

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
_____	_____	_____

Supervisor Information

Name	Title
_____	_____
Email	Phone
_____	_____

This appointment is governed by the appropriate rules and regulations of the Trustees of the California State University and the [CSU-UAW Collective Bargaining Agreement](#). To be eligible for employment, you may be required to sign the California Loyalty Oath (swearing to uphold the California Constitution does not require you to engage in violence). Offers of appointment for Instructional Student Assistants are conditional 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. This appointment does not provide eligibility for CSU Benefit Plans such as CalPERS health benefits or tuition and fee waivers.

The University has a right to rescind the appointment based upon budget and enrollment conditions. If an appointment is rescinded, the Graduate Assistant shall be paid for any hours worked. This appointment automatically expires on the date indicated above and carries no guarantee or obligation of reappointment. An offer of reappointment can only be made in writing by the College Dean.

As a condition of employment, all ISAs 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.

UAW Local 4123 welcomes you with this message, "Your position at CSU is covered by a union that represents approximately 10,000 Academic Student Workers across all 23 CSU campuses, UAW Local 4123. Through a democratic union, Academic Student Workers negotiate with CSU for improvements to wages, benefits, protections, and other terms and conditions of employment. To join your fellow Academic Student Workers as a union member go to <https://www.uaw4123.org/join> or get in contact with UAW at <https://www.uaw4123.org/> or through email via union@uaw4123.org."

Please address any questions or concerns about these terms 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 within 14 days one copy of this form. Your appointment is contingent upon your signing and returning this statement and completing any other pre-employment documents prior to the start of your appointment.

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

<input type="text"/>	<input type="text"/>
Dean's First & Last Names, Dean (or Designee)	Dean (or Designee) Signature
<input type="text"/>	<input type="text"/>
College/Department Name	Date

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

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

<input type="text"/>	<input type="text"/>
	Date