GRADUATE ASSISTANT (GA) APPOINTMENT

Appointments as Graduate Assistant may be for a semester or for a full academic year. Appointments automatically expire at the end of the period stated and do not establish consideration for subsequent appointments or any further appointment rights, and does not constitute service toward eligibility for tenure. No other notice shall be provided. It should therefore be understood that this appointment does not confer security of employment.

As a condition of initial employment, U.S. citizen must subscribe to the State Loyalty Oath (Oath of Allegiance) to be administered at the time of employment.

Information regarding the CSU-UAW contract, the Loyalty Oath, and UAW Local 4123 is available online at the following websites:


UAW: http://uaw4123.org/home/home.php

Loyalty Oath: http://calstate.edu/LaborRel/Contracts_HTML/CBA_Contract/Draft-loyalty-oath.ppt

Please refer to the CSU-UAW contract (link provided above) for more information.

In accord with the Immigration Reform and Control Act of 1986, you will be required to present documents that demonstrate identity and employment authorization (an original Social Security card and a photo ID such as driver’s license.) International students are also required to present a valid/current passport, I-94 and I-20 (or IAP-66) to the Office of Payroll Services prior to beginning employment. A list of acceptable documents is available in the Payroll Services Office, Brotman Hall - Room 353, Telephone number: (562) 985-4164. This documentation must be completed on or before the first day of work at the University.

International students on an F-1 Visa are required by the Immigration and Naturalization Service to maintain a minimum of 12 units per semester for undergraduates and 9 units for graduates. Students on a J-1 Visa are required to maintain 9 units per semester. For more information regarding this requirement, please contact the Center for International Education (CIE) Office.

Graduate Assistants receive five paychecks, issued on a monthly basis, for each semester of employment. Individuals appointed for the fall semester will receive salary warrants at the end of September, October, November, December and January pay periods; individuals appointed for the spring semester will receive salary warrants at the end of the February, March, April, May and June pay periods. Since this position is covered by the CSU-UAW Collective Bargaining Agreement, you will be charged union dues/fees as required under the CSU collective bargaining process.

Upon the completion of two semesters of employment, a Graduate Assistant is eligible for consideration for a salary adjustment provided he/she is not at the maximum salary. Salary adjustments are made by the college dean.

Any commitments made to you by any member of the faculty or the administration beyond the terms stated in this letter of appointment and the statements above are null and void.

04 2012