

Application and Agreement for Employment as Student Academic Appointee
Indiana University, Bloomington Campus

(Name) _____ (Soc. Sec. #) _____ - _____ - _____
Requests appointment as

(Title) _____ (Department/School) _____
of Indiana University, Bloomington Campus. Upon acceptance by Indiana University of this application and notification of acceptance delivered, the requestor agrees to serve the appointment upon the terms of the employment agreement set forth below.

Period of Appointment

Graduate Work Study Program

____ Academic Year, 19____-19____
funded by

____ This appointment is partially
the Federal Graduate Work Study Program.

____ Fall Semester, 19____

No Work Study funds are involved.

____ Spring Semester, 19____

____ Other (Specify Exact dates)_____

Remuneration : The stipend (taxable) for the above period will be_____. It will be paid in _____ equal installments. The appointee will be expected to work_____ hours per week, (_____%FTE). Appointments above 50% FTE (full-time equivalent) must have prior approval of the Dean of the Faculties.

Enrollment :

____ Appointment is at or above 37.5% FTE and requires enrollment in 6 credit hours/semester, or G901.

____ Appointment is below 37.5% FTE and requires enrollment in at least 1 credit hour/semester.

____ Appointment is for summer-no enrollment requirement.

Departmental/School enrollment requirements _____

*Fee Remission : 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.

____ A fee remission has been awarded for Sem I _____ cr. hrs. Sem II _____ cr. hrs. Summer _____ cr. hrs.

Fee remissions may be awarded for a maximum of 30 hours per 12-month period beginning with the start of the fall semester with at most 12 hours in any semester or combined _____ summer session. Fee remission does not cover dedicated fees, mandatory fees, course-related fees, or audit hours.

Fee Scholarship :

____ A fee scholarship has been awarded for a maximum of Sem I _____ cr. hrs. Sem II _____ cr. hrs. Summer _____

Fee scholarship does not cover dedicated fees, mandatory fees, course-related fees, or audit hours.

Employees Withholding Exceptions Certificate : If this is an initial appointment, a certificate must be signed and sent to Payroll. (If none is sent, "O" exemptions will be assumed.)

Eligibility for Reappointment : Eligibility for reappointment will be limited to _____ additional years. Eligibility in itself, however, does not constitute a commitment of the University to offer reappointment.

Duties Assigned : _____

Policies and Procedure: The University and the appointee will follow the policies and procedures contained in the current Bloomington Academic Guide. It is the responsibility of appointees to request and familiarize themselves with such materials. In particular, policies on instructional matters, employment procedures and termination procedures should be noted by the appointee. Copies of the Handbook for Student Academic Appointees containing most of the relevant policies are to be provided by the department or school to each appointee. Copies of the Bloomington Academic Guide will be available for inspection in the Departmental Office, in the School Dean's Office, or in the Dean of the Faculties Office.

This application shall constitute the employment agreement upon the signing by both the appointee and the Department Chairperson or Dean of a professional school and the return of one fully signed copy to the appointee. (Note: third copy must be submitted to the Dean of the Faculties Office.) Appointment under this agreement is subject to the final approval of the Dean of the Faculties and, if a new appointee, to the appointee furnishing the federally required documentation evidencing U.S. citizenship, permanent resident status, or authorized alien status (entitled to work in the United States for the period of the above appointment).

Appointee

Date

White copy: Appointee

Yellow copy: Chair/Dean

Pink copy: Dean of Faculties

Chair/Dean Date

Department/School

*The department and/or school determines whether the student is to be awarded a fee remission, or is to be recommended for a graduate fellowship or a fee scholarship.

These forms are available from the Bloomington Faculty Records Office