

IV-8
READER
(Revised 5/24)

The policies on the use of the Reader title are set forth in APM 420 and the Memorandum of Understanding between the University and the UAW. At UCSB, the application of this policy is outlined in the following:

I. Definition

A Reader will normally perform such duties as grading student papers and exams.

II. Appointment Criteria

- A. Appointees to the Reader title are subject to all eligibility requirements listed in Red Binder IV-1.
- B. Graduate student appointees must be within the Departmental and Graduate Council approved number of years for both advancement to candidacy and degree completion as specified in Academic Senate Regulation 350A.
- C. Master's students must be within the four-year time limit set for the master's degree as stated in Academic Senate Regulation 300A.
- D. Readers will normally be graduate students; however, qualified undergraduates or non-students may be employed to meet special needs or when graduate students are not available. Readers are subject to the provisions of the Memorandum of Understanding regardless of student status.
- E. Readers should have maintained at least a 3.0 grade-point average in their previous academic work, and should have taken and received at least a "B" grade in the course or equivalent in which they are serving.
- F. For students who have completed at least one full year of graduate work, the record of the year just past will be substituted for the undergraduate record. The appointing department will have the responsibility of ascertaining that these standards are maintained.

III. Titles

Readers are appointed into the following titles:

- **2580 (GSHIP):** Used for graduate student appointments that are eligible for fee remission.
- **2851 (Non-GSHIP):** Used for undergraduate appointments and for graduate student appointments that do not meet the fee remission threshold.
- **2500 (Non-Student):** Used for non-student appointments.

IV. Terms and Conditions of Employment

- A. Appointments as a Reader are subject to the Employment Eligibility and Limitations on Service sections as described in Red Binder IV-1 General Information.
- B. Readers will not be given responsibilities normally assigned to a Teaching Assistant or Associate Instructor.
- C. While the workload may fluctuate throughout an academic term, at no time may a Reader be assigned

a workload of more than 40 hours in any one week or assigned to work more than eight (8) hours in any one day.

V. Personnel Actions

A. Appointment requests that include an exception to employment policy (see RB IV-1, IV) must include the Exception to Employment Policy Form endorsed by either the student's Home Academic Department or the Graduate Division.

B. Appointments are established only by the issuance of the Written Notice of Appointment letter (WNA) per the Appointment Notification Article of the MOU. WNA templates are available on the at: <https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/>

B. Hiring Departments shall issue the WNA and supplemental documentation no less than thirty calendar days before the start of appointment., or as soon as possible in cases in which positions become available following the start of the academic term.

C. The employee must confirm their acceptance of the offer by signing and returning the WNA on or before the first day of employment or by the date specified by the department, if earlier. Upon receipt of the acceptance, the Hiring Department may enter the appointment in UCPath.

D. The Hiring Department shall retain copies of the WNA and supplemental documents in the appointee's employment file.

E. Any changes to the appointment must be communicated to the appointee in writing.

VI. Compensation

A. Individuals appointed to this title are compensated on an hourly basis at an on-scale rate within the published Reader Salary Scale (Table 18).

B. Salaries are subject to an annual range adjustment as outlined in the MOU.

C. A graduate student who is appointed as a Reader for 25% or more during the academic quarter will qualify for partial fee remission and payment of student health insurance.

VII. Approval authority

<u>Action</u>	<u>Authority</u>
All normal actions	Chair, Hiring Department
Exceptions under RB VI-1, IV.A.	Chair, Home Academic Department
Exceptions under RB. VI-1, IV.B.	Dean, Graduate Division