

IV-1
STUDENT ACADEMIC TITLES
General Information
(Revised 9/18)

I. Academic Student Employee agreement

Appointees to the titles of Teaching Assistant, Associate in ___, Reader, and Remedial Tutor are covered by the Memorandum of Understanding (MOU) between the University and the UAW. The full contract is available on the Academic Personnel website at

<https://ap.ucsb.edu/policies.and.procedures/collective.bargaining.agreements/> .

Graduate Student Researchers are not covered by the MOU.

II. Employment Eligibility

A. Student appointees must maintain good academic standing. Good academic standing requires a grade-point average of at least 3.0 in academic work, fewer than 12 units of incomplete or no grades, and status within time to degree standards.

B. Student appointees must be enrolled in a minimum of 8 units in a recognized program of graduate study, and must be within the appropriate degree deadlines. **Exceptions may only be granted by the Dean of the Graduate Division.**

C. **The academic home department must verify eligibility when the employment will be in a department other than the academic home department.**

III. Limitations on Service

A. The appointment or reappointment of a student in an academic title must be at half-time (50%) or less for the period of one year or less. Percent time limitations apply to all appointments or combined appointments in any employment title. **Exceptions are granted only as outlined in the Red Binder sections on specific titles.** There are no exceptions to the 50% time restriction for non-citizens or appointees to the Associate title.

B. The total length of service rendered as a Teaching Assistant or Associate in any combination of the two titles may not exceed four years (i.e., 12 academic year quarters.) Exceptions may be requested for an additional two years (6 academic year quarters), but in no case for more than 18 quarters.

C. **Exceptions to service limitations are subject to the following approval:**

a. **Approval from the student's academic home department prior to the appointment start date:**

- **Appointments(s) between 51 and 75%**
- **Appointment as a TA/Associate between 13-15 quarters**
- **Students on warning status but not on academic probation**
- **Students with a GPA below 3.0**
- **Students with 12 or more units of incomplete**
- **Students with 1-3 quarters beyond time to degree**

b. **Approval from the Graduate Division prior to the appointment start date:**

- **Appointment(s) beyond 75%**
- **Appointment as a TA/Associate beyond 15 quarters**
- **Students on academic probation**
- **Students with 4 or more quarters beyond time to degree**

IV. Pay Schedule

A. Student teaching appointments (Teaching Assistant, Associate, Reader) are academic year appointments and are paid on a 9/9 basis. **The service period (working days) is based on the quarter begin and end dates for each academic term and will vary from the pay begin and end dates. The annual service period chart is posted annually on the Academic Personnel website.**

- B. The pay period for Fall quarter for Teaching Assistants and Associates may consist of four months, September 1 through December 31, allowing students to receive their first check on October 1. The monthly amount of pay for four months of fall quarter is adjusted accordingly so that the total quarterly payment remains the same. Winter and Spring quarters remain on a 9/9 pay basis. The four-month pay period for Fall is optional. The appropriate payroll paperwork must be processed before mid-September if the four-month Fall schedule is to be used.
- C. Graduate Student Researchers are appointed on a fiscal year (11/12) basis. The appointment start and end dates should coincide with the actual service begin and end dates.
- D. *Readers and Remedial Tutors are paid on an hourly bi-weekly basis. The appointment start and end dates must at least cover the period worked, but may also be extended to cover the full academic quarter to avoid breaks in service in the payroll system.*
- E. *When students are appointed in concurrent jobs, it may be necessary to adjust the pay group and/or FLSA status. The Concurrent Jobs FLSA Status Determination Matrix may be used to determine the appropriate coding.*
- F. Appointees in academic **graduate** student titles may be placed on Short Work Break in accord with Red Binder VI-18.

V. **Benefits**

- A. **Graduate Academic** student employees covered by the MOU are eligible for fee remission in accord with the MOU. Graduate Student Researchers are eligible for fee remission in accord with Red Binder IV-10.
- B. **Graduate Academic** students **employees with appointments in** covered **titles** *by the MOU* are eligible for leaves of absence from their employment as outlined in Article 17 of the contract. Graduate Student Researchers are eligible for leaves of absence in accord with Red Binder VI-3 and VI-4. Requests for leave should be made in writing, addressed to the supervisor as soon as the need for the leave is known. Leaves are granted only with approval of the Departmental Chair.
- C. Eligible graduate students with appointments in covered titles may receive reimbursement of allowable child-care related expenses in accord with Article 4 of the contract. Eligible graduate students in non-represented titles may receive reimbursement of allowable child-care expenses in accord with the Graduate Student Researcher reimbursement program. A child care reimbursement form and appropriate attachments must be submitted to the **hiring** department. Forms and additional information are available on the Academic Personnel web site at <https://ap.ucsb.edu/resources.for.academic.employees/forms/>