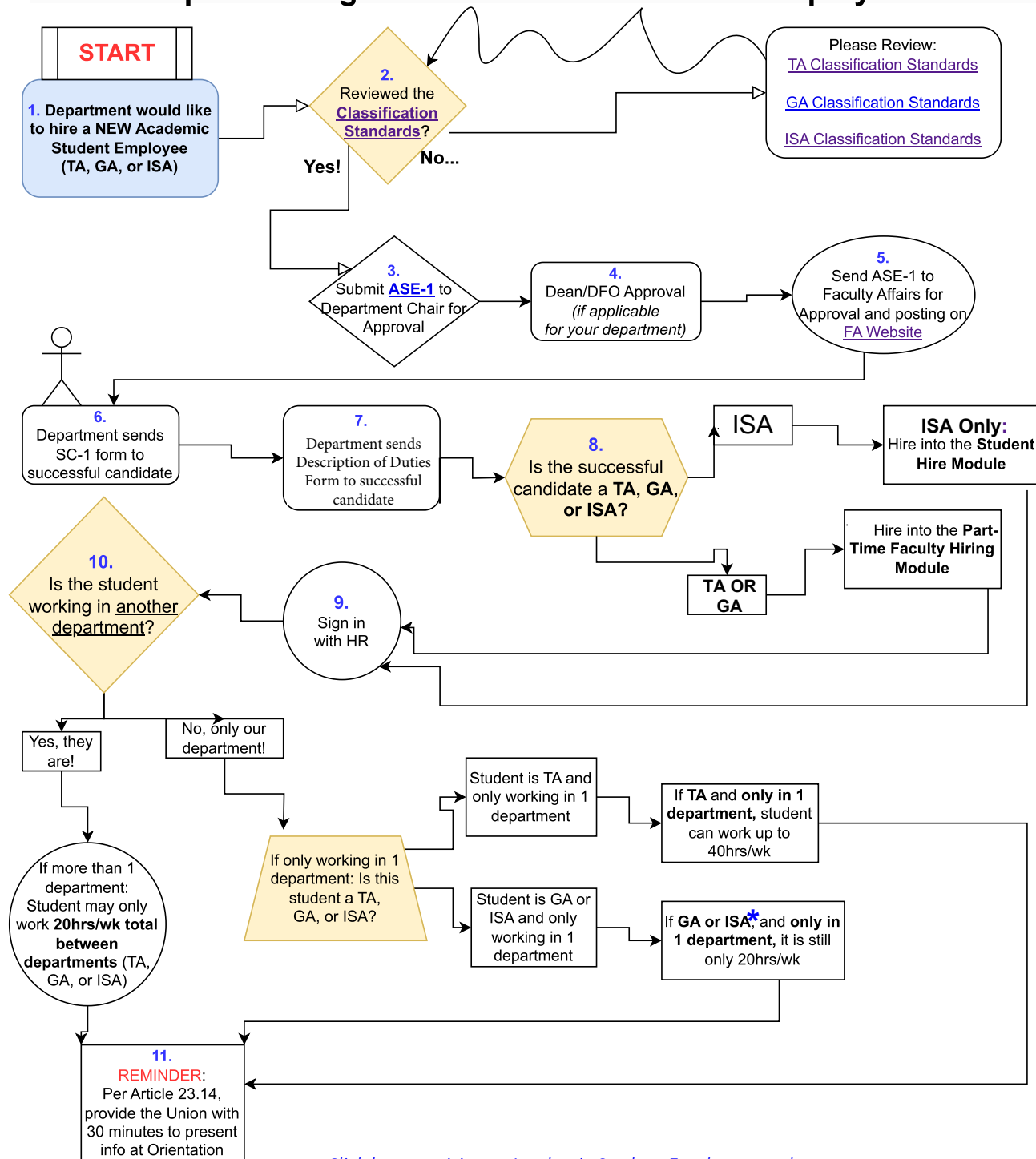


The 11 Steps of Hiring Unit 11 Academic Student Employees at CSUN



*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>

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

1. Department would like to hire a NEW Academic Student Employee (Teaching Associate (T.A.), Graduate Assistant (G.A.), or Instructional Student Assistant (I.S.A.)).
2. Have you reviewed the Classification Standards?
 - a. If **No**, Please Review the Classification Standards.
 - i. [Click Here for the Teaching Associate Classification Standards](#)
Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises and/or research projects. The Teaching Associate classification is distinguished from the Graduate Assistant and Student Assistant classifications by assignments that primarily involve classroom and laboratory instruction.
 - ii. [Click Here for the Graduate Assistant Classification Standards](#)
Graduate Assistants assist a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. The Graduate Assistant is distinguished from those classifications used for undergraduate student help in the instructional program who perform clerical or other routine tasks such as grading examinations, recording grades, etc. Graduate Assistants are provided part-time employment and practical experience in fields related to their advanced study. Graduate Assistants provide professional non-teaching assistance to faculty members.
 - iii. [Click Here for the Instructional Student Assistant Classification Standards](#)
Instructional Student Assistants in this classification perform teaching, grading or tutoring duties for the majority of work hours in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term. The Instructional Student Assistant classification is distinguished from other Student Assistant classifications by the nature of work performed. The majority of work performed in a given appointment in a given academic department or equivalent administrative unit over the course of an academic term by Instructional Student Assistants is tutoring, grading and/or teaching work while the other Student Assistants perform other duties including clerical, technical, custodial, laborer or other work as assigned.
 - b. If **Yes**, Please Proceed.

3. Submit Form ASE-1 to the Department Chair for Approval. [Click Here for a link to the Faculty Affairs website.](#)
4. Dean or D.F.O. Approval, if applicable, for your department.
5. Send ASE-1 to Faculty Affairs for Approval and posting on the Faculty Affairs Website. [Click here for a link to the Faculty Affairs website.](#)
6. The department sends the SC-1 form to the successful candidate.
7. The department sends the Description of Duties form to the successful candidate.
8. Is the successful candidate a Teaching Associate (T.A.), Graduate Assistant (G.A.), or Instructional Student Assistant (I.S.A.)?
 - a. If an I.S.A., hire into the Student Hire Module.
 - b. If a T.A. or G.A., hire into the Part-Time Faculty Module.
9. Sign in with H.R.
10. Is the Academic Student Employee (A.S.E.) working in another department?
 - a. If the ASE is only working in your department, is the student a Teaching Associate (T.A.), Graduate Assistant (G.A.), or Instructional Student Assistant (I.S.A.)?
 - i. If a student is a T.A. and works only in one department, the student can work up to 40 hours per week.
 - ii. If a student is a G.A. or I.S.A. and only works in one department, they can still only work 20 hours per week.
 - b. If the ASE is working in more than one department, the student may only work 20 hours per week between departments (for T.A., G.A., or I.S.A.).
11. Reminder: Per Article 23.14, provide the Union with 30 minutes to present info at Orientation.

Additional 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.](#)