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 assists 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

Tutors will usually be graduate students; but qualified undergraduate students may be so employed.

Title codes 2288 and 2289 (Remedial Tutors I & II – Gship) is to be used for graduate student appointment
Title codes 2280 and 2290 (Remedial Tutors I & II – non-Gship) is used for graduate student appointment – no fee remission and undergraduate student appointment

III. Terms and Conditions of Employment

A. Tutors are subject to the provisions of the Memorandum of Understanding regardless of student status.
B. Appointment as a Tutor are subject to the limitation of service described in Red Binder Section IV-1.
C. Remedial Tutors shall not 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.

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 that include an exception to appoint beyond 50% time must include an endorsement from the student’s home academic department.
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. Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot.
C. A graduate student who is appointed as a 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

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<th>Action</th>
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<tr>
<td>All Actions</td>
<td>Department Chair</td>
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