

Statement of Terms and Conditions of Employment
San José State University, One Washington Square, San José, CA 95192

College Name: _____

To:	EmplID:	Rcd#	Date:
_____	_____	_____	_____

On the recommendation of the Department/School of _____, I am pleased to offer you an Instructional Student Assistant appointment at San José State University. The specific terms and conditions of this appointment are as follows:

Appointment Level (Weekly Hours)	Effective Dates	
_____	From: _____	To: _____
Rank:	Hourly Rate	Total Term Salary Not to Exceed
Instructional Student Assistant	_____	_____

Supervisor Information

Name	Title
_____	_____
Email	Phone
_____	_____

You can find the complete Instructional Student Assistant Payroll Calendar at www.sjsu.edu/up/calendars/.

This position is covered by the [UAW Collective Bargaining Agreement](#). For information from the UAW, go to www.uaw4123.org. You may be required to sign the California Loyalty Oath.

This appointment is governed by the appropriate rules of the University, by the UAW Collective Bargaining Agreement 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 University shall determine its operational needs, including the quality of its instructional and research activities. Any reassignment will be to another position at the same compensation.

Where an appointment for an academic term is on a conditional basis, the University has the right to rescind the appointment based upon budget and enrollment conditions. If an appointment is rescinded, the Instructional Student Assistant shall be paid for hours worked. This appointment expires on the date indicated above and carries no guarantee of reappointment. An offer of reappointment can only be made in writing by the College Dean or the Provost.

As a condition of employment, all employees must remain academically eligible. In the event the employee becomes academically ineligible, the employee may be removed 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 employee who has become academically ineligible.
- b. If a bargaining unit employee regains academic eligibility, the University shall determine in its sole discretion whether or not to reinstate the bargaining unit employee. Reinstatement, if any, shall be at the level of employment held prior to removal.

Should there be any questions about these terms, please discuss the matter with your department chair/school director before indicating your acceptance. 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. Please sign and return these terms and conditions prior to your first day of employment.

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

Dean's First & Last Names, Dean (or Designee)

Dean (or Designee) Signature

College/Department Name

Date

Cc: Senior Director, Faculty Affairs
Department Chair or School Director

I hereby accept the terms and conditions of my appointment as stated above.

Date