Student Academic Titles, Part I
Agenda

• Academic Student Employees Agreement (MOU)
• General Employment Information
• Academic Student Employment Titles
• Benefits
• Fee Remission
• Resources
• Contacts
Academic Student Employees Agreement
Overview

• Exclusively represented by UAW, AFL-CIO
• Current Contract: 06/20/14 – 6/30/18
• System-wide contract (except UCSF)
• Covered Titles:
  • Teaching Assistant
  • Associate In
  • Reader
  • Remedial Tutor I, II
• Not represented in the MOU: Graduate Student Researchers
Academic Student Employees Agreement

Key Articles

Conditions of Employment:

• Appointment Notification – Article 2
• Appointment Security – Article 3
• Fee Remission – Article 11 and Appendix E
• Grievance- Article 12
• Wages – Article 29
• Workload – Article 31

Academic Judgment:

• Maintained by UC, not contract – Article 18
Academic Student Employees Agreement

Union Membership

• All ASEs are required to pay either:
  • Membership dues for participating members
  • Fair share service fees for non-members
• Dues/service fees are deducted from wages in payroll
• Union membership election form should be provided to ASE at the time of new employee payroll information
  • Located on AP Website
  • Resources for Department Analysts/ Graduate Student Appointments / Other Resources
Academic Student Employees Agreement
Administrative Points

- Open Positions
- Appointment Notification Letters
- ASE Description of Duties for L&S/Other Departments
- Student Employment Guideline Chart
- Orientation:
  - http://www.graddiv.ucsb.edu/resources/orientation
  - Mandatory TA orientation
  - UAW should have time allotted for orientation
  - UAW orientation attendance is voluntary
Academic Student Employees Agreement
Job Posting

• **Campus Posting (AP website):**
  • Resources for Prospective Employees/Graduate Student Academic Appointments/ ASE Open Positions
  • Post by March 15 of Spring Quarter, for appointment opportunities in the following academic year
  • Provide number of available open ASE positions and dept. contact information

• **Dept. Posting:**
  • 60 days before the end of previous Spring Quarter
  • When new positions becomes available, post within 14 days
Academic Student Employees Agreement
Appointment Notification

• Students shall be notified in writing of their ASE appointment offer by Spring Quarter of each year or as soon as practicable

• If position becomes available after the start of the academic year, notice is to be issued no later than 30 days before start of appointment

• The University shall offer year long appointments when practicable

• Sample letters on AP Website: Resources for Department Analysts/Graduate Student Appointments/Sample Letters

• Include Description of Duties for Teaching Titles
Academic Student Employees Agreement
Notification of Workload Maximum

- An ASE shall communicate to their faculty supervisor if he/she may possibly exceed their maximum number of hours in their appointment.
- The faculty supervisor may either:
  1) Increase the ASE’s appointment percentage to be consistent with the number of hours he/she will work and/or
  2) Modify the ASE’s work assignment such that the number of hours worked will be consistent with her or his appointment percentage and workload limits.
- Any changes to the ASE’s appointment shall be communicated to the him or her in writing.
Academic Student Employees Agreement
Appointment Security

• If the ASE accepts an appointment for one or more quarters in an academic year and the position is no longer available:
  • Should be placed in a similar appointment and equivalent compensation
  • Receive the equivalent compensation in lieu of the termination position

• Failure to accept the offer in its entirety will nullify the offer, unless:
  • Health reasons
  • Accepts an extramural fellowship
  • Exceptions granted by the University

• ASE can lose appointment if academically ineligible:
  • Within the first five weeks of the quarter
  • If the ASE regains eligibility, University has discretion to rehire
General Employment Information
Eligibility – RB IV-1

• Registered UCSB student (8 units minimum)
• Good Academic Standing (3.0 GPA minimum)
• Fewer than 12 units of incomplete or no grades
• Enrolled in an open degree status
• Making normal progress towards degree program
• Eligible to work under federal and state laws
  • For International Students—confer with OISS
General Employment Information
Limitation on Service

- 50% or less (20 hours/week) and duration (one year or less)
  - Including combined appointments
- 50% total for International Students and Associates appointments
  - no exceptions
- Teaching Assistants and Associates combined – 12 quarters max
- 100% is ok for summer and inter-quarter periods
  - For Summer – registered and fees paid by Spring Quarter
  - See Maximum Employment Chart and Student Employment Guidelines
General Employment Information

Exceptions

**Home Dept. Approval**
- Employment above 51% to 75%
- 13-15 quarters of TA/Associate Appointments
- Academic warning status (GPA below 3.0, 12 units+ of incompletes)
- Beyond normal time standards
- 1-3 quarters Beyond Time to degree

**Grad. Div. Approval**
- Employment above 75%
- Beyond 15 quarters of TA/Associate Appointments
- On academic probation
- 4 or more quarters beyond time to degree
- Currently with full-time (100%) career staff appointment
General Employment Information
Pay Status

• ASEs are Exempt - do not earn overtime/comp. time

• Paid on monthly pay schedule:
  • Teaching Assistants and Associates: 9/9 schedule, monthly rate
    • Fall Quarter can be paid over three months (10/1 start date) or for 4 months (9/1)
    • Winter and Spring Quarters: 3 months
  • Readers, Remedial Tutors: 9/9 schedule, hourly rate
  • Graduate Student Researchers: 11/12 – fiscal year, month rate

• Salary is established as fix monthly rate or paid hourly, based on title

• When employed in non-academic title:
  • Academic title usually establishes pay schedule (monthly)
  • Coordinate with other employing department(s)
Academic Student Employment Titles

• Definition
• Criteria / Responsibilities
• Terms of employment
• Hiring Process
• Approval authority
• Salary scales
Teaching Assistant
RB IV-6

Definition:
• Registered UC graduate student in full-time residence
• Chosen for excellent scholarship, and promise as a teacher
• Serves an apprenticeship under supervision of a regular faculty member

Criteria:
• Language proficiency in spoken English - Mandatory exam for non-native speakers
• 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
• Master’s students must be within the four year time limit set for the master’s degree as stated in Academic Senate Regulation 300A
Teaching Assistant

Conditions of Employment:

• To conduct a lecture, lab, or discussion section under supervision of a faculty member
• Cannot be given responsibility for instructing entire enrollment of course
• “Lead TAs” – can be assigned added responsibilities such as: coordinating other TAs, developing pedagogical content, ensuring consistent grading, responding to student requests for DSP or other accommodations.

Terms of Employment:

• One academic year or less, self-terminating
• Max. 50% as TA or in combination with other appointments
• 12 quarter limit, with exceptions
Teaching Assistant

Supervision and Review:

• Selection, supervision, and training of TAs is the responsibility of the teaching department, dept. chair
• Written evaluation by overseeing faculty member conducted on a quarterly basis
• Evaluations should be included in any consideration for reappointment
Teaching Assistant

Hiring Process:
• Dept. makes hiring decision in prior Spring Quarter (earliest)
• ASE is notified of the appointment in writing (*appointment letter w/supplement*)

Approval Authority:
• All actions – Dept. Chair, with Graduate Division certification
• Exceptions to work up to 75% time - Dept. Chair
• Exceptions to work up to 13-15 quarters - Dept. Chair
• Exceptions while on warning status, but not probation - Dept. Chair
• All other exceptions - prior approval from the Dean of the Graduate Division
# Teaching Assistant Salary Scale

<table>
<thead>
<tr>
<th>Student Title</th>
<th>Salary Scale 10/1/15</th>
<th>Salary Scale 10/1/16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual 38,559</td>
<td>Annual 40,102</td>
</tr>
<tr>
<td></td>
<td>1/9 Monthly 4,284.33</td>
<td>1/9 Monthly 4,455.78</td>
</tr>
<tr>
<td></td>
<td>Quarterly 12,852.99</td>
<td>Quarterly 13,367.33</td>
</tr>
<tr>
<td><strong>Teaching Assistant</strong></td>
<td>4 month rate (fall only) 3,341.83</td>
<td></td>
</tr>
<tr>
<td>(2310)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Definition and Responsibilities:

• Currently enrolled UC graduate student
• Independent instruction of course
• Instructor of record

Criteria:

• If 50% time, no additional employment allowed
• Master’s Degree or advancement to candidacy + 1 year teaching experience
• 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 Regulation350A
Associate In

Conditions of Employment:

• Responsible for entire instruction of a course
• Upper-division undergraduate and Graduate courses requires pre-approval of CCGE (Academic Senate)
• May not evaluate fellow grad student appointees (TAs)
• For courses with an assigned TA, a faculty member must be assigned to evaluate/mentor the TA.
• Appointment does not imply the responsibility of engaging in research
Associate In

Hiring Procedure:

• Dept. submits the Appointment Packet to Graduate Division, includes: Dept. letter of recommendation, UC Biography form, Teaching Evaluations and Graduate Transcript
• Deadline: at least 6 weeks prior to start of the quarter
• ASE is notified of the appointment in writing (appointment letter w/supplement)

Approval Authority:

• Dean of Grad. Division – All actions, including request to exception
• Dean of College/School – All actions
• Academic Senate – for Upper-Division Undergraduate and Graduate Courses
# Associate In

## Salary Scale

<table>
<thead>
<tr>
<th>ACADEMIC YEAR</th>
<th>Salary Scale 10/1/15</th>
<th>Salary Scale 10/1/16</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual</td>
<td>1/9 Monthly</td>
</tr>
<tr>
<td>40,400</td>
<td>4,488.89</td>
<td></td>
</tr>
<tr>
<td>41,185</td>
<td>4,576.11</td>
<td></td>
</tr>
<tr>
<td>42,120</td>
<td>4,680.00</td>
<td></td>
</tr>
<tr>
<td>43,039</td>
<td>4,782.11</td>
<td></td>
</tr>
<tr>
<td>43,923</td>
<td>4,880.33</td>
<td></td>
</tr>
<tr>
<td>44,910</td>
<td>4,990.00</td>
<td></td>
</tr>
<tr>
<td>45,949</td>
<td>5,105.44</td>
<td></td>
</tr>
<tr>
<td>46,830</td>
<td>5,203.33</td>
<td></td>
</tr>
<tr>
<td>47,891</td>
<td>5,321.22</td>
<td></td>
</tr>
</tbody>
</table>

*TABLE 19
STUDENT TITLES*
ASSOCIATE
(1506)
Definition:

• A student who serves as a course assistant

Responsibilities:

• Grades homework and exams
• Cannot be given duties normally assigned to a TA or Associate In

Appointment Criteria:

• Will usually be reserved for Grad Student
• Qualified Undergrads and Non-UCSB Students may be hired to meet special needs
Reader

Conditions of Employment:
• May not be assigned a workload of more than 40 hrs./week or 8 hrs./day

Class Size:
• No specific limit to the size of classes for which Readers may be appointed
• Best practice to have instructor to perform the reading in a class of 30 students or less

Hiring Process:
• Dept. makes hiring decision in prior Spring Quarter (earliest)
• ASE is notified of the appointment in writing (appointment letter w/supplement)

Approval Authority:
• All actions – Dept. Chair w/Grad. Division, post-audit
# Reader Salary Scale

<table>
<thead>
<tr>
<th>TABLE 18</th>
<th>STUDENT TITLES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TEACHING ASSISTANT AND EQUIVALENT, OTHER</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Salary Scale</th>
<th>Salary Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>10/1/15</strong></td>
<td><strong>10/1/16</strong></td>
</tr>
<tr>
<td><strong>Hourly</strong></td>
<td><strong>Hourly</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Role</th>
<th>Hourly (10/1/15)</th>
<th>Hourly (10/1/16)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reader** With Baccalaureate</td>
<td>14.73</td>
<td>15.32</td>
</tr>
<tr>
<td>Reader** Without Baccalaureate</td>
<td>14.00</td>
<td>14.56</td>
</tr>
</tbody>
</table>

(2850-Gship  
2851-non-Gship  
2500-non-student)
Remedial Tutor I & II
RB IV-9

Definition and Responsibilities:

- Assists students in understanding course concepts, solutions to problems, study strategies, methods for independent work, exam prep
- Mostly used in CLAS and Economics

Appointment Criteria:

- Will usually be reserved for Grad Student
- Qualified undergraduate students may be so employed
- For CLAS: requires unofficial transcripts and letter of recommendation
Remedial Tutor

Conditions of Employment:
• May not be assigned a workload of more than 40 hrs./week or 8 hrs./day

Compensation:
• Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot

Hiring Process:
• Dept. makes hiring decision in prior Spring Quarter (earliest)
• ASE is notified of the appointment in writing (appointment letter w/supplement)

Approval Authority:
• All actions – Dept. Chair
# Remedial Tutor Salary Scale

<table>
<thead>
<tr>
<th>TABLE 20</th>
<th>REMEDIAL TUTOR**</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Salary Scale</td>
</tr>
<tr>
<td></td>
<td>10/1/15 Hourly</td>
</tr>
<tr>
<td>Remedial Tutor I</td>
<td>14.73</td>
</tr>
<tr>
<td>Single Student Sessions</td>
<td>15.32</td>
</tr>
<tr>
<td>Group Sessions (2288-Gship 2280-non-Gship)</td>
<td>19.82 20.62</td>
</tr>
<tr>
<td>Remedial Tutor II</td>
<td>17.71</td>
</tr>
<tr>
<td>Single Student Sessions</td>
<td>18.42</td>
</tr>
<tr>
<td>Group Sessions (2289-Gship 2290-non-Gship)</td>
<td>22.78 23.70</td>
</tr>
</tbody>
</table>
Graduate Student Researcher
RB IV-10

Definition:

• Assists faculty/PI with scholarly research related to the student’s academic field of study
• Chosen for high achievement and promise as creative scholars
• May collaborate in publication with faculty
• May not be assigned teaching, administrative, or general assistance duties

Appointment Criteria:

• Registered UC graduate student
• Student functions as an active collaborator/fundamental contributor to the intellectual content of the research
• Hired at steps consistent with department’s practice
• Must hold BA/BS degree
Graduate Student Researcher

Terms of Appointment:
• Appointment for 1 year or less, self-terminating
• Source of compensation must permit research
• Employee must be informed that the appointment is: “contingent on the appointee being a registered graduate student in good standing for the duration of the appointment.”
• GSRs may be eligible to accumulate vacation time – RB VI-6

Hiring Process:
• Student completes hiring paperwork
• Department issues letter of appointment and enters student into payroll

Approval Authority:
• Dept. Chair
# GSR Salary Scale

## TABLE 22

**GRADUATE STUDENT RESEARCHER**  
FISCAL YEAR

<table>
<thead>
<tr>
<th>Rank</th>
<th>Step</th>
<th>Annual</th>
<th>Monthly</th>
<th>Annual</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Student Researcher</td>
<td>I</td>
<td>36,492</td>
<td>3,041.00</td>
<td>37,956</td>
<td>3,163.00</td>
</tr>
<tr>
<td></td>
<td>II</td>
<td>39,324</td>
<td>3,277.00</td>
<td>40,908</td>
<td>3,409.00</td>
</tr>
<tr>
<td></td>
<td>III</td>
<td>43,620</td>
<td>3,635.00</td>
<td>45,372</td>
<td>3,781.00</td>
</tr>
<tr>
<td>(3266- no remission)</td>
<td>IV</td>
<td>47,112</td>
<td>3,926.00</td>
<td>49,008</td>
<td>4,084.00</td>
</tr>
<tr>
<td>3276-partial remission</td>
<td>V</td>
<td>50,244</td>
<td>4,187.00</td>
<td>52,260</td>
<td>4,355.00</td>
</tr>
<tr>
<td>3284- full remission)</td>
<td>VI</td>
<td>52,584</td>
<td>4,382.00</td>
<td>54,696</td>
<td>4,558.00</td>
</tr>
<tr>
<td></td>
<td>VII</td>
<td>56,796</td>
<td>4,733.00</td>
<td>59,076</td>
<td>4,923.00</td>
</tr>
<tr>
<td></td>
<td>VIII</td>
<td>61,320</td>
<td>5,110.00</td>
<td>63,780</td>
<td>5,315.00</td>
</tr>
<tr>
<td></td>
<td>IX</td>
<td>66,240</td>
<td>5,520.00</td>
<td>68,892</td>
<td>5,741.00</td>
</tr>
<tr>
<td></td>
<td>X</td>
<td>71,520</td>
<td>5,960.00</td>
<td>74,388</td>
<td>6,199.00</td>
</tr>
</tbody>
</table>

Comp Group A58
Benefits

Health Benefits:

- A Graduate Student Employee with appointment(s) totaling 25% time or more is eligible to receive remission of premium for the Graduate Student Health Insurance Program (GSHIP).
- Combined appointments at 75% or more over one year may require dept. to offer health insurance under the Affordable Healthcare Act (additional to GSHIP).

Childcare:

- Childcare reimbursement up to $900 per quarter (System-wide).
- Campus Programs – Grad Div./Financial Support/Employment.
- Enrollment in UC Dependent Care Reimbursement Program.

Leaves:

- Can be with/without pay, not to exceed the appointment period.
- Graduate Student Employee shall submit written request to supervisor.
- Approval from Dept. Chair/ PI.
Fee Remission

• Graduate Student Employee with appointment(s) totaling 25% time or more
• Fee Remission Program pays for educational and registration fees

• For GSRS:
  • Full: 35% (140 hrs.) minimum over three months of the quarter
    • Covers tuition, student services fee, campus based fees, health insurance, non-resident fee for international students or domestic students in their first year
  • Partial: 25% < 35%
    • Partial tuition and student services fee, and health insurance
• For ASE titles: 25% minimum qualify for a partial fee remission

• See Graduate Division website: http://www.graddiv.ucsb.edu/financial/fees-costs
Resources

**Academic Personnel:**
- Red Binder - Academic Personnel policies and procedures
- Salary Scales
- Associate Appointment Form and Notification of Appointment Letters

**HR Labor Relations:**
- Academic Student Employment MOU
- Grievances, Disciple and Dismissal

**Graduate Division:**
- Fee Remission
- Home Department Employment Verification and Request to Exception

**OISS:**
- International Student Employment Policy and Employment Authorization
Contacts

**Academic Personnel:**

Billy Ko – Analyst for Academic Student Employees **x4441 billy.ko@ucsb.edu**

Andrea Dittman – Office Manager for Academic Employee PPS Entry, Intercampus Payments, Reports and General Information **x3445 andrea.dittman@ucsb.edu**

**Human Resources:**

Jennifer Smith- Labor Relations Analyst **x4663 Jennifer.Smith@hr.ucsb.edu**

**Graduate Division:**

Camille Harris— Academic Appointment Analyst **x4342 camille.harris@graddiv.ucsb.edu**

**Office of International Students & Scholars** **x2929 oiss@sa.ucsb.edu**
END

- Questions?
- Comments
- Topics for Student Title Workshop
  - February 15, 2017, 2-3:30pm
  - Engineering Science Building, Rm 2001