

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

(Name) \_\_\_\_\_ (Univ. ID) \_\_\_\_\_ 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**

Academic Year, 20 \_\_\_\_\_ - 20 \_\_\_\_\_  
 Fall Semester, 20 \_\_\_\_\_  
 Spring Semester, 20 \_\_\_\_\_  
 Other (Specify exact dates) \_\_\_\_\_

**Graduate Work-Study Program**

This appointment is partially funded by the Federal Graduate Work-Study Program.  
 No Work-Study funds are involved.

**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 Vice Provost for Faculty and Academic Affairs.

**Enrollment**

Appointment is at or above 37.5% FTE and requires enrollment in 6 credit hours/semester, or G901 if eligible/required.  
 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 remission awards do not cover G901, mandatory, course-related or miscellaneous fees and therefore, will never cover 100% of the total fees. The stated fee remission award will cover a minimum of 90% of the credit hour fees for a resident and a minimum of 95% for a non-resident.

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.

**Discretionary Fee Remission:** Associate Instructors, Research Assistants, Graduate Assistants and Faculty Assistants performing teaching or research activities may be awarded fee remissions at departmental discretion for **appointments less than 50% FTE**.

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 awards do not cover G901, mandatory, course-related or miscellaneous fees.

**Insurance**

Appointees will be enrolled in the mandatory Student Academic Appointee Health Insurance Plan if appointed at 37.5% FTE or more for a semester or longer.  
NOTE: Open enrollment periods for the insurance are August and January. Students who are appointed mid-semester or during the summer are not eligible for enrollment until the next open enrollment period.

**Employees Withholding Exemptions Certificate:** If this is an initial appointment, a certificate must be signed and sent to Payroll. (If none is sent, "0" exemptions will be assumed.)

**Direct Deposit:** All new university employees (including staff, faculty, graduate students and hourly) will be required to utilize direct deposit for payroll.

**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 Procedures:** 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. The Bloomington Academic Guide can be viewed at the following web address: [www.indiana.edu/~deanfac/acadguid/](http://www.indiana.edu/~deanfac/acadguid/).

This application shall constitute the appointee agreement upon the signing by both the appointee and the Unit Head and the return of one fully signed copy to the appointee. Appointment under this agreement is subject to the final approval of the Vice Provost for Faculty and Academic Affairs 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 Unit/Department Head Date

These forms are available on-line at: <http://www.indiana.edu/~vofaa/forms.shtml#stuacc>. The original signed copy should be given to the appointee, a signed copy should be retained by the hiring department and a signed copy should be mailed to the Office of Academic Personnel and Policies at Bryan 016. Revised: 7/09