**ISA GUIDELINES**

**Instructions**
- If student employee is grading, tutoring, instructing or performing research, complete the ISA 101. A student may have concurrent ISA position(s) and/or a Student Assistant position(s) within a department. An ISA may also have two different rates of pay within a department if their duties are significantly different, i.e; a grader may be paid $12.00/hr and a tutor paid $13/hr. Complete a separate ISA 101 form for each rate of pay.
- REPORTING ISA WORK HOURS: Students will log their work hours through the ISA Self-Service Time Reporting process on the Portal. If the ISA has multiple supervisors and/or hourly rates, use the ISA Hourly Worksheet (located on the Academic Personnel website) to track/consolidate these various hours.
- If ISA is enrolled in sufficient units (≥ 6 Units for Undergrad, ≥ 4 Units for Grad) their appointment can be for the entire academic year if hired during the Fall Term. If they are being hired in Winter Term and enrolled in sufficient units their appointment can be for the Winter and Spring Term. If ISA is NOT enrolled in sufficient units, they must be hired term by term.
- If ISA will be working during the Winter or Spring Academic Break, please contact Academic Personnel for arrangements and employee record number for break position.

**Definitions and Examples of Instruction, Grading, Tutoring, and Research**

1. **INSTRUCTING (must meet several tests):**
   a) The work performed by the student requires specific, advanced knowledge of the course content.
   b) The student would be implementing the faculty member’s course content and methodology.
   c) The faculty member would be providing appropriate supervision to ensure that the student’s work supports the course content/methodology.

   Examples of instruction: leading discussion groups or performing demonstrations that require the possession and application of academic knowledge directly related to the subject matter and course syllabus.

2. **GRADING:**
   Assessment of student work requiring specific academic knowledge directly related to the subject matter with authority to assign a grade (i.e. test or assignment grades) within a range of points.

3. **NOT GRADING:**
   a) Applying a key provided by the instructor to an objective test, calculating a result, and providing it to the instructor or entering it onto a grade roster.
   b) Feeding scantrons into a reader and forwarding the machine’s output to the faculty member or entering the results on a grade roster.

4. **TUTORING:**
   **Definition:**
   Individual or group instruction requiring advanced knowledge of discipline or subject matter (e.g. math or language tutors)
   **Examples:**
   a) Instructing students in use of computer software that is targeted specifically to the curriculum of a course.
   b) Guiding the use of equipment which requires subject matter-specific knowledge and competence (i.e. guiding the use of a scanning electron microscope in the context of demonstrations and oversight).

5. **NOT TUTORING:**
   Instructing students in how to use computer software in a general-use lab.

6. **RESEARCH:**
   Assisting with or participation in individual or group research (regardless of funding source) requiring advanced knowledge of discipline or subject matter.
   **Examples:**
   - Participation in research project which includes specialized tasks under direct supervision of researcher, research advisor or Principal Investigator
   - Use of specialized software that is targeted to a specific area of research; use of statistical software for the purpose of analysis of research data.
   - Use of specialized equipment which requires subject matter-specific knowledge and competence, or is used for making measurements, calibration, or other related activities (i.e. use of a scanning electron microscope in the context of conducting research.) Typically the use of the specialized equipment would be learned during courses in the specific field of study.

7. **NOT NECESSARILY RESEARCH (may use Student Assistant classification for these duties):**
   Assisting with or participation in individual or group research (regardless of funding source) that does not require advanced knowledge of discipline or subject matter. Generally, a student outside the major or discipline specific to the research project should be able to perform any general tasks that do not require discipline-specific knowledge.
   **Examples:**
   General collection of specimens for use in research study, unless specific academic disciplinary knowledge or expertise is required for their collection or for screening and selection of specimens (discretion of research advisor/PI would be necessary to make this determination)

*Please DO NOT submit this page with the ISA 101 form.*

7/2016