TO: Deans, Chairpersons, Directors
FROM: Thomas F. Gieryn, Vice Provost for Faculty and Academic Affairs
DATE: May 31, 2012
SUBJ.: Student Academic Appointments Guidelines AY 2012-2013

The following student academic appointee guidelines and policies are being sent to provide you with information that relates to offers of assistantship for 2012-2013. 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 eDoc from the OneStart Home Page at: https://onestart.iu.edu/my-prd/Portal.do.

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, a HireRight electronic I-9 invitation should be sent to the SAA as soon as possible (for international SAAs arriving from abroad, please wait to send the invitation until they have cleared US Customs and received an updated I-9 Arrival Record).

Personal Profile Form
3) New graduate students should be sent a Personal Profile Form (ED) http://www.indiana.edu/~uhrs/hrms/ppforms.html with a request that they be returned to the hiring department early summer enabling the department to initiate an eDoc 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: http://www.indiana.edu/~vpfaa/welcome/forms.shtml#Forms) and mail it with the offer letter. For new appointees, also include the I-9 documentation list and the Personal Profile Form (ED).

Minimum Stipend
5) The 2012-2013 campus minimum stipend is $9069 for a 10 month 50% FTE (20 hours per week) appointment.

SAA Insurance
6) Indiana University has instituted a comprehensive health insurance program which includes dental coverage. 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/~vpfaa/welcome/forms.shtml#Forms](http://www.indiana.edu/~vpfaa/welcome/forms.shtml#Forms). Detailed information explaining the coverage will be sent out in early July.

**Graduate Work-Study**

7) Updated Graduate Work-Study policies are attached.

**Fee Remission**

8) Associate Instructors, Research Assistants, Graduate Assistants and Faculty Assistants performing teaching or research activities: if on appointment at 50% FTE (20 hours of duties/week) or greater must be awarded a 30 credit hour fee remission with no more than 12 credit hours awarded per semester or combined summer session. Fee remissions may be awarded at departmental discretion for lower FTE appointments.

**Handbook**

9) Every student must be informed that the “Handbook for Student Academic Appointees” is available online at: [http://www.indiana.edu/~vpfaa/policies/Handbooks%20and%20Guides.shtml](http://www.indiana.edu/~vpfaa/policies/Handbooks%20and%20Guides.shtml).
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 (period: 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.
The following procedures should be followed in appointing students in connection with the Graduate Student Work-Study Program for 2012-2013. 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 or school’s usual criteria for such an appointment. Duties will be consistent with the definitions of these titles found in the Academic Guide (Section C).

B. The graduate student will be enrolled for credit during the period of appointment.

C. Funds for 25% of the stipend are available in a 2300 line in the department or school budget, which can be utilized in the special Graduate Work-Study line, 2360.

D. 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 eDoc at this time.

   1) Use the regular eDoc form identifying the appropriate position (i.e., Work-Study Graduate Assistant).

   2) Complete an “Application and Agreement” form: [http://www.indiana.edu/~vpfaa/welcome/forms.shtml#Forms](http://www.indiana.edu/~vpfaa/welcome/forms.shtml#Forms) as for all other Student Academic Appointments and be sure appointees have a copy of the Handbook for Student Academic Appointees: [http://www.indiana.edu/~vpfaa/policies/Handbooks%20and%20Guides.shtml](http://www.indiana.edu/~vpfaa/policies/Handbooks%20and%20Guides.shtml)

C. Route all eDocs, forwarding a copy of the signed “Application and Agreement” form 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 confirms that a Graduate Work-Study award has been posted to the student’s financial aid account. Should a Graduate Work-Study appointment need to be changed or canceled, submit another eDoc so indicating.
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