

Process for Hiring and Appointing Unit 11

Academic Student Employees

Teaching Associates ◦ Graduate Assistants ◦ Instructional Student Assistants

Academic Student Employees are represented by the [Unit 11 Collective Bargaining Agreement](#).

For fair and equitable treatment of employees, please follow this process and meet the deadlines accordingly.

Academic Student Employees may work up to 20 hours per week in their position. If an individual is concurrently appointed in more than one student job; they are limited to working a total of 20 hours per week during the semester and 40 hours per week between semesters in all the jobs combined.

NOTE: Per the Unit 11 Collective Bargaining Agreement, the job posting must be live for a minimum of ONE WEEK before students can be appointed into the respective position.

If the deadline falls on a weekend, the due date is the following Monday.

Action	Resource/Details	Due Date
Department consults Unit 11 classifications to determine type of employee to hire	See Faculty Affairs website for the Unit 11 – At A Glance document for a quick guide on appointment types and salary ranges	N/A
Department creates posting for job (POA) from template on Faculty Affairs website	See Faculty Affairs website to find POA templates under each type of Academic Student Employee *Please always go to the website as Faculty Affairs updates forms on a regular basis.	N/A
Department submits POA electronically to facultyaffairs@sonoma.edu for review	Faculty Affairs will review posting for approval within 2-3 business days of submission; Faculty Affairs will post on the ASE jobs website when approved	<ul style="list-style-type: none"> Fall semester or AY hire: DUE BY MAY 1ST Spring semester hire only: DUE BY DECEMBER 1ST
Department will hire candidates by filling out an appointment form and submitting electronically to facultyaffairs@sonoma.edu for review	Appointment forms available from Faculty Affairs website under each type of Academic Student Employee *Please always go to the website as Faculty Affairs updates forms on a regular basis.	<ul style="list-style-type: none"> Fall semester or AY hire: DUE BY AUGUST 5TH Spring semester hire only: DUE BY JANUARY 5TH