

**Statement of Terms and Conditions of Employment  
College of  
San José State University**

TO:

Date:

On the recommendation of the Department/School of \_\_\_\_\_ and on behalf of the Provost, I am pleased to offer you a temporary Instructional Student Assistant appointment at San José State University. The position is covered by the CSU-UAW Agreement June 24, 2005 – September 30, 2008. For additional information from the UAW go to <http://www.uaw4123.org>. The specific terms and conditions of this appointment are as follows:

<b>Appointment Level:</b>	<b>Effective Dates:</b>		<b>To</b>
<b>Rank:</b> <b>Instructional Student Assistant</b>	<b>Hourly Rate:</b>	<b>Total Term Salary Not to exceed:</b>	
<b>Supervisor's Contact Name:</b>		<b>Campus Phone:</b>	

**For additional information regarding your appointment please contact the Office of Faculty Affairs at (408) 924-2450.**

This appointment is governed by the appropriate rules of the University and by the rules and regulations of the Trustees of the California State University. Offers of appointment for Instructional Student Assistants are conditioned on budget and enrollment. An Instructional Student Assistant may be reassigned by the University due to the operational needs of the University upon written notice. The CSU shall determine its operational needs, including the quality of its instructional and research activities. Any reassignment will be to another position with the same compensation.

As a condition of employment, all Instructional Student Assistants must remain academically eligible. In the event the Instructional Student Assistant becomes academically ineligible, the Instructional Student Assistant may be removed without pay from or returned to said appointment as set forth below.

- a. Within the first five (5) weeks of an academic term, the University may, at its sole discretion, remove an Instructional Student Assistant who has become academically ineligible.
- b. If the Instructional Student Assistant regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the Instructional Student Assistant. Reinstatement, if any, shall be at the level of employment held prior to removal.

This appointment expires on the date indicated above and does not establish an obligation for a subsequent appointment. A commitment concerning reappointment can only be made in writing by the College Dean, or by the Provost.

Should there be any questions about these terms, please discuss the matter with your department chair/school director before indicating your acceptance. If you find the terms of this offer satisfactory, please indicate your acceptance by signing and returning to this office one copy of this form, retaining the other for your files. Your appointment is contingent upon your signing this statement of terms and conditions of employment and returning it to your dean's office along with other pre-employment documents.

Anticipating your acceptance of this offer, I wish you a most enjoyable term of appointment.

\_\_\_\_\_  
Dean (or Designee)  
College of

\_\_\_\_\_  
Date

My signature below indicates acceptance of the terms and conditions as mentioned above. I further understand that I have 14 days from \_\_\_\_\_ to accept or reject the terms of this appointment.

\_\_\_\_\_  
Instructional Student Assistant's Signature

\_\_\_\_\_  
Date

cc:  
Associate Vice President/Faculty Affairs (PAF)  
Department Chair or School Director