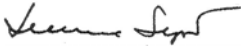


TO: Deans, Chairpersons, Directors

FROM: Jeanne Sept, Dean of the Faculties and   
Vice Provost for Academic Affairs

DATE: April 2, 2008

SUBJ.: Student Academic Appointments Guidelines AY 2008-2009

The following student academic appointee guidelines and policies are being sent to provide you with information that relates to offers of assistantship for 2008-2009. Note that the Personal Profile Form (ED) and I-9 documentation requirements should accompany all offer letters sent to students on new assistantships. Attached to this memo are some sample formats for offer letters and a listing of the documents acceptable for work authorization certification on the I-9 form.

The following procedures merit special mention.

- |                               |   |
|-------------------------------|---|
| Appointment Form              | 1) Use the appropriate e-Doc from the OneStart Home Page at:<br><a href="https://onestart.iu.edu/my-prd/Portal.do">https://onestart.iu.edu/my-prd/Portal.do</a>   |
| I-9 Form                      | 2) An I-9 form must be completed for new graduate student appointees or those with a gap between academic appointments. To avoid paychecks being delayed, students should be required to submit documents to you when they first arrive in Bloomington. The revised I-9 form can be found at:<br><a href="http://www.indiana.edu/~uhrs/benefits/bulletin/2008/feb/2.html">http://www.indiana.edu/~uhrs/benefits/bulletin/2008/feb/2.html</a>  |
| Personal Profile Form         | 3) New graduate students should be sent a Personal Profile Form (ED) <a href="http://www.indiana.edu/~uhrs/hrms/ppforms.html">http://www.indiana.edu/~uhrs/hrms/ppforms.html</a> with a request that they be returned to the hiring department early summer enabling the department to initiate an e-Doc in time to meet established payroll deadlines.   |
| Offer Letter & Agreement Form | 4) Prepare offer letters following the sample formats enclosed. Before mailing offers, complete an Application and Agreement Form (available on-line at: <a href="http://www.indiana.edu/~deanfac/download/SAA_Agreement_Form.pdf">http://www.indiana.edu/~deanfac/download/SAA_Agreement_Form.pdf</a> or at the Office of Academic Personnel Policies and Procedures, 855-2026) and mail it with the offer letter. For new appointees, also include the I-9 documentation list and the Personal Profile Form (ED). |
| Minimum Salary                | 5) The campus minimum salary is \$8,614 for a 50% FTE student academic appointee (20 hours per week). A table setting out the minima at various FTEs is attached.   |

Student Academic Appointments 2008-2009  
April 2, 2008

- Handbook 6) A supply of the Handbook for Student Academic Appointees will be sent to each office in early August. Please be certain a handbook is provided to every graduate student academic appointee. Additional copies are available upon request from the Office of Academic Personnel Policies and Services.
- Policy Changes 7) The Bloomington Faculty Council has adopted new policies and procedures for SAA grievances. They can be reviewed at: [http://www.indiana.edu/~bfc/docs/AY08/circulars/B18-2008\\_Revised.pdf](http://www.indiana.edu/~bfc/docs/AY08/circulars/B18-2008_Revised.pdf)
- SAA Insurance 7) Indiana University has instituted a comprehensive health insurance program which includes dental coverage beginning this fall. The plan is mandatory for all student academic appointees holding an assistantship at 37.5% FTE or above for a semester or longer. Student academic appointees that qualify should be informed that the plan is fully subsidized by Indiana University with no premium cost to the student and that they will be automatically enrolled in the plan. The student may request to be waived out of enrollment by presenting evidence of comparable coverage and completing a waiver request form available at [http://www.indiana.edu/~deanfac/download/health\\_waiver.pdf](http://www.indiana.edu/~deanfac/download/health_waiver.pdf). Detailed information explaining the coverage will be sent out in early July.
- Graduate Work-Study 8) Updated Graduate Work-Study policies are attached.
- Fee Remission 9) Associate Instructors, Research Assistants, Graduate Assistants and Faculty Assistants performing teaching or research activities: if on appointment at 50% or greater FTE (20 hours of duties/week) must receive a full fee remission. Fee remissions may be awarded at departmental discretion for lower FTE appointments.

## SUGGESTIONS FOR WORDING IN STUDENT AWARD LETTERS

### 1. Associate Instructorship

We are pleased to inform you that (department or school) is offering you an Associate Instructorship which carries a stipend of \$(amount) for the (periods: semester or academic year). Associate instructors are expected to spend about (number) hours each week in performing assigned duties. (Add sentence describing duties or when duties will be assigned.) The (department, school) considers the work of Associate Instructors a form of internship and part of a graduate student's academic preparation. The stipend paid to Associate Instructors is considered to be taxable income. Please complete the Personal Profile Form (ED), and sign and return the enclosed "Application and Agreement" form at your earliest convenience. (If the student is new or a first-time appointee, add: This offer of an assistantship is subject to your furnishing the federally required documentation showing that you are a U.S. citizen, or that you are a non-citizen authorized to work in the United States for the period of the appointment.)

### 2. Graduate, Research or Other Assistantship

We are pleased to inform you that (department or school) is offering you a (Graduate, Research, or other) Assistantship for (period: semester or academic year). The assistantship carries a stipend of \$(amount) for the period of appointment. (Graduate, Research or other) assistants generally are asked to spend at least (number) of hours each week on their assigned duties or projects. The assistantship's stipend is considered to be taxable income. Please complete the Personal Profile Form (ED), and sign and return the enclosed "Application and Agreement" form at your earliest convenience. (If the student is a new or first-time appointee, add: This offer of an assistantship is subject to your furnishing the federally required documentation showing that you are a U.S. citizen, or that you are a non-citizen authorized to work in the United States for the period of the appointment.)

### 3. Graduate or Other Fellowships

The fellowships committee of (department or school) is pleased to offer you a (Graduate or name) Fellowship for (period: semester or academic year), which carries a stipend of \$(amount) for the (period). This fellowship is renewable if (conditions). The part of this fellowship which you spend on tuition, fees, books and required course supplies are considered excluded from taxable income, if these costs are not paid from any other fellowship or fee scholarship source. The rest of your fellowship is subject to taxation.

### 4. Fee Scholarship/Fee Remission

The (department or school) is pleased to offer you a (fee scholarship/fee remission) for the period (semester or academic year). This (fee scholarship/fee remission) is awarded on the basis of your superior academic record (or other reasons for attributes). The award covers up to (12 or however many) hours of graduate credit a semester, with a maximum of (30 or however many) credit hours in an academic year plus summer sessions. The (fee scholarship/fee remission) will cover a minimum of 90% of the credit hour fees for a resident and a minimum of 95% for a non-resident. The (fee scholarship/fee remission) does not cover G901, mandatory, course-related or miscellaneous fees. You should be prepared to pay the remaining percentage of credit hour fees plus any mandatory or course-related fees which amount to approximately \$(amount). It is our understanding that these awards are non-taxable and continuation past the initial award period is dependent on your continuing to meet the academic standards set by (department/school) for recipients of these awards.

## GRADUATE WORK-STUDY PROGRAM 2008-2009

The following procedures should be followed in appointing students in connection with the Graduate Student Work-Study Program for 2008-2009. Please note that these appointees are paid exactly like all other student academic appointees on the monthly payroll—timesheets need not be maintained.

- I. Academic appointments of graduate students as Associate Instructors, Graduate Assistants, Faculty Assistants, Research Assistants, and Student Counselors may be made utilizing the Graduate Work-Study Program only under the following conditions:
  - A. The graduate student qualifies, according to the department's or school's usual criteria for such an appointment. Duties will be consistent with the definitions of these titles found in the Academic Guide (p. C16).
  - B. The graduate student will be enrolled for credit during the period of appointment.
  - C. Funds for 25% of the salary are available in a 2300 line in the department or school budget, which can be utilized in the special Graduate Work-Study line, 2360.
  - C. The graduate student is approved (informally) by the Office of Student Financial Assistance for a Graduate Work-Study Award.
- II. If the above conditions have been met, you should:
  - A. Finalize award with the Office of Student Financial Assistance.
  - B. Initiate an e-Doc at this time.
    - 1) Use the regular e-Doc form identifying the appropriate position (i.e., Work-Study Graduate Assistant).
    - 2) Complete an "Application and Agreement" form (see attached) as for all other Student Academic Appointments and be sure appointees have a copy of the Handbook for Student Academic Appointees.
  - C. Route all e-Docs, forwarding the accompanying pink copy of an "Application and Agreement" form, to the School or College Dean who will then forward the forms to the Office of Academic Personnel Policies and Services, Bryan Hall 016.

\*Note that the Payroll Withholding Forms and the general policies for employing graduate students are the same as for all academic student appointees.

Please submit student appointment forms and copies of agreement forms as soon as the Office of Student Financial Assistance advises you of eligibilities. Should a Graduate Work-Study appointment need to be changed or canceled, submit another e-Doc so indicating.

**BLOOMINGTON CAMPUS  
MINIMUM STIPENDS  
FOR GRADUATE STUDENT ACADEMIC APPOINTEES  
ACADEMIC YEAR 2008-2009**

<b><u>FTE</u></b>	<b><u>HOURS PER WEEK</u></b>	<b><u>MINIMUM ACADEMIC YEAR</u></b>
50%	20	8,614
45%	18	7,753
40%	16	6,891
37.5%	15	6,461
35%	14	6,030
33%	13.5	5,685
30%	12	5,168
25%	10	4,307
20%	8	3,446
15%	6	2,584
12.5%	5	2,154
10%	4	1,723
5%	2	861
3%	1.2	517
1%	0.4	172