff or faculty position
 - Can work in other ASE or Student Assistant positions
- ASEs are represented by the United Auto Workers (UAW) and follow the Unit 11 collective bargaining agreement



- Academic Student Employees consist of 3 classifications
 - Instructional Student Assistants (ISAs)
 - Graduate Assistants (GAs)
 - Teaching Associates (TAs)
- [Guidance for Choosing Student Appointment Classifications](#)



- Instructional Student Assistant

Topic	Description
Duties	Tutoring, grading, and/or limited teaching work in an academic department over the course of an academic term, on or off campus
Exemption Status	Non-exempt
Appointment Type	Monthly
Approved Hours	Work no more than 20 hours per week; no more than 40 hours per week during breaks
Payment	Hourly rate - Reports hours worked
Student Status	Undergraduate and graduate students
Expertise	Possess the ability to learn and perform assigned work
Enrollment Requirement	Must be in enrolled status in an SJSU degree program
Job Codes	1150 on-campus, 1151 on campus work study, 1152 off-campus, 1153 off-campus work study



- Graduate Assistant

Topic	Description
Duties	Supervise students in a classroom, workshop, or laboratory under faculty supervision; assist faculty with research; participate in the evaluation of students' work; tutoring students; and other related work
Exemption Status	Non-exempt
Appointment Type	Academic Year or Monthly
Approved Hours	Work no more than 20 hours per week; no more than 40 hours per week during breaks
Payment	Monthly salary
Student Status	Graduate students only
Expertise	Must draw on expertise in field of study
Enrollment Requirement	Must be in enrolled or admitted status in an SJSU degree program
Job Codes	2355 AY/semester, 2325 Monthly, 2326 on-campus work study



- Teaching Associate

Topic	Description
Duties	Classroom and laboratory instruction under direct faculty supervision
Exemption Status	Non-exempt
Appointment Type	Academic Year or Monthly or by Session
Approved Hours	Work no more than 40 hours per week; no more than 20 hours per week if appointed to multiple SJSU positions
Payment	Monthly salary
Student Status	Graduate students only
Expertise	Must draw on expertise in field of study
Enrollment Requirement	Must be in enrolled or admitted status in an SJSU degree program
Job Codes	2354 AY, 2353 12 month, 2324 summer



- Departments post jobs on Handshake
- Students apply for position online
- Department selects a candidate after application screening and interviews
- Department ensures candidate is matriculated/enrolled and has meets degree program requirements
- Department gives candidate [ASE Intent to Hire Letter](#)
- Department complete [Non-CHRS Recruiting Onboarding: Form I-9](#)
- Candidate receives EVC
- Department collects all required appointment forms on [Checklist for Academic Student Employee](#)
- Department uploads required appointment forms to OnBase
- **DO NOT ALLOW EMPLOYEES TO BEGIN WORKING BEFORE THEY RECEIVE THEIR EVC**
 - The recruitment process must be completed before work begins (including process for concurrent hires)
 - Effective date of appointment must be the date of the EVC or later



- [Checklist for Academic Student Employee](#)

Required Materials	New Hire	Rehire More or Concurrent Hire	Revision
Appointment Form (for GAs/TAs) or Employee Profile (for ISAs)	X	X	X
Statement of Terms and Conditions	X	X	X
Description of Duties	X	X	X
Resignation Letter	N/A	N/A	Required for resignation
Letter of Interest or Application	Optional	Optional	Optional
TA Fee Waiver	Optional for TAs only	Optional for TAs only	Optional for TAs only
CSU Employment Questionnaire	Optional	Optional	Optional



- TA (job code 2354) - one semester
 - Contract Type: Semester appointment
 - Effective date should be semester start date
 - Term End Date should be semester end date

Contract Status/Content | TF Contract Total

Manavi Chandra | Person ID: 013977834

Contract Status/Content | View All | 1 of 1

CSU Contract #: NEW | DeptID: 1244

*Eff Date: 08/18/2025 | Effective Sequence: 0 | Contract Desc: MChandra_TA_Fall2025

*Contract Status: Active | Entitlement: | Term End Date: 12/19/2025

Reg Region: USA | Multiple Term End Date: |

Contract Type: 006 | Semester Appointment

Approved by: ☐ Approver1 ☐ Approver2 ☐ Approver3

TF Contract Detail | Find | View All | First | 1 of 1 | Last

*Position Nbr: 00002172 | Teaching Associate | Bus. Unit: SJ000 | SJSU

Department: 1244 | School of Management | Job Code: 2354 | Sal Plan/Grd: 114 / 1

Term: 2254 | Cycle: 4 | *Comp Rate: 3245.000000

*Late Start? N | Academic Days Paid: | Total WTU: 3.00000

Comments: TA hire for fall 2025 at 3 WTUs

Save | Notify | Add | Update/Display | Include History | Correct History



- TA (job code 2354) - Academic Year
 - Contract Type: Academic Year Appointment
 - “Save” fall semester row first, then add a row for the spring semester
 - New row should have Effective Date of spring semester start
 - Update Term to spring semester

Contract Status/Content TF Contract Total

Manavi Chandra Person ID: 013977834

Contract Status/Content View All | 1 of 1

CSU Contract #: 000051517 DeptID: 1244

*Eff Date: 08/19/2025 Effective Sequence: 0 Contract Desc: MChandra_TA_AY25-26

*Contract Status: Active Entitlement: Term End Date: 05/22/2026

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: ☐ Approver1 ☐ Approver2 ☐ Approver3

TF Contract Detail Find | View All | First 1 of 1 Last

*Position Nbr: 00002172 Teaching Associate Bus. Unit: SJ000 SJSU

Department: 1244 School of Management Job Code: 2354 Sal Plan/Grd: 114 / 1

Term: 2254 Cycle: 4 *Comp Rate: 3245.000000

*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: TA hire for AY 25-26 at 2 WTUs

Save Notify Add Update/Display Include History Correct History

Contract Status/Content TF Contract Total

Manavi Chandra Person ID: 013977834

Contract Status/Content View All | 1 of 2

CSU Contract #: 000051517 DeptID: 1244

*Eff Date: 01/20/2026 Effective Sequence: 0 Contract Desc: MChandra_TA_AY25-26

*Contract Status: Active Entitlement: Term End Date: 05/22/2026

Reg Region: USA Multiple Term End Date:

Contract Type: 001 Academic Year Appointment

Approved by: ☐ Approver1 ☐ Approver2 ☐ Approver3

TF Contract Detail Find | View All | First 1 of 1 Last

*Position Nbr: 00002172 Teaching Associate Bus. Unit: SJ000 SJSU

Department: 1244 School of Management Job Code: 2354 Sal Plan/Grd: 114 / 1

Term: 2262 Cycle: 2 *Comp Rate: 3245.000000

*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: TA hire for AY 25-26 at 2 WTUs

Save Notify Add Update/Display Include History Correct History

- GA (job code 2355)
 - Can be hired in semester or AY only
 - Effective date should be semester start date
 - Term End Date should be semester end date

Contract Status/Content TF Contract Total

Manavi Chandra Person ID: 013977834

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: 000051518 DeptID: 1202

*Eff Date: 08/18/2025 Effective Sequence: 0 Contract Desc: MChandra_GA_Fall2025

*Contract Status: Active Entitlement: Term End Date: 12/19/2025

Reg Region: USA Multiple Term End Date:

Contract Type: 006 Semester Appointment

Approved by: ☐ Approver1 ☐ Approver2 ☐ Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00002257 Graduate Assistant AY Bus. Unit: SJ000 SJSU

Department: 1202 School of Music Job Code: 2355 Sal Plan/Grd: 115 / 1

Term: 2254 Cycle: 4 *Comp Rate: 3245.000000

*Late Start? N Academic Days Paid: Total WTU: 3.00000

Comments: GA hired for fall 2025 at 3 WTUs

Save Notify Add Update/Display Include History Correct History



- GA (job code 2355) - Academic Year
 - Contract Type: Academic Year Appointment
 - “Save” fall semester row first, then add a row for the spring semester
 - New row should have Effective Date of spring semester start
 - Update Term to spring semester

Contract Status/Content TF Contract Total

Manavi Chandra Person ID: 013977834

Contract Status/Content View All |< 1 of 1 >|

CSU Contract #: 000051518 DeptID: 1202

*Eff Date: 08/18/2025 Effective Sequence: 0 Contract Desc: MChandra_GA_AY25-26

*Contract Status: Active Entitlement:

Reg Region: USA Term End Date: 05/22/2026

Contract Type: 001 Academic Year Appointment

Approved by: ☐ Approver1 ☐ Approver2 ☐ Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00002257 Graduate Assistant AY Bus. Unit: SJ000 SJSU

Department: 1202 School of Music Job Code: 2355 Sal Plan/Grd: 115 / 1

Term: 2254 Cycle: 4 *Comp Rate: 3245.000000

*Late Start? N Academic Days Paid: Total WTU: 3.000000

Comments: GA hired for AY 25-26 at 3 WTUs

Contract Status/Content TF Contract Total

Manavi Chandra Person ID: 013977834

Contract Status/Content View All |< 1 of 2 >|

CSU Contract #: 000051518 DeptID: 1202

*Eff Date: 01/20/2026 Effective Sequence: 0 Contract Desc: MChandra_GA_AY25-26

*Contract Status: Active Entitlement:

Reg Region: USA Term End Date: 05/22/2026

Contract Type: 001 Academic Year Appointment

Approved by: ☐ Approver1 ☐ Approver2 ☐ Approver3

TF Contract Detail Find | View All First 1 of 1 Last

*Position Nbr: 00002257 Graduate Assistant AY Bus. Unit: SJ000 SJSU

Department: 1202 School of Music Job Code: 2355 Sal Plan/Grd: 115 / 1

Term: 2262 Cycle: 2 *Comp Rate: 3245.000000

*Late Start? N Academic Days Paid: Total WTU: 3.000000

Comments: GA hired for AY 25-26 at 3 WTUs

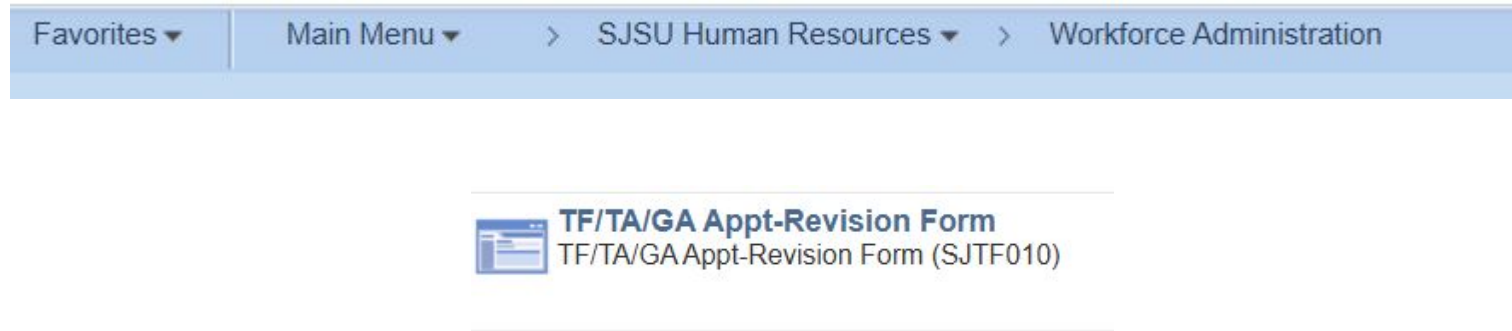
- GA Monthly (job code 2325)
 - Student can be hired at any time throughout the year
 - Effective Date and Term End Date can be any dates

Contract Status/Content		TF Contract Total	
Manavi Chandra		Person ID: 013977834	
Contract Status/Content		View All 1 of 1	
CSU Contract #:	NEW	DeptID:	1619
*Eff Date:	09/15/2025	Effective Sequence:	0
*Contract Status:	Active	Contract Desc:	MChandra_GA monthly_Fall2025
Reg Region:	USA	Term End Date:	12/10/2025
Contract Type:	002	Multiple Term End Date:	
12 Month Appointment			
Approved by: ☐ Approver1 ☐ Approver2 ☐ Approver3			
TF Contract Detail		Find View All First 1 of 1 Last	
*Position Nbr:	00014604	Graduate Research Assistant	Bus. Unit: SJ000 SJSU
Department:	1619	College of Info, Data&Society	Job Code: 2325
Term:	2254	Cycle:	4
*Late Start?	N	Academic Days Paid:	
*Comp Rate:		3408.000000	
Total WTU:		2.000000	
Comments: GA monthly hired for fall 2025 at 2 WTU			



Appointment/Revision Form for GAs/TAs

- The Appointment/Revision form is generated for GAs/TAs after CSU Contract Data is created



Appointment/Revision Form for GAs/TAs

- Semester appointment
 - First line of Action/Reason: Enter Action/Reason of fall semester; date auto populates
- Academic year appointment
 - First line of Action/Reason: Enter Action/Reason of spring semester; date auto populates
 - Second line of Action/Reason: Enter fall semester date and Action/Reason of DTA/APT

TF/TA/GA Appt-Revision Form

Run Control ID: ActiveList [Report Manager](#) [Process Monitor](#)

*Empl ID: 013977834 Manavi Chandra

*Contract Desc.: CHANDRA_FALL2025_GA_ENGL

Select a form

☒ New Appointment Form ☐ Revision Form

Action HIR Reason CON

Effective Date Action Reason

Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

TF/TA/GA Appt-Revision Form

Run Control ID: ActiveList [Report Manager](#) [Process Monitor](#)

*Empl ID: 013977834 Manavi Chandra

*Contract Desc.: MChandra_TA_AY25-26

Select a form

☒ New Appointment Form ☐ Revision Form

Action DTA Reason APT

Effective Date 8/18/2025 Action HIR Reason APT

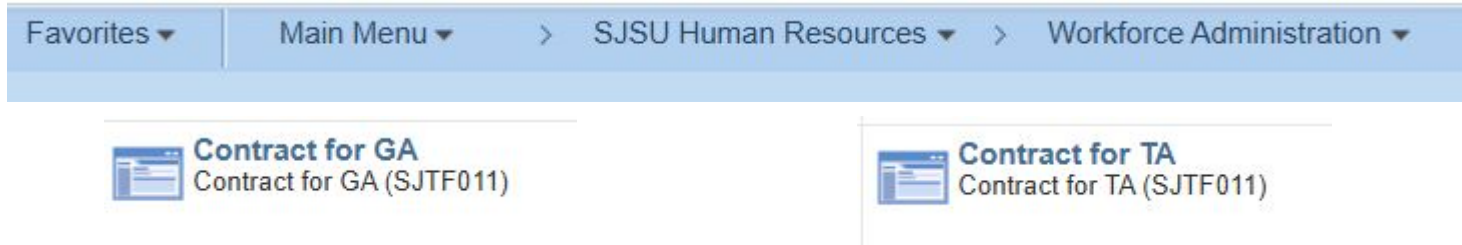
Initiating Official

Appointing Official

Dept. Contact - Name & Ph.

Statement of Terms and Conditions for GAs/TAs

- The Statement of Terms and Conditions can be generated for GAs/TAs after CSU Contract Data is created



- In the “TF Contract Total” tab on CSU Contract Data, the “Letter Code” should reflect CN1

Contract Status/Content		TF Contract Total																							
Manavi Chandra										Person ID:		013977834													
Contract Data														Find View All		First		1 of 1		Last					
CSU Contract Number: 000050779										DeptID: 1241		Eff Date: 08/18/2025		Eff Seq: 0											
Contract Total Detail														Personalize		Find				First		1 of 1		Last	
Title	Dept	Dept Name	Job Cd	Sal Plan	Sal Grd	Term	Comp Rate	Pay Decimal	Fraction	Month Rate	Term Rate	Total WTU	Print	Letter Code	Date Printed	Last Upd DtTm	Last Upd By								
Graduate Assistant-Semester	1241	English	2355	115	2	2254	3245.000000	0.250000	1/4	811.250	4867.500	3.75000	☒	CN1	07/24/2025	06/25/2025 3:54:04PM	012777297								



Statement of Terms and Conditions for GAs/TAs

GA Contract by Emplid

Run Control ID: ActiveList

Report Manager Proces:

*Empl ID: 013977834 Manavi Chandra

*Contract: MChandra_TA_AY25-26

Dean's Name: Dean's First and Last Name

Supervisor's Name & Phone Dept Analyst Name

Statement of Terms and Conditions of Employment
San Jose State University, One Washington Square, San Jose, CA 95192
College of Humanities & Arts

TO: Manavi Chandra EMPL ID: 013977834 Date: July 24, 2025

On the recommendation of the Department/School of English , I am pleased to offer you a Graduate Assistant appointment at San Jose State University. The specific terms and conditions are as follows:

Appointment Type/FTE	Appointment Period	Effective Dates
Part-time: 0.25 (1/4)	Semester Appointment - Fall 2025	18-AUG-2025 to 19-DEC-2025
Rank	Full Time Monthly Base	
Graduate Assistant-Semester	\$3,245.00	

Supervisor's Contact Name & Campus Phone: Dept Analyst Name

If you are appointed for the fall semester only or for the academic year, your first paycheck will issue on or around October 1. If you are appointed for the spring semester only, your first paycheck will issue on or around March 1. For the payment schedule, refer to the Master Payroll Calendar at: <https://www.sjsu.edu/up/resources/calendars/index.php>. This appointment does not provide eligibility for CSU Benefit Plans such as CalPERS health benefits or tuition and fee waivers.

TA Contract by Emplid

Run Control ID: ActiveList

Report Manager Process Monitor

*Empl ID: 013977834 Manavi Chandra

*Contract: MChandra_TA_AY25-26

Dean's Name: Dean's First and Last Name

Supervisor's Name & Phone Dept Analyst Name

Statement of Terms and Conditions of Employment
San Jose State University, One Washington Square, San Jose, CA 95192
College of Business

TO: Manavi Chandra EMPL ID: 013977834 Date: July 24, 2025

On the recommendation of the Department/School of School of Management , I am pleased to offer you a Teaching Associate appointment at San Jose State University. The specific terms and conditions of this appointment are as follows:

Appointment Type/FTE	Appointment Period	Effective Dates
Part-time: 0.20 (1/5)	Academic Year Appointment - Spring 2026	20-JAN-2026 to 22-MAY-2026
Rank	Full Time Monthly Base	Total Term Salary
Teaching Associate	\$3,245.00	\$3,894.00

Supervisor's Contact Name & Campus Phone: Dept Analyst Name

If you are appointed for the fall semester only or for the academic year, your first paycheck will issue on or around October 1. If you are appointed for the spring semester only, your first paycheck will issue on or around March 1. If you are appointed for the academic year, your last fall paycheck will issue on or around September 1. For the payment schedule, refer to the Master Payroll Calendar at: <https://www.sjsu.edu/up/resources/calendars/index.php>.

- ISAs are appointed using an Employee Profile
- For students who have never worked in an ISA position: [Employee Profile](#)
- For students who have been employed in an ISA position: Generate an Employee Profile from SJSU@Work
 - Employee Profiles printed from SJSU@Work contain job history



- For new ISAs, download the Employee Profile and enter minimum information

San José State University				Print Form	Clear Form	Profile Print Date:								
Employee Profile														
Questions? Contact University Personnel at (408) 924-2250														
1 - Effective Date Action* Reason*			2 - Effective Date Action* Reason*			3 – Effective Date Action* Reason*			4 – Effective Date Action* Reason*					
Action/Reason Codes: Action/Reason codes must be provided for changes in job data or funding sections. For a list of action reason codes, use the hyperlink. Click below for any codes not listed. (www.sjsu.edu/up/docs/help/RG_TF_Action_Reason_Codes_Short_List.pdf)														
Employee ID		Rcd#		Employee Name				Employee Status		Original Hire Date				
Position No.	Department ID/Name	Location	Job Code/ Job Code Title	Unit	MPP Job	Date in Job	Reg/ Temp	Full/ Part	FTE	TF-WTU	TF-Fraction			
Empl Class	FLSA Status	Empl Type	Comp Rate	Probation Code	Prob End Date	Annv Code	Annv Date	Appt End Date	Expected Rtn Dt					
Grade/Entry Date		Step/Entry Date		Comp Frequency		Actual Comp		Annual Rate		SSI Counter	Union Code			
Job History														
EfftDt	Position	Action/Reason History	Working Title	Dept Name	Time Base	Cntrct#	TF WTU	TF Fract	Actual Comp	Chg Amt	Chg Pct	Comp Rate		
Comments (i.e., special compensation instructions):					Current Funding	Dept	Fund	Prog	Class	Pct	EfftDt	End Date	Department Name	
					Change to									
Initiating Official (Please print):				Signature:	Date:	Phone:	Dept Contact (Name/Phone):							
							FA Signoff/Date:							
Appointing Official (Please print):				Signature:	Date:	Phone:	UP Signoff/Date:							

Statement of Terms and Conditions for ISAs

- The [ISA Terms and Conditions](#) is a fillable PDF form that outlines the terms of the appointment

SJSU | UNIVERSITY PERSONNEL **STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT**

Statement of Terms and Conditions of Employment
San José State University, One Washington Square, San José, CA 95192

College Name:

To:	EmpID:	Rcd#	Date:
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On the recommendation of the Department/School of _____,
I am pleased to offer you an Instructional Student Assistant appointment at San José State University. The specific terms and conditions of this appointment are as follows:

Appointment Level (Weekly Hours)	Effective Dates
	From: To:
Rank:	Hourly Rate Total Term Salary Not to Exceed

Supervisor Information

Name	Title
Email	Phone

This appointment is governed by the appropriate rules and regulations of the Trustees of the California State University and the [CSU-UAW Collective Bargaining Agreement](#). To be eligible for employment, you may be required to sign the California Loyalty Oath (swearing to uphold the California Constitution does not require you to engage in violence). Offers of appointment for Instructional Student Assistants are conditional on budget and enrollment. An Instructional Student Assistant may be reassigned by the University due to the operational needs of the University upon written notice. The University shall determine its operational needs, including the quality of its instructional and research activities. Any reassignment will be to another position at the same compensation. This appointment does not provide eligibility for CSU Benefit Plans such as CalPERS health benefits or tuition and fee waivers.

The University has a right to rescind the appointment based upon budget and enrollment conditions. If an appointment is rescinded, the Graduate Assistant shall be paid for any hours worked. This appointment automatically expires on the date indicated above and carries no guarantee or obligation of reappointment. An offer of reappointment can only be made in writing by the College Dean.

As a condition of employment, all ISAs must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed from or returned to said appointment as set forth below.

- 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.

SJSU | UNIVERSITY PERSONNEL **STATEMENT OF TERMS AND CONDITIONS OF EMPLOYMENT**

- 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.

UAW Local 4123 welcomes you with this message, "Your position at CSU is covered by a union that represents approximately 10,000 Academic Student Workers across all 23 CSU campuses, UAW Local 4123. Through a democratic union, Academic Student Workers negotiate with CSU for improvements to wages, benefits, protections, and other terms and conditions of employment. To join your fellow Academic Student Workers as a union member go to <https://www.uaw4123.org/join> or get in contact with UAW at <https://www.uaw4123.org/> or through email via union@uaw4123.org."

Please address any questions or concerns about these terms with your department chair/school director before indicating your acceptance. If you find the terms of this offer satisfactory, please indicate your acceptance by signing and returning to this office within 14 days one copy of this form. Your appointment is contingent upon your signing and returning this statement and completing any other pre-employment documents prior to the start of your appointment.

Anticipating your acceptance of this offer, I wish you a most enjoyable term of appointment.

Dean's First & Last Names, Dean (or Designee)	Dean (or Designee) Signature
College/Department Name	Date

Cc: Senior Director, Faculty Services
Department Chair or School Director

I hereby accept the terms and conditions of my appointment as stated above.

Name	Date
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- Description of Duties for each position can be found on the [UP website](#)
- Check off the options that best describe the job duties
 - Use “Other tasks as assigned” section if job duty is not listed
- TAs require the checkbox “Attend Training (including mandatory University TA training”

**GRADUATE ASSISTANT
DESCRIPTION OF DUTIES FORM**

To Be Filled Out by the Department (One per supervisor)

Employee Name		Employee ID	
Supervisor Name		Department	
Term/Year	FTE (WTU/25)	HOURS PER WEEK (FTE * 40)	

Course(s) Information (if Applicable):

Title	Section #	Prefix
Course #		Course Type (Lec/Lab/Sem/Act)

The job duties designated below are required of the employee. The appointment terms should reflect the time required to complete these duties. CSU policy limits GA work assignments to no more than 20 hours in a week during periods of instruction.

Job Duties: Please check all that apply and describe as applicable	
☐ Attend course lectures	☐ Assist with instruction/teaching
☐ Grading	☐ Preparation for lectures/activities/labs
☐ Individual/Group tutoring	☐ Hold office hours. Number of hours per week: ____
☐ Proctor examinations	☐ Supervisor/team meetings. Number of hours per week: ____
☐ Provide research assistance	☐ Evaluate student assignments/papers
☐ Maintain records	☐ Conduct small discussion groups
☐ Supervise labs or activities	☐ Maintain, handle, or demonstrate use of equipment
☐ Prepare slides, posters, talks	☐ Laboratory preparation, conduct experiments
☐ Library/Literature searches	☐ Prepare and care for research materials and/or animals
☐ Data collection and/or analysis	☐ Attend GA training
☐ Other tasks as assigned. Please list: _____	

Comments:

- The supervisor will evaluate job performance: Yes ☐ No ☐
- If a written evaluation is to take place, the employing department or hiring unit shall communicate, in writing, evaluation criteria, schedule and procedures within the first fourteen (14) days of the appointment period.
- My weekly hours, as averaged over the semester/term, are as assigned above. I understand that I may not work additional hours without written authorization from my designated Supervisor/Chair. Failure to obtain written authorization to work additional hours may result in discipline up to and including termination.

Employee Signature _____ Date _____

Supervisor or Chair Signature _____ Date _____

**TEACHING ASSOCIATE
DESCRIPTION OF DUTIES FORM**

To Be Filled Out by the Department (One per supervisor)

Employee Name		Employee ID	
Supervisor Name		Department	
Course Title		Term/Year	
Course #	Section #	Course Type (Lec/Lab/Sem/Act)	
WTUs Assigned		FTE (WTU/25)	HOURS PER WEEK (FTE * 40)

The job duties designated below are required of the employee. The appointment terms should reflect the time required to complete these duties. CSU policy limits TA work assignments to no more than 20 hours in a week during periods of instruction.

Job Duties:	Number of Hours per Day:					Scheduled for Day and Time of TA's Choice	TOTAL HRS PER WEEK
	M	T	W	R	F		
☐ Instruction of Sections/Courses/Labs							0
☐ Office Hours							0
☐ Other Duties (please check below all that apply)							
Total Weekly hours are the average hours worked per week over the course of the Semester/Term; Example: Instruction, Office Hours and certain "Other Duties" may not occur each week. The job duties and number of average weekly hours listed below are required of the Teaching Associate.							TOTAL:
☐ Preparation							0
☐ Meet with Supervisor							
☐ Grading	☒ Attend Training (including mandatory University TA training)						
☐ Evaluate Student Assignments							
☐ Other Task Assigned (Describe):							

Comments:

- When using Teaching Associate Summer Term (2324 job code), Hours Per Week= (WTU*45.33)/# of weeks of program. FTE will be higher when using 2324 since summer is shorter than a semester.
- My weekly hours, as averaged over the semester/term, are as assigned above. I understand that I may not work additional hours without written authorization from my designated Supervisor/Chair. Failure to obtain written authorization to work additional hours may result in discipline up to and including termination.

Employee Signature _____ Date _____

Supervisor or Chair Signature _____ Date _____

**INSTRUCTIONAL STUDENT ASSISTANT
DESCRIPTION OF DUTIES FORM**

To Be Filled Out by the Department (One per supervisor)

Employee Name		Employee ID	
Supervisor Name		Department	
Term/Year		Work Hours Per Week	

Course(s) Information (if Applicable):

Title	Section #	Prefix
Course #		Course Type (Lec/Lab/Sem/Act)

The job duties designated below are required of the employee. The appointment terms should reflect the time required to complete these duties. CSU policy limits ISA work assignments to no more than 20 hours in a week during periods of instruction.

Job Duties: Please check all that apply and describe as applicable	
☐ Attend course lectures	☐ Assist with instruction/teaching
☐ Grading	☐ Preparation for lectures/activities/labs
☐ Individual/Group tutoring	☐ Hold office hours. Number of hours per week: ____
☐ Proctor examinations	☐ Supervisor/team meetings. Number of hours per week: ____
☐ Provide research assistance	☐ Evaluate student assignments/papers
☐ Maintain records	☐ Attend ISA training
☐ Other tasks as assigned. Please list: _____	

Comments:

- The supervisor will evaluate job performance: Yes ☐ No ☐
- If a written evaluation is to take place, the employing department or hiring unit shall communicate, in writing, evaluation criteria, schedule and procedures within the first fourteen (14) days of the appointment period.
- My weekly hours, as averaged over the semester/term, are as assigned above. I understand that I may not work additional hours without written authorization from my designated Supervisor/Chair. Failure to obtain written authorization to work additional hours may result in discipline up to and including termination.

Employee Signature _____ Date _____

Supervisor or Chair Signature _____ Date _____

- [Teaching Associate Fee Waiver Application](#) is an optional form that is only applicable to Teaching Associates
- Website: [Teaching Associate Fee Waiver](#)

Semester TA Appointment Time base and Corresponding Fees Waived

FTE	WTUs	Fees Waived
Less than 0.10	Less than 1.5	No Fee Waiver
0.10 - 0.20	1.5 - 3	Up to 6 units semester coursework of fees
Greater than 0.20	Greater than 3	All units semester coursework of fees

Matriculated graduate students who are appointed as Teaching Associates at San José State University shall be granted fee waivers (reimbursements), during the semester that they are teaching, of mandatory campus miscellaneous fees and the mandatory state university fees. For current fees, please go to www.sjsu.edu/bursar/. Current TA appointment timebase must be FTE 0.10 or higher to qualify; FTE 0.10 to FTE 0.20 permits fee waiver for up to 6 course units; FTE 0.20 or higher allows fee waiver for all coursework.

To Be Completed by Graduate Student		
SJSU ID	First Name	Last Name
Email	Current Graduate Program	
Do you have any type of financial aid, including governmental grants, scholarship, sponsorship? ☐ Yes ☐ No		
Are you eligible for any other type of fee waiver? ☐ Yes ☐ No		Fee Waiver (Reimbursement) Requested for ☐ Fall ☐ Spring 20__
<i>I understand that my employment as a Teaching Associate is contingent upon my enrollment in courses for the semester for which I am hired. I must pay my fees by the due date to avoid my classes being dropped (my fees will be reimbursed). If I cannot pay my tuition in full, I may contact the Bursar's Office at (408) 924-1601 or bursar@sjsu.edu.</i>		
Signature		Date

To Be Completed by Department/School		
Department/School where Student is Employed	DeptID	Phone Extension
Student's Cumulative GPA	Student is in classified status ☐ (required)	
Time Base/FTE	Student is Enrolled ☐ Yes ☐ No	
Department Contact Name		

Approvers		
Chair/Director Name	Chair/Director Signature	Date
Dean or Designee Name	Dean or Designee Signature	Date

University Personnel Only		
☐ Approved ☐ Denied	Signature	Date



- GA vs. GA Monthly
 - GA used when start date matches semester start and end date
 - GA Monthly used when start and end dates do not align with semester start and end dates
- TA vs. 12-month TA vs. Summer TA
 - TA used when start date matches semester start and end date
 - 12-month TA used when start and end dates do not align with semester start and end dates
 - Summer TA used only during summer
- Appointment duration:
 - ISAs can be appointed for no more than the start and end dates of the academic year
 - ISAs working in the summer require appointment paperwork to be submitted for summer dates
 - GAs and TAs must be appointed based on their classification
 - AY classifications must be appointed by semester/AY
 - 12 month classifications must be appointed in 12 month job codes



Appointment Reminders

- Pay information:
 - ISAs are paid on hourly basis; must be at least the minimum wage
 - GAs/TAs are paid on salary basis
 - Continuing ASEs should have a pay/salary rate that is the same as the prior semester's pay/salary rate in the department or higher
 - [ASE Salary Schedule](#)
- ISA appointments should have Appt End Date and position number that maps to an ISA position
- Students cannot hold an ASE position while active in a staff/faculty position
- Student employees cannot work more than 20 hours per week if appointed to multiple SJSU positions
 - TAs can work no more than 40 hours per week if only holding a TA position
- Students who graduated cannot work in ASE positions
- Departments should run Active Position List to ensure that positions numbers are set up
 - Submit a [Position Management Action Form \(PMAF\)](#) to request new or make updates to position numbers



- [Academic Student Employee Submission \[OnBase\]](#)
 - Do not use the Student Assistant Appointment Form in OnBase for submitting ASE appointment paperwork

Academic Student Employee Appointment Checklist

Form Status NEW		
Admin Name Crystal S Mercado	SJSU ID 010741445	College *
Phone # 	Email crystal.s.mercado@sjsu.edu	Department Name *

If you have questions or need further assistance, please email [Faculty Services](#).

Information: For assistance with choosing the best student appointment classification, refer to the "Guidance for Choosing Student Appointment Classifications" on the [Academic Student Employees \(Unit 11\) website](#).

- Select College and Department Name



Employee Information

SJSU ID *	First Name	Middle	Last Name

Request Type *
☐ New Hire ☐ Re-Appt or HIR/CON ☐ Revision ☐ Separation

Appointment Effective Date

Appointment Type *
☐ ISA ☐ TA ☐ GA

- Input SJSU ID to auto populate first and last name
 - If name does not appear, faculty newly created. Enter name in Comments
- Select Request Type
- Select Appointment Type
- Enter Appointment Effective Date
 - Should match the Effective Date on the Appointment Form



Request Type *

☐ New Hire ☐ Re-Appt or HIR/CON ☐ Revision ☐ Separation

- Request Type
 - New Hire: first time working as an ASE at SJSU
 - Re-Appt or HIR/CON:
 - Re-Appt: ASE previously worked in the department until the end of their contract and will get another subsequent contract without a break in service
 - HIR/CON: ASE already works on-campus and will work in a different department as a new ASE
 - Revision: use when a change needs to be made to an appointment that has already been submitted
 - Separation: use when an ASE will not work and has an active position



ASE Submission in OnBase

UP Student Work Category Add

Row	Student Work Category*	Workload Percentage	
1			Remove

Total Workflow Percentage

WORKFLOW PERCENTAGE MUST ADD UP TO 100

Comments

- UP Student Work Category
 - Add rows and input the categories that best describes the ASE's work
 - Total Workload Percentage must add up to 100%
- Categories:
 - Classroom Support, Evaluating, Grading, Instruction, Required Training, Research Support, Tutoring



- Based on the selected Request Type and Appointment Type, the form will display various attachment boxes
 - Refer to the [Checklist for Academic Student Employee](#) for the required documents to upload

New Hire Appointment Documents (0)

Employee Profile *

Attach Employee Profile

Statement of Terms and Conditions of Employment *

Attach Statement of Terms and Conditions of Employment

Description of Duties Form *

Attach Description of Duties Form

Application or Letter of Interest

Attach Application or Letter of Interest

Other Documents

Attach Other Documents

Re-Appointment Documents (0)

Appointment Form (TA/GA) *

Attach Appointment Form (TA/GA)

Statement of Terms and Conditions of Employment *

Attach Statement of Terms and Conditions of Employment

Description of Duties Form *

Attach Description of Duties Form

Application or Letter of Interest

Attach Application or Letter of Interest

Teaching Associate Fee Waiver Application (only for TAs)

Attach Fee Waiver

Other Documents

Attach Other Documents

Revision Documents (0)

Other Documents

Attach Other Documents

Appointment Form (TA/GA)

Attach Appointment Form (TA/GA)

Statement of Terms and Conditions of Employment

Attach Statement of Terms and Conditions of Employment

Description of Duties Form

Attach Description of Duties Form

Resignation Letter

Attach Resignation Letter

Other Documents

Attach Other Documents

Teaching Associate Fee Waiver Application (only for TAs)

Attach Fee Waiver



ASE Submission in OnBase

- Attachments can be removed by clicking on the “Remove” link
- Optional documents can be added to the attachment box titled “Attach Other Documents”
- More than one document can be added to the “Attach Other Documents” box

New Hire Appointment Documents (5)

Appointment Form (TA/GA) *

(Pending) [Test_Appointment Form.pdf](#) [\[Remove\]](#)

Attach Appointment Form (TA/GA)

Statement of Terms and Conditions of Employment *

(Pending) [Test_Statement of Terms and Conditions.pdf](#) [\[Remove\]](#)

Attach Statement of Terms and Conditions of Employment

Description of Duties Form *

(Pending) [Test_Description of Duties.pdf](#) [\[Remove\]](#)

Attach Description of Duties Form

Application or Letter of Interest

Attach Application or Letter of Interest

Teaching Associate Fee Waiver Application (only for TAs)

Attach Fee Waiver

Other Documents

(Pending) [Test_Letter of Interest.pdf](#) [\[Remove\]](#)

(Pending) [Test_CV.pdf](#) [\[Remove\]](#)

Attach Other Documents



ASE Submission Reminders

- Check in with your Dean's Office for your college's process
- Use the [Academic Student Employee Submission \[OnBase\]](#) to only submit appointment paperwork for ISAs/GAs/TAs
- Input the Appointment Effective Date on the OnBase form, which should match the effective date on the Appointment Form/Employee Profile
- Ensure that documents are being uploaded for the student listed on the OnBase form
- Ensure that all required documents are submitted for the Request Type
- Upload documents for AY 2026-2027
- Required documents should have valid signatures
- Forms are filled out completely
- Appointment Form and Statement of Terms and Conditions for GAs/TAs must match the information in CSU Contract Data
- Rank should match the prior semester; Salary should match the prior semester or can be higher
- If an appointment is returned for edits, use the link in the email to return to the appointment in OnBase and make the necessary changes
- Review email notifications for appointments that have been submitted so that duplicate appointments are not submitted



- The initiator of the form will receive emails from OnBase after submission of the appointment
- Keep the Document ID number handy
- Receive email upon: submission of appointment, approval by Faculty Services, approval by Payroll/Personnel Team

ASE (13918521) - Hyung Ik Han Faculty Services x

noreply@sjsu.edu
to me

Wed, Feb 26, 11:56 AM

Dear Crystal S Mercado,

This email is confirmation that Faculty Services has received the appointment request for Re-appt - Hyung Ik Han (009927307).

To view the form:

Sign in to [OnBase](#).

View the top of the page for the Form Status. Below are the different statuses:

- **NEW:** Once the form has been submitted
- **FACULTY SERVICES APPROVED:** Faculty Services has reviewed and approved the appointment request.
- **RETURNED TO DEPT FOR EDITS:** Faculty Services has reviewed the appointment request but the appointment requires corrections. Details in the comment box will be provided.
- **ESS TO PROCESS:** Once Faculty Services approves the appointment request, the appointment request will be routed to Employee Support Services.
- **COMPLETED:** The appointment request has been submitted to Payroll.

If you have any questions, please email [Faculty Services](#).

Sincerely,
University Personnel
Faculty Services

FS Approved: ASE (13918521) - Hyung Ik Han

Faculty Services x

noreply@sjsu.edu
to me

Mon, Mar 3, 3:09 PM

Dear Crystal S Mercado,

The appointment request for Re-appt - Hyung Ik Han (009927307) has been approved.

The approved request has been sent to Employee Support Services.

If you have any questions, please email [Faculty Services](#).

Sincerely,
University Personnel
Faculty Services

Reply

Forward

Completed: ASE (13918521) - Hyung Ik Han

Faculty Services x

noreply@sjsu.edu
to me

Wed, Mar 5, 10:45 AM

Dear Crystal S Mercado,

The appointment request for Re-appt - Hyung Ik Han (009927307) has been completed by Employee Support Services and Submitted to Payroll.

If you have any questions, please email [Faculty Services](#).

Sincerely,
University Personnel
Faculty Services

Reply

Forward



- Faculty Services will return the appointment to the department for updates if errors prevent the appointment from moving forward
 - Common reasons: Required documents are missing, no signatures, need an updated form
- Initiator will receive an email with the reason and a link to the form
 - Click on the link to the OnBase form within the email and upload requested items
 - Do not create a new appointment in OnBase

Action Required: Temp Fac Appt (2886393) - Mi Duong Faculty Services x  

noreply@sjsu.edu
to me ▾

Wed, Jul 23, 9:36 PM (1 day ago) ☆ ↶ ⋮

Dear Crystal S Mercado,

The appointment request for Mi Duong is being returned due to the following reason(s):

Appointment Form is missing signatures. Please upload form with signatures.

To resubmit, follow the following steps:

1. Sign in to [OnBase](#).
2. Edit the document(s) as suggested in the comments section
3. Select the Submit button on the bottom of the form. After selecting Submit, the page may not close or redirect; please close the browser window.

If you have any questions, please email [Faculty Services](#).

Sincerely,
University Personnel
Faculty Services



- Email up-faculty-appointments@sjsu.edu
- Attend [Open Labs](#)

