

IV-9
REMEDIAL TUTOR
(Revised 5/24)

There is no APM section describing this title. Appointments into this title are governed by 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 Remedial Tutor is employed temporarily to assist students in understanding course concepts, discovering solutions to problems, modeling study strategies, developing methods for independent work, and preparing for upcoming exams.

II. Appointment Criteria

- A. Appointees to the Remedial Tutor 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. Remedial Tutors will normally be graduate students; however, qualified undergraduate students may be so employed in established undergraduate tutoring programs. Remedial Tutors are subject to the provisions of the Memorandum of Understanding regardless of student status.
- E. Additional appointment criteria, such as completion of specific coursework, may be required for Remedial Tutor positions.

III. Titles

Remedial Tutors are appointed into the following titles:

- **2288 (I) and 2289 (II) – GSHIP:** Used for graduate student appointments that are eligible for fee remission.
- **2280 (I) and 2290 (II) – Non-GSHIP:** Used for graduate student appointments that do not meet the fee remission threshold and undergraduate 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. Remedial Tutors are responsible for mentoring of undergraduate students, either for a specific course through an established departmental program or for more general mentoring within a discipline through Campus Learning Assistant Services (CLAS). Responsibilities may include assistance with course-specific study skills and/or lab activities, problem solving, or with other work associated with the course. The Remedial Tutor may assist with grading, but may not assign final grades to student work, be the sole facilitator of discussion sections for enrolled students, or otherwise be solely responsible for activities assigned to other instructional staff such as faculty, Associates, or Teaching Assistants for the course.
- C. While the workload may fluctuate throughout an academic term, at no time may a Remedial Tutor be assigned a workload of more than 40 hours in any one week or assigned to work more than eight hours in any one day.

D. The working title of Learning Assistant may be used for appointees in the Remedial Tutor series.

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 shall 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 Remedial Tutor Salary Scale (Table 20).

B. Remedial Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot.

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

D. A graduate student who is appointed as a Remedial Tutor for 25% time or more during an academic quarter will qualify for partial fee remission and payment of student health insurance.

VII. Approval Authority

Action

Authority

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