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**TEACHING ASSISTANTS**  
(Revised 11/15)

The policies on this series are set forth in Academic Personnel Manual (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 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 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. Students must be certified as having language proficiency in spoken English if their native language is not English. Additional details are available on the Graduate Division web site.
- 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. 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.
- B. 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.
- C. Occasionally an experienced Teaching Assistant may be assigned other or additional duties such as coordinating other TAs, developing pedagogical content (e.g., for labs or discussion sections), ensuring consistent grading across multiple TAs, or responding to individual student requests for 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"
- D. Appointments as a Teaching Assistant are subject to the limitations of service described in Red Binder IV-1.
- E. 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 as a Teaching Assistant is for one academic year or less, and is self-terminating. The employee must be informed of the following: *“This appointment is contingent on the appointee being a registered graduate student in good standing for the duration of the appointment”*.
- B. Appointees shall be notified in writing of their appointment. The written notice of appointment shall include all information required by Article 2 of the MOU as well as appropriate supplemental documentation. Sample letters are available on the Academic Personnel web site at: <https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/>
- C. Appointment requests that include the following exceptions must include an endorsement from the student’s home academic department.
  - On warning status
  - Beyond time to degree
  - Appointment in quarters 13-15
  - Appointment at above 50% time
- D. 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.

**VI. Compensation**

- A. Individuals appointed to this title are compensated at the published Teaching Assistant rate on the Academic Salary Scales at the 1/9th rate.
- B. Salaries are subject to range adjustment.
- C. “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.
- D. 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**

<u>Action</u>	<u>Authority</u>
All normal actions and exceptions other than those listed below	Department Chair, with Graduate Division post-audit
Students on Academic Probation Appointment over 75% time Employment beyond 15 quarters Four or more quarters beyond time to degree	Dean, Graduate Division