The 11 Steps of Hiring Unit 11 Academic Student Employees at CSUN

1. Department would like to hire a NEW Academic Student Employee (TA, GA, or ISA)
   - Yes: Reviewed the Classification Standards?
   - No...

2. Reviewed the Classification Standards?
   - Yes: Submit ASE-1 to Department Chair for Approval
   - No: Dean/DFO Approval (if applicable for your department)

3. Submit ASE-1 to Department Chair for Approval

4. Dean/DFO Approval (if applicable for your department)

5. Send ASE-1 to Faculty Affairs for Approval and posting on FA Website

6. Department sends SC-1 form to successful candidate

7. Department sends Description of Duties form (Appendix G) to successful candidate

8. Is the successful candidate a TA, GA, or ISA?
   - Yes: ISA Only: Hire into the Student Hire Module
   - No: ISA

9. Sign in with HR

10. Is the student working in another department?
    - Yes, they are!
    - No, only our department!

11. REMINDER: Per Article 23.14, provide the Union with 30 minutes to present info at Orientation

   *Reminder:

   Teaching Associates are non-exempt employees who may be appointed up to 1.0 Full Time Equivalent.

   Graduate Assistants are non-exempt employees and CSU policy limits their appointment to no more than 0.5 Full Time Equivalent.

   Instructional Student Assistants are non-exempt employees and CSU policy limits their work assignment to no more than 20 hours in a week during periods of instruction.

(Click here to read the Bargaining Agreement: Unit 11 Academic Student Employees (UAW))

Click here to visit our Academic Student Employees web page: https://www.csun.edu/faculty-affairs/academic-student-employees-ase