Faculty Affairs and Records

Unit 11 Appointment Checklist

Graduate Assistant (Non-Exempt from FLSA)

AY Class Code: 2355
Monthly Class Code: 2325
On-Campus Work-Study: 2326

A student may be offered a position as a non-exempt graduate assistant if they meet the following criteria:

- Student has completed the equivalent to the requirements for a bachelor’s degree and is registered in a CSU graduate degree program
- Student is being offered part-time position (but may work full time during academic breaks)
- Position will offer non-teaching assistance to faculty members
- The duties to be performed by the student are generally associated with subjects or programs in which the student will be doing graduate work
- The duties to be performed by the student may involve training students in using equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of students' work; tutoring students; supervising students in a classroom, workshop or laboratory (with final responsibility for the class and the instruction vesting in a faculty member), and other related work
- Student will not be responsible for the instructional content of a course, selecting student assignments, planning examinations, determining the term grades for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course
- Student may not be employed to assist in a course in which he or she is enrolled, nor should the student be consulted regarding the grading of the his or her peers
- Student evidences satisfactory achievement in previous academic work (initial appointment)
- Student evidences satisfactory progress toward the completion of the degree (subsequent appointment)
- Student will have knowledge of the subject matter of the discipline in which he or she is assigned
- If student is a Work-Study graduate student funded by the Federal Work-Study Program, appointments to this classification code must meet provisions of the Federal Work-Study Program

Graduate Assistant (Exempt from FLSA)

AY Class Code: 2355
Monthly Class Code: 2325
On-Campus Work-Study: 2326

A student may be offered a position as an exempt graduate assistant if they meet the following criteria:

- Student has completed the equivalent to the requirements for a bachelor’s degree and is registered in a CSU graduate degree program
- Student is being offered part-time position (but may work full time during academic breaks)
- Position will offer non-teaching assistance to faculty members
- Student will be performing research in his or her course of study
- Student will not be responsible for the instructional content of a course, selecting student assignments, planning examinations, determining the term grades for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course
- Student may not be employed to assist in a course in which he or she is enrolled
- Student evidences satisfactory achievement in previous academic work (initial appointment)
- Student evidences satisfactory progress toward the completion of the degree (subsequent appointment)
- Student will have knowledge of the subject matter of the discipline in which he or she is assigned
- If student is a Work-Study graduate student funded by the Federal Work-Study Program, appointments to this classification code must meet provisions of the Federal Work-Study Program