

IV-9
REMEDIAL TUTOR
(Revised 4/19)

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

This title is assigned to registered UC graduate and qualified undergraduate students 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

Remedial Tutors will normally be graduate students; however qualified undergraduate students may be so employed in established undergraduate tutoring programs. Additional appointment criteria, such as completion of specific coursework, may be required for Remedial Tutor positions.

Job codes **2288 and 2289 (Remedial Tutors I & II – Gship)** are to be used for graduate student appointment

Job codes **2280 and 2290 (Remedial Tutors I & II – non-Gship)** are used for graduate student appointment – no fee remission and undergraduate student appointment

III. Terms and Conditions of Employment

- A. The Remedial Tutor is 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 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.
- B. All Remedial Tutors are subject to the provisions of the Memorandum of Understanding.
- C. Appointment as a Remedial Tutor is subject to the limitation of service described in Red Binder Section IV-1.
- D. 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 (8) hours in any one day.
- E. The working title of Learning Assistant may be used for appointees in the Remedial Tutor series.

IV. Personnel Actions

- A. 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/>
- B. Appointment requests for graduate students that include an exception to appoint beyond 50% time must include an endorsement from the student's home academic department. Undergraduate student appointments will normally not exceed 25% time. Undergraduate employment may not exceed 50% time during the academic year, inclusive of all UCSB employment.
- C. Any changes to the appointment shall be communicated to the appointee in writing.

V. Compensation

- A. Individuals appointed to this title are compensated on an hourly basis according to the published salary scales.
- B. Remedial Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot.
- C. 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 graduate health insurance.

VI. Approval Authority

Action

All Actions

Authority

Department Chair