Faculty Supervisors and Instructors of Record for Graduate Student Employees

Welcome

Academic Personnel

Labor Relations

Office of Teaching and Learning

Agenda

- Current Contracts/Bargaining for new contracts
  - Timeline
  - Process
- Hiring ASEs and GSRs
- Expectations of Departments/Supervisors
- Performance Management Issues/Scenarios
- How to engage Department Faculty
- Resources for support

Collective Bargaining Agreements (CBA)

- ASE Contract – Ratified December 23, 2022

- GSR Contract – Ratified December 23, 2022

- Both contracts expire on May 31, 2025

- Lessons learned from past bargaining
  - Increased communication between UCOP and campuses
  - Aligned communications strategy
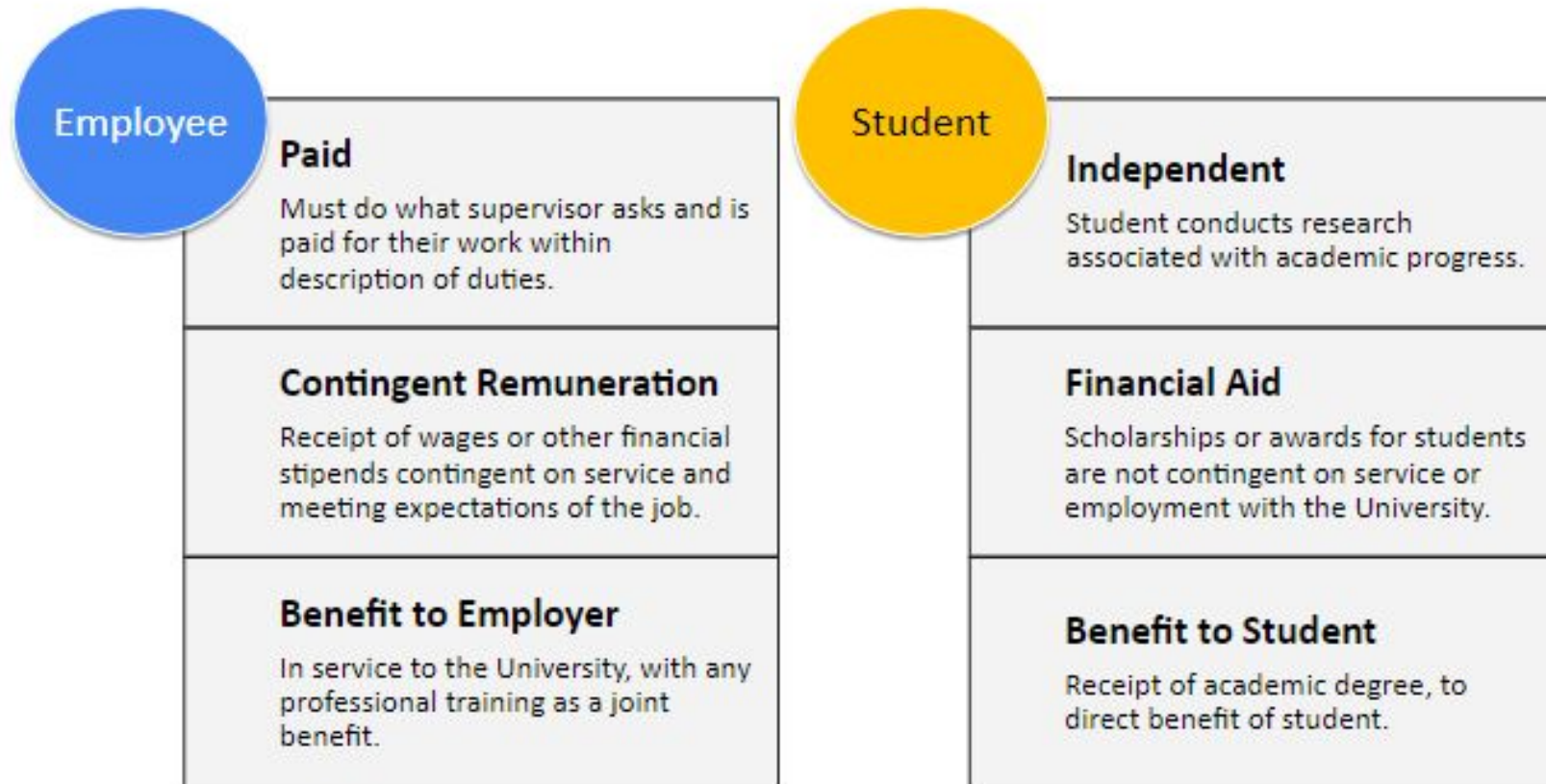 - Increased staffing at UCSB AP/ELR/Grad Div to support ASE Contracts

Upcoming Bargaining

- New contracts will be merged into one

  - BX and BR bargaining units merged into UAW Local 4811

- Bargaining Process

  - Wages, hours, and other terms and conditions of employment for units will be collectively bargained into a successor contract.

  - If the University and union reach an agreement on all issues, then the agreement is ratified by the union members and the University.

- Updates

  - Bargaining will commence in January 2025

  - UCSB will have cross-functional team

Hiring ASEs and GSRs

- What does this look like and what should be considered?

Employee / Student

Employee

Paid

Must do what supervisor asks and is paid for their work within description of duties.

Contingent Remuneration

Receipt of wages or other financial stipends contingent on service and meeting expectations of the job.

Benefit to Employer

In service to the University, with any professional training as a joint benefit.

Student

Independent

Student conducts research associated with academic progress.

Financial Aid

Scholarships or awards for students are not contingent on service or employment with the University.

Benefit to Student

Receipt of academic degree, to direct benefit of student.

Employment Status of GSRs

- Contract definition of a GSR Employee: Article 1 B1
  - *Graduate student who performs research as a condition of receiving financial remuneration from funding generated by the University in an academic department or research unit, provided that the graduate student is performing this funded research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator.*

- Some Trainees and Fellows are now also employees: Article 1 B2 and B3
  - *Graduate students who receive a Training Grant or Fellowship are now employees when the receipt of the funds require the performance of a service for the University and such research is under the control and direction of the University/Faculty/PIs.*

GSR Employment Excludes

- Article 1 "Recognition", Section B.1.c.6:

"Students who receive funding, including financial aid awards, to pursue a course of study with no or de minimis service expectation imposed by the University, and whose receipt of these funds does not require the performance of service at the direction and control of the University"

*Prior to excluding a graduate student from the unit, please contact Graduate Division and/or Labor Relations

All ASEs and GSRs must receive:

- Article 2 (Appointment Notification)
  - Templates provided on Academic Personnel website under Graduate Student Appointments Resources page:
  - https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/ (New templates are being posted this week)

- Written Notice of Appointment (WNA) – **Required**

  - **Use Campus Templates**-Includes info about appt title, appt dates, course if known, wages, appt percentage, workload, supplemental documentation, response requirements

  - Provided before 30 days prior to the start of the appointment or as soon as practicable (Spring quarter for TAs and Associates when known)

- Description of Duties/Appendices A, B and C – **Required**

  - **Use Campus Templates**-Includes expectations, work times, locations, faculty member or supervisor, and duties

  - Clarifies the job description and expectations letter by communicating specific tasks and deliverables around day-to-day work as a GSR or ASE

  - Provide 30 days prior to the start of the term

Timekeeping Responsibilities

- Department payroll managers configure the employee in Kronos using the job code
- Employees report leave with and without pay (pre-approved requests) monthly or bi-weekly
- Employees approve timecard monthly or bi-weekly
- Supervisor review, update (if needed) and approve timecard monthly or bi-weekly

Best Practices for Managing ASEs

- Clearly define and consistently communicate with ASEs throughout course for which they are serving as TAs
  - TAs should meet regularly with course instructors
  - Associates should meet periodically with department-appointed teaching mentors
- Require that ASEs (TAs and Associates) use Canvas gradebook
- Ensure that faculty have access to Canvas sites
  - At least one designated faculty member in the department should have access to Associates' Canvas site(s)

Best Practices for Managing GSRs

- Clear expectations of job duties
  - GSR job duties should be distinct from research or other academic work
    - Duties performed as a GSR must be evaluated separately and delineated from duties performed for academic credit (i.e., as part of 599 or other graduate independent/directed study course)
  - Should meet clearly define research goals that relate to the position

- Consistent communication about employment and performance
  - Routine meetings and check-ins

GSR Employment Duties

Some examples include:

- Core Hours in Lab
- Lab Management
- Specific tasks or processes
- Short-term deliverables to PI
- Any efforts towards PI's research project not necessarily associated with student's academic progress

Employment duties are completed or not completed (/evaluated) based on the description of duties, *not* academic progress.

GSR/ASE Performance issues….

- Does not show up to their section or has attendance issues
- Does not turn in grades
- Does not know their duties
- Has not shown up for office hrs
- Not responding to emails within a normal time period
- Not requesting leave time
- Canceling sections or office hrs without prior request
- Not attending work or lab mtgs
- Not producing expected work
- Turning in work late
- Turning in work that doesn't meet expected standards
- Not reporting questions or challenges when they arise
- Not treating other colleagues with respect

Timeliness is important in addressing these types of issues

Communication Strategies

1. Contact ASEs or GSRs to request a conversation about the specific issue(s).

   - ASEs/GSRs may say they want to bring a union rep. If they request, please contact Labor Relations.

2. Begin the conversation from the perspective of a coaching employer (rather than a disciplining employer).

   - Inquiry – Ask Questions – **Listening**

   - Non-combative stance ('pillowing')

   - Resources for inquiry or investigation

3. Follow-up - written summary, next steps. **Include applicable resources**.

Note! If you need to know more about resources, contact Labor Relations or Academic Personnel

Strategies, Questions or Concerns

- What has been your biggest challenge with managing GSR / ASEs as employees and how have you addressed them?

- What has gone well?

- What has gone especially well when you've worked with ASEs?

- What has been a challenge?

How to Address Employment Issues

- Performance Management
    - Not formal discipline
    - Letter of Concern / Counseling Memos
        - Talk, follow-ups

- Progressive Discipline
    - Written Warning
    - Suspension
    - Dismissal
    - **Consult with Labor Relations**

Documentation is Critical

Questions??

What is the best way to incorporate faculty in these trainings?

- Training for all faculty
- Host trainings by request for departments/division

Where to find help

Academic Personnel:
- Red Binder - Academic Personnel policies and procedures -Updated May 2024
- Salary Scales
- Associate Appointment Form
- Written Notice of Appointment (WNA) and Supplemental Document Templates
- ASE/GSR Leave from Employment
- Childcare Reimbursement /Child Dependent Healthcare Reimbursement Programs
- UCPath and Timekeeping Resources

HR Labor Relations:
- ASE and GSR Labor Contracts
- Grievances, Discipline and Dismissal

Office of Teaching and Learning:
- TA professional learning / Support for faculty working with TAs
- Talking with ASEs and GSRs
- Creating outcomes and syllabi for 599 or other research courses

Graduate Division:
- Fee Remission, Fellowships, & Academic Services
- Home Dept. Employment Verification and Request to Exception Forms

Office of International Students & Scholars:
- International Student Visa Policies and Workshops

Resources

- Applicable Dean and Dean's Office

- Office of Teaching and Learning: https://otl.ucsb.edu/

- Graduate Division and Graduate Dean: https://www.graddiv.ucsb.edu/

- Academic Personnel Office: https://ap.ucsb.edu/

- Labor Relations: https://www.hr.ucsb.edu/hr-units/employee-labor-relations

Contacts

Academic Personnel:

- Billy Ko - Analyst for Employment Policies, billy.ko@ucsb.edu

- Melanie Hoven – Associate Director of Academic Labor Policy melanie.hoven@ap.ucbs.edu

- Sarah Jane Carlson - Intercampus Payments/ Multi-campus Appts., inquiry@ap.ucsb.edu

- AP Path Analysts - UCPath-related issues, ap-path@ucsb.edu

Human Resources:

- Carly Bobek- Labor Relations Analyst, cbobek@ucsb.edu

- Michelle Lee – Labor Relations Analyst, michelle_j_lee@ucsb.edu

- E. Coté – Sr. Workplace Accommodations Specialist, ecote@hr.ucsb.edu

Office of Teaching and Learning

- Lisa Berry, Senior Instructional Consultant, lisa_berry@ucsb.edu

- Linda Adler-Kassner, AVC for Teaching and Learning, ladler@ucsb.edu

- OTL general questions, info@otl.ucsb.edu

Graduate Division:

- Chris Dixon – Student Financial Support Director, chris.dixon@graddiv.ucsb.edu

- Rudy Reyes – Asst. Director, Academic Appointments, rudy.reyes@graddiv.ucsb.edu

- Rhiannon Parisse – Graduate Appointment Policy Analyst, rhiannon.parisse@gradddiv.ucsb.edu

- Ryan Sims – Assoc. Director, Academic Counselor, ryan.sims@graddiv.ucsb.edu

Office of International Students & Scholars:

- For list of Student Advisors: https://oiss.ucsb.edu/students/international-student-advising