

IV-1
STUDENT ACADEMIC TITLES
General Information
(Revised 9/20)

I. Academic Student Employee Agreements/Labor Agreements:

Appointees to the titles of Teaching Assistant, Associate *Instructor in*—, Reader, and Remedial Tutor are covered by the *Academic Student Employee Unit (BX)* 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. *the Graduate Student Researchers Unit (BR)* Memorandum of Understanding (MOU) between the University and the UAW.

The full contracts are available on the Academic Personnel website at <https://ap.ucsb.edu/policies.and.procedures/collective.bargaining.agreements/>.

II. Employment Eligibility

A. *Graduate* student appointees *in academic student titles* must maintain good academic standing. ~~Good academic standing requires~~ *consisting of:* 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. *Graduate* student appointees *in academic student titles* must be enrolled in a minimum of 8 units in a recognized program of graduate study, and must be within the appropriate degree deadlines.

C. *Newly admitted graduate students working in the summer period preceding the first Fall term must either be enrolled in a summer session term or registered for Fall Quarter in the minimum number of units.*
NOTE: Newly admitted international students must be enrolled in a summer session term to be eligible for employer in the summer period.

D. *Continuing graduate students (including international students) working during the summer period are not required to enroll in a summer session term as long as they were enrolled in the prior Spring Quarter and has an open degree status. If a graduate student was an on an academic leave of absence in Spring Quarter but wishes to work during the summer period, they must enroll in a summer session term.*

E. *Additional employment eligibility scenarios are described in the [Student Employment Guidelines](#).*

III. Limitations on Service

A. ~~The appointment or reappointment of a student~~ *total combined appointment(s)* in any student academic title(s) must be at half-time (50%) or less *and* for the period of one year or less. ~~Percent time limitations apply to all appointments or combined appointments in any employment title. Exceptions to employment policy 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 international students~~ or ~~appointments as an the Associate title.~~ *Instructor.*

Workload maximums are outlined in the Red Binder sections for each academic student employment title.

B. *The appointment or reappointment of a graduate student to a student academic title must be for a period of one year or less.*

C. The total length of service rendered as a Teaching Assistant or Associate *Instructor* 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. Note: Effective June 19, 2020, the Office of the President has extended the campus temporary authority to grant exceptions up to 21 quarters due to the impacts of the COVID-19 pandemic.

IV. Exceptions to Employment Policy

A. The student's Home Academic Department may grant the following:

- Appointment(s) between 51 to 75% time
- Appointments as a Teaching Assistant/Associate Instructor between 13-18 quarters
- Employment while on Warning Status (but not on Probation)
- Graduate Students with a GPA below 3.0, 12 or more units of incomplete or no grades
- Graduate Students who are 1-3 quarters Beyond Time to Degree

B. The Dean of the Graduate Division may grant the following:

- Appointments over 75% time
- Appointments as a Teaching Assistant/Associate Instructor between 19-21 quarters
- Graduate students on Academic Probation
- Graduate students who are 4 or more quarters Beyond Time to Degree
- All Associate Instructor appointment requests

C. Request for Exception to Employment Policy Form is available on the Graduate Division's website at: <https://www.graddiv.ucsb.edu/academic-appointments#General-Information-on-Graduate-Student-Academic-Appointments>

V. IV. Pay Schedule

A. Student teaching appointments (Teaching Assistant, ~~and Associate Instructor, Reader~~) are academic year appointments and are paid on a 9/9 basis.

B. The pay period for Fall quarter for Teaching Assistants and Associates ~~Instructors~~ may consist of four months, September 1 through December 31 ~~on a 9/12 pay basis~~, 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. The four-month pay period ~~is available~~ for Fall ~~Quarter only and~~ is optional. The appropriate payroll paperwork must be processed before mid-September if the four-month Fall schedule is to be used. Winter and Spring quarters remain on ~~three-month pay 9/9 pay basis requiring Fall appointments that continue into Winter to be adjusted back to a 9/9 pay basis accordingly~~. Refer to the [Students Hired on a Four Mouth Basis Job Aid](#) for additional information.

C. ~~Readers and Remedial Tutors are hourly employees and are paid on a bi-weekly basis. Appointees in these titles must report hours worked in the hiring department's timekeeping system.~~

D. ~~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. the actual dates of work.~~

E. ~~When a graduate student employee is concurrent appointed in a non-academic title, i.e. Std. Asst. 1, the academic appointment determines the FLSA status for graduate student employee. The hiring department for the non-academic title shall be adjusted the FLSA status to exempt. See additional concurrent jobs scenario on the Concurrent Jobs FLSA Status Determination Chart.~~

F. Appointees in academic ~~graduate~~ student titles may be placed on Short Work Break in accord with Red Binder VI-18.

VI. V. Benefits

A. Graduate student employees covered by the MOUs are eligible for fee remission in accord with the ~~Fee Remission Articles of the MOU. Graduate Student Researchers are eligible for fee remission in accord with Red Binder IV-10. Information regarding tuition, fees, and other costs is available at:~~ <https://www.graddiv.ucsb.edu/fees-costs>.

B. Graduate students with appointments in covered titles are eligible for leaves of absence from their employment as outlined in ~~Article 17 the Leaves Article of the MOUs. Contract.~~ Requests for leave should be made in writing, addressed to their ~~Supervisor~~ as soon as the need for the leave is known. Leaves are

granted only with approval of the Departmental Chair/ *Research unit Director*. Graduate Student Researchers are eligible for leaves of absence in accord with Red Binder VI-3 and VI-4.

Further detail on leave eligibility and procedures is available on the [Leave Request Form](https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/) and [Leaves Chart](https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/): <https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/> Benefits

- C. Eligible Graduate students with an *eligible appointment in covered titles* may receive reimbursement of allowable child-care related expenses in accordance with the Childcare Article 4 of the MOUs. *their 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.

The graduate student employee completes and submits the [Childcare Reimbursement Request Form \(UBEN 254\)](#) along with appropriate documentation to the hiring department for the reimbursement. Additional information regarding eligibility and the reimbursement process can be reviewed on the [UC ASE and GSR Childcare Reimbursement Program Factsheet](#).

- D. Forms and additional information are available on the Academic Personnel web site at <https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/> see Benefits/ ASE and GSR Childcare Reimbursement Program

- E. An eligible graduate student employee who receives a health insurance premium remission through a qualifying ASE or GSR appointment is also eligible to receive 100% premium remission for their child dependents if the graduate student employee's income exceeds the designated Med-Cal eligibility threshold as described in the Health Benefits Article of the MOUs.

Additional information regarding the Dependent Care Premium Program and Attestation Form are located at: [add link](#)

VII. Discipline and Dismissal

Discipline or dismissal may take place when, in the University's judgment, the graduate student employee's performance or conduct merits such action. Dismissal is termination of the appointment, prior to the appointment end date based on conduct or performance such that continued employment is not justified. Discipline may take one of the following forms:

- A. Written warning informing the graduate student employee of the nature of the problem, requirements for continuation of the appointment, and possible consequences if the problems are unresolved.
- B. Suspension from the appointment, without pay, for a stated period of time. Unless otherwise stated, such suspension will include loss of other privileges such as parking, access to University property and library privileges.
- C. Dismissal from the graduate student academic position.

Consultation with Academic Personnel and Labor Relations is required prior to initiating any disciplinary action.