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Use this checklist as a guide to ensure that all the required items for Instructional Student Assistant (ISA), Graduate Assistant (GA), or Teaching Associate (TA) appointments are uploaded to the [UP Academic Student Employee Document Upload Form](#) in OnBase. If you have questions, please contact Faculty Services via email to up-faculty-appointments@sjsu.edu.

ISAs, GAs, and TAs are non-exempt employees. TAs may be appointed up to 1.0 FTE (full-time) over the period of appointment. CSU policy limits GA appointments to no more than 0.5 FTE (half-time), while limiting ISA work assignments to no more than 20 hours in a week during periods of instruction.

TAs appointed half-time or more may not be appointed in another student classification during periods of instruction. TAs appointed for less than half-time may be appointed concurrently in another student classification up to a combined total of 20 hours per week, or 0.5 FTE, during periods of instruction. Any student with an ISA or GA appointment may not exceed half-time total employment during periods of instruction. These time base limits also apply to Substitute TA (class 2453) appointments.

Hiring Departments must ensure that the student is academically eligible and enrolled at SJSU during the appointment period. However, TRANSCRIPTS SHOULD BE NOT BE SUBMITTED TO ONBASE. Please do not submit the appointment until the EVC has been issued and all the required items on the checklist have been collected. Submitting a packet without required items will result in a HOLD on the process and may delay payments. Late TA fee waiver applications may be submitted as "Revisions."

Please adhere to your College's internal processes. Your College may require forms listed as "Optional Items;" these may (although not required) be uploaded to OnBase.

New, or Rehire (>1 Year Break)	Re-Appt or HIR/CON	Revision (Submit relevant items only)	Preliminary Items:
<input type="checkbox"/>	N/A	N/A	ASE Intent to Hire Letter
<input type="checkbox"/>	N/A	N/A	EVC: Complete the Non-CHRS Recruiting Onboarding: Form I-9 Initiation Form
New	Re-Appt	Revision	Required Items: (Must be submitted via OnBase; For Revisions, submit only applicable forms)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> ISA Employee Profile or <input type="checkbox"/> GA/TA Appointment Form (Instructions)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Statement of Terms and Conditions of Employment (<i>aka Appointment Notification</i>)- ISA ; GA/TA Instructions
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Description of Duties Form (ISA , GA , or TA)
N/A	N/A	<input type="checkbox"/>	Resignation Letter (Required for separation due to resignation)
New	Re-Appt	Revision	Optional Items:
<input type="checkbox"/>	<input type="checkbox"/>	N/A	Application or Letter of Interest
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Teaching Associate Fee Waiver Application (Only for TAs)
<input type="checkbox"/>	<input type="checkbox"/>	N/A	Other Documents (e.g., CSU Employment Questionnaire, Resume)