

**SUBSTITUTE TEACHING ASSOCIATE
(TA) ASSIGNMENT**



Dept: _____

Academic Year: _____

SUBSTITUTE TEACHING ASSOCIATE ASSIGNMENT

For more information, see Article 2.6 of the UAW/CSU Collective Bargaining Agreement

- Substitute TAs must meet all requirements of the Teaching Associate classification.
- Substitute TA assignments are of a short duration to provide temporary coverage for a faculty member or other TA. Contact APS to discuss duration and options for coverage prior to appointing a Substitute TA.
- Substitute TAs are paid for actual hours worked in the classroom (i.e., contact hours with students) at the designated Substitute TA hourly salary rate.
- Substitute TAs must fill out the monthly HSU Substitute Faculty/TA Time Voucher (PR-42) for pay to be processed.

Name: _____ HSU ID: _____

Email: _____

Substituting for: _____

Reason for Substitute Assignment:

- Maternity/Paternity Leave Replacement Bereavement
 Illness Jury Duty
 Other: _____

Course(s) Assigned:

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Approximate Appointment Dates: _____ through _____
start date end date

Current TA Full-time Salary Rate: _____ Jobcode: 2453

Current TA Hourly Salary Rate: _____

Estimated number of hours: _____ Estimated total payment: _____

CMS Chartfield String: _____
Acct Fund Dept Program Class Project

Department Chair

signature date

College Dean

- Approved Not Approved

signature date

Academic Personnel Services
(compliance review)

signature date

Distribution: College forwards original to APS for compliance review and processing

APS Distribution: Original to Payroll