

IV- 10
GRADUATE STUDENT RESEARCHER
(Revised 10/24)

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 Graduate Student Researcher (GSR) is a registered UC graduate student in full-time residence (with exception for students approved for In Absentia status), who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or Principal Investigator. GSRs are selected for high achievement and promise as creative scholars; they may collaborate in the publication of research results as determined by supervising faculty members. GSRs may not be assigned teaching, administrative or general assistance duties.

II. Appointment Criteria

- A. The basic criteria for appointment are embodied in the definition of the series. In addition, appointees to the Graduate Student Researcher title are subject to all eligibility requirements listed in Red Binder IV-1.
- B. Appointees must hold a BA/BS degree.
- C. Doctoral students 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.
- D. Master's students must be within the four-year time limit set for the master's degree as specified in Academic Senate Regulation 300A.
- E. The work performed may contribute to the educational objectives of the student; and/or
- F. The student functions as an active collaborator and/or fundamental contributor to the intellectual content of the research.

III. Titles

Graduate Student Researchers are appointed into the following titles:

- **Graduate Student Researcher (3284)**
Used when appointments are paid a salary from funding generated by the University in an academic department or research unit, provided that the graduate student is performing this funded searcher under the control of the University and under the specific direction of a faculty member or authorize Principal Investigator.
- **Graduate Student Researcher – Trainee (3155 – Fee remission/ 3153 –Paid-Direct)**
Used when graduate students meet the definition of a GSR -3284 appointment and the funding source from which they receive remuneration deems that the money provided cannot be characterized as wages, the graduate student is an employee and the University will place the graduate student employee in a new “Trainee” title code that reflects that the money provided

is not subject to a W-2.

- **Graduate Student Researcher – Fellowship (3145- Fee Remission/ 3143 –Paid-Direct)**
Used when graduate students obtain individual fellowship(s) where receipt of the fellowship funding requires (i) the performance of a service for the University; and (ii) performs research in an academic department or research unit, provided that the graduate student is performing this fellowship research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator.
- **GSR Supplement (3160)**
Used to supplement GSR Trainee or Fellowship appointments when the external funding amount is less than the University established wage minimum in order to bring the total support up to the required salary levels.

Consult with Academic Personnel and the Graduate Division on the use of the Trainee/Fellow Paid-Direct titles.

IV. Terms and Conditions of Appointment

- A. Appointments as a Graduate Student Researcher are subject to the Employment Eligibility and Limitations on Service sections as described in Red Binder IV-1 General Information.
- B. Workload shall be commensurate with the appointment percentage.
- C. Workload assigned may be separate from the appointee's own academic requirements associated with thesis/dissertation research, and/or academic progress required by their program that they must fulfill as graduate students.
- D. Trainees and Fellows may require different levels of effort as specified under the terms and conditions of the applicable grant or fellowship.

V. Compensation

- A. Individuals appointed to this title are generally compensated at an on-scale rate within the published Graduate Student Researcher Salary Scale (Table 22) at the fiscal year, 11/12 pay basis. Hiring Departments/Research Units may also provide salaries that exceed the maximum salary point.
- B. Trainees and Fellows with stipends issued at a rate less than the University-established wage minimums shall be provided additional funding to increase the wage rate to the next highest salary point on the GSR scale, if applicable. However, when the requirements of the sponsoring agency exceed the requirements of the MOU, the requirements of the sponsoring agency shall control all salary increase and adjustments to the individual GSR's salary.
- C. Prior Experience for salary scale placement:
 - Effective October 1, 2023, a GSR with at least three quarters of experience at 25% FTE or higher at the same campus shall be placed at salary point 2 or higher
 - A GSR with at least six quarters of experience at 25% FTE or higher at the same campus shall be placed at salary point 3 or higher
 - Prior experience shall be determined by June 30, 2023 for the October 1, 2023 salary step placement, and by June 30, 2024 for the October 1, 2024 salary step placement.
 - Trainees/Fellows' experience between January 1 2022 – June 30, 2023 shall be used for placement.
 - Excludes GSR appointments with other campuses and LBNL

- D. Hiring Departments/Units may establish their own criteria for assigning placement above the salary point minimum as long as the criteria is applied consistently to all GSRs appointments within the Hiring Department/Unit.
- E. Salaries are subject to an annual range adjustment as outlined in the MOU.
- F. A Graduate Student Researcher appointed at 25% - 34% during an eligible academic quarter will qualify for partial fee remission and payment of student health insurance, and 35% or higher for full fee remission.
- G. Trainees and Fellows shall be eligible for fee remission including NRST if the external granting agency requires that the University cover the tuition and fees rather than the external granting agency.

VI. Personal Time Off

- A. GSRs appointed at 25% minimum will accrue one Personal Time Off (PTO) day for every one full month of appointment. GSRs may accrue up to 12 PTO days for a full twelve-month period. Shorter appointments will be pro-rated based on the appointment duration.
- B. All eligible PTO days will be available for use at the start of appointment and will be communicated to the GSR on the written Notice of Appointment letter (WNA).
- C. PTO is taken in one-day increments regardless of the GSR's weekly work schedule.
- D. GSR must request time off in writing to their supervisor in advance of their leave.
- E. Unused PTO days do not carry over toward subsequent GSR appointments.
- F. Trainees and Fellows shall refer to the terms and conditions of the fellowship award for paid time off/leave options.

VII. 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 at: <https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/>
- C. Hiring Departments/Research Units 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.
- D. The graduate student 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/Research Unit may enter the appointment in UCPath.
- E. The Hiring Department/Research Unit shall retain copies of the WNA and supplemental documents in the appointee's employment file.

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

VIII. Approval Authority

Action

All normal actions

Exceptions under RB IV-1, IV.A

Exceptions under RB IV-I, IV.B

Authority

Chair, Hiring Department
Director, Research Unit

Chair, Home Academic Department

Dean, Graduate Division