

IV- 6
TEACHING ASSISTANTS
(Revised 5/24)

The policies on this series are set forth in APM 410 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 Teaching Assistant (Job Code: 2310) is a registered UC graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the supervision of a regular faculty member.

II. Appointment Criteria

- A. The basic criteria for appointment are embodied in the definition of the Teaching Assistant series. In addition, appointees to the Teaching Assistant title are subject to all eligibility requirements listed in Red Binder IV-1.
- B. 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. International students must be certified as having language proficiency in spoken English if their native language is not English. Additional details are available on the [English for Multilingual Students program website](#).
- E. After a year or more of graduate work, the graduate record will be substituted for the candidate's undergraduate record in appraising scholarly performance.

III. Terms and Conditions of Employment

- A. Appointments as a Teaching Assistant are subject to the Employment Eligibility and Limitations on Service sections as described in Red Binder IV-1 General Information.
- B. The Teaching Assistant is responsible for conducting a lecture, laboratory, or quiz section under the active tutelage and supervision of a regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of Teaching Assistants, has been assigned.
- C. A Teaching Assistant is not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students. The Teaching Assistant is not to be assigned responsibility for instructing the entire enrollment of a course or for providing the entire instruction of a group of students enrolled in a course.
- D. Occasionally an experienced Teaching Assistant may be assigned other or additional duties such as coordinating other Teaching Assistants, developing pedagogical content (e.g., for labs or discussion sections), ensuring consistent grading across multiple Teaching Assistants, or responding to individual student requests for Disabled Students Program (DSP) or other accommodations. These duties may be attached to a specific course or to a group of related courses. Individuals performing these duties may be given the working title of "lead TA."
- E. Graduate students in teaching appointments, including those listed in C above, may not supervise or evaluate other graduate students or undergraduate students hired as learning assistants. The faculty member assigned to the course will be responsible for the Supervision of all student employees.
- F. A Teaching Assistant with an appointment of 50% or less may not be assigned a workload of more than 220 hours in a quarter, 40 hours in any one week, or 8 hours in any one day. The number of hours in excess of 20 hours per week may not total more than 50 hours per quarter.

IV. 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/>
- C. 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.
- 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 may enter the appointment in UCPath.
- E. The Hiring Department will 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. -

V. Supervision and review

The selection, supervision and training of all student-teachers is an important responsibility of the teaching department, and in particular of the department chairperson. All candidates for appointment and reappointment should be subject to careful review and recommendation, either by the department as a whole or by a responsible committee.

In order to ascertain the quality of the Teaching Assistant's work and to make improvements when necessary regular review is necessary. The faculty member with responsibility for the course should periodically visit the lecture and laboratory sections of the course to gain a basis for appropriate review.

Written evaluation of the Teaching Assistant should be provided by the overseeing faculty member on a quarterly basis. These evaluations should be included in any consideration for reappointment and shall be kept in the department's employment file(s).

VI. Compensation

- A. Individuals appointed to this title are generally compensated at an on-scale rate within the published Teaching Assistant Salary Scales (Table 18) at the 1/9th rate. Hiring Departments may also provide salaries that exceed the maximum salary point.
- B. Prior Experience for salary scale placement:
- A Teaching Assistant with at least ~~six~~ three quarters of experience at 25% or higher at the same campus shall be placed at salary point 2 or higher including when this threshold is met during a multi-quarter appointment
 - A Teaching Assistant with at least six quarters of experience at 25% or higher at the same campus shall be placed at salary point 3 or higher including when this threshold is met during a multi-quarter appointment
 - Prior experience includes teaching at UCSB as both Associate Instructor and a Teaching Assistant, excluding Summer Session teaching appointments.
- C. Hiring Departments may establish their own criteria for assigning placement above the

salary point minimum as long as the criteria is applied consistently to all Teaching Assistant appointments within the Hiring Department

- D. Salaries are subject to an annual range adjustment as outlined in the MOU.
- E. "Lead TA" duties are to be compensated at the Teaching Assistant rate. The percentage of appointment in the TA title should be proportionate to the hours of work needed to perform all Teaching Assistant duties.
- F. A graduate student who is appointed as a Teaching Assistant for 25% time or more during an eligible 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