CAL POLY POMONA
INSTRUCTIONAL STUDENT ASSISTANT
APPOINTMENT OFFER

This form is to be used for the appointment of **Instructional Student Assistants (ISAs).** ISAs provide grading, tutoring or instruction to other CSU students for 50% or more of their work time. ISAs are part of a Collective Bargaining Unit, represented by the UAW (Unit 11). The terms and conditions of the appointment are covered by the Collective Bargaining Agreement between the CSU and the UAW. ISAs will have union dues or fair share fees automatically deducted from their pay. For information on the agreement, including benefits, please refer to the website:
http://www.csupomona.edu/academic/faculty/labor_relations.htm

Supervisor: 1) complete & sign, 2) obtain signature from HEERA Manager, 3) obtain signature from student, 4) retain one copy, give one copy to the student, and send original form with the student to Human Resource Services (HRS).

Student: Take the completed form to the **HRS – Customer Service Center** (98-B1-20) no later than the 1st day of employment to complete the processing for your appointment. If you are a Work Study student, you must also complete the "FWS Employment Agreement" and attach it to this form.

Student Name: _____ Bronco Number: _____

Department Position #: _____ MonsterTRAK #: _____

Department Name: _____ Primary Work Location: _____

Supervisor or Lead: _____ Supervisor/Lead's ext: _____

Position Title: _____

Specific duties of appointment: _____

_____

Beginning Date of Appt: _____ Hourly Pay Rate: _____ Maximum # hours/week: _____

Ending Date of Appt (circle one): Dec. 31 / Mar. 31 / June 30 / Sept. 30 Year : _____

This appointment expires on the date stated above and does not establish an obligation for a subsequent appointment. No other notice shall be provided. This appointment is contingent upon budget and enrollment.

Criteria for Employment Eligibility: To be employed on campus, a student must have a minimum 2.0 GPA (both Cal Poly Pomona and overall GPA) and be currently enrolled for at least 6.1 units (undergraduate) or 4 units (graduate) or be a "Bridge" student who is currently not enrolled in classes and has been enrolled in the minimum unit requirement for 3 consecutive quarters prior to taking a quarter off. **Supervisors hiring the student must verify that the requirements are met at the time of hire and at the beginning of each subsequent quarter that the student works.**

Student's GPA (both Cal Poly Pomona and overall GPA) meets required minimum? yes no

Undergraduate / Graduate Student (circle one) meets the minimum unit enrollment? yes no

Bridge Student who is not taking any classes this quarter? (see criteria above) yes no

Supervisor/Lead: "I have verified that this student meets the employment criteria listed above."

Supervisor/Lead's Printed Name	Signature	Date

HEERA Manager: "I authorize this appointment."

HEERA Manager's Printed Name	Signature	Date

Student: "My signature indicates that I meet the listed employment criteria and I accept this appointment as described above. I also understand that as an ISA, I will be part of a Collective Bargaining Unit."

Student's Printed Name	Signature	Date