

Hiring Unit 11 Employees

Instructional Student Assistants (ISA), Graduate Assistants (GA), and Teaching Associates (TA)

The following is an overview of requirements when hiring Unit 11 employees. Please contact your Dean's Office for any questions or assistance required.

Posting Open Positions

The Unit 11 Collective Bargaining Agreement (2.1) requires all available positions be posted.

1. Submit a Search Approval request form to the Dean's Office for authorization to post an announcement.
2. Post announcement through Handshake <https://www.csusm.edu/careers/> for a minimum of two (2) weeks.
3. Submit all applicants to the hiring supervisor for initial review.

Note: Positions are not required to be posted to fulfill a commitment of support to a student (a) at the time of admission or (b) under an existing advising relationship with a faculty member(s).

Required Documents & Forms <http://www.csusm.edu/fa/uawunit11/faqs.html>

The following documents must be completed, and originals submitted to Faculty Affairs a minimum of three (3) weeks prior to the start date or one (1) week prior to the appointment letter date, whichever is earlier:

1. Two Academic Transaction Forms (Both appointment and end of appointment ATF's.)
2. Appointment Letter dated a minimum 15 days before the start date:
For TAs this is the 'Statement of Terms and Conditions of Appointment'.
3. Job Description
4. Enrollment Verification
5. Employment Application

Important Steps to Remember

- Submit a request to hire to the Dean's Office (If a college requirement).
- Post open positions for a minimum of two (2) weeks on Handshake.
- Current enrollment must be verified.
- Submit required documents above to the Dean's Office for approval per the college timeline.
- Submit completed hiring packet to Faculty Affairs a minimum of three (3) weeks prior to start date or one (1) week prior to the appointment letter date, whichever is earlier.
- Faculty Affairs will notify the Department when approved documents are ready for pick up. ATF copies will be included if corrections were indicated or the employee is a new hire and needs to complete on-boarding with Human Resources (HR).
- Send notification to HR Receptionist with approximate number of new Unit 11 employees so on-boarding packets can be prepared in advance.
- Provide Job Description and Appointment Letter to the student employee a minimum of fifteen (15) days prior to their start date. Documents may be provided and signed electronically.
- Provide completed Student Employee Check-in Sheet and instruct the student to sign-in with HR. Once on-boarding is completed, HR will stamp the Check In Sheet for the student to return to the Department as confirmation.

- All documents (including on-boarding if applicable) must be completed before the student may begin working. If all documents are not completed within 14 days of the letter date, the Department must notify the student and supervisor that they are not authorized and must not begin working. Their start date may be modified to the date when all finalized paperwork has been received and verified or the offer of appointment may be withdrawn.
- Hard copies of signed documents (Appointment Letter and Job Description) are returned to Faculty Affairs for placement in employee's Personnel Action File (PAF).

For questions, please email Faculty Affairs at facultyaffairsunit11@csusm.edu