

STUDENT ACADEMIC TITLES

Part 1 - Academic Year

January 19, 2022

Available at: <https://ap.ucsb.edu/training.and.workshops/staff.training.materials/>

AGENDA

- Resources and Contacts
- General Information
- ASE Labor Contract
- Job Titles
- Compensation
- Benefits
- Fee Remission

RESOURCES

Academic Personnel:

- Red Binder - Academic Personnel policies and procedures
- Salary Scales
- Associate Appointment Form
- Sample Appointment Letters and MEF
- Leave Processing
- UCPATH Resources

HR Labor Relations:

- ASE Labor Contract
- Grievances, Discipline and Dismissal

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

CONTACTS

Academic Personnel:

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

Amy Donnelly – Intercampus Payments/ Multi-campus Appointments,
Reports and General Information, amymdonnelly@ucsb.edu

AP Path Analysts – UCPath-related issues, email: AP-Path@ucsb.edu

Human Resources:

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

Graduate Division:

Chris Gifford – Asst. Director, Academic Appointments, christopher.Gifford@graddiv.ucsb.edu

Rudy Reyes – Academic Appt. & Fellowship Analyst, rudy.reyes@graddiv.ucsb.edu

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

Office of International Students & Scholars: oiss@sa.ucsb.edu

GENERAL INFORMATION

RED BINDER (RB) IV-1

- Employment Eligibility requires:
 - In an open degree status and within appropriate degree deadline
 - Enrollment in 8 units minimum/12 units normal
 - Good Academic Standing (3.0 GPA minimum)
 - Fewer than 12 units of incomplete or no grades

- Eligible to work under federal and state laws
 - For International Students– confer with OISS

- See RB Section IV for additional eligibility requirements for each academic job title

- Eligibility Verification from Home Department Form
 - Required for hiring graduate students outside of their home department
 - Located at: <https://www.graddiv.ucsb.edu/academic-appointments>

GENERAL INFORMATION

LIMITATIONS ON SERVICE

- Up to 50% time (20 hours/week) in all combined appointments
 - No Exceptions for International students and Associates at 50% FTE
- Duration for one year or less
- 12 quarters max of combined TA and Associates appointments
 - Does not include Summer appointments
 - **Extended to 21 quarters max to due impacts of the COVID-19 pandemic (see exceptions)**
- Up to 100% time (paid-status) during inter-quarter periods.
Refer to AP Website Sections:
 - Compensation & Benefits - Service vs. Payroll Period Chart
 - Resources for Department Analysts/Graduate Student Appointments: Maximum Employment Chart and Student Employment Guidelines

GENERAL INFORMATION

EXCEPTIONS TO EMPLOYMENT POLICY

Approvals By:

Home Academic Dept.	Graduate Division
<ul style="list-style-type: none">▪ Employment above 51% - 75%▪ 13-18 quarters* of TA/Associate▪ Academic warning status▪ GPA below 3.0, 12 units+ of incompletes▪ Beyond appropriate degree deadlines▪ 1-3 quarters Beyond Time to degree <p>* Starting Spring 2022</p>	<ul style="list-style-type: none">▪ Employment above 75%▪ Beyond 18 quarters* of TA/Associate▪ On academic probation▪ 4 or more quarters beyond time to degree▪ Currently with full-time (100%) career staff appointment

Exception to Employment Policy Form located at:

<https://www.graddiv.ucsb.edu/academic-appointments#exceptions>

ASE LABOR CONTRACT

OVERVIEW

- Exclusively represented by UAW
- System-wide Memorandum of Understanding (MOU)
 - Current contract expires June 30, 2022
- Covers the following Academic Student Employee (ASE) Titles:
 - Teaching Assistant
 - Associate In
 - Reader
 - Remedial Tutor I, II
 - **Includes undergraduate and non-UCSB student hires**
- **Not Covered (YET): Graduate Student Researchers (GSRs)**
 - **12/9/21 Memo – GSRs are now unionized and will start the bargaining process**

ASE LABOR CONTRACT

UNION MEMBERSHIP

- The UAW represents ASEs on issues pertaining to wages, hours, and terms & conditions of employment regardless of “membership” status
- The University has sole discretion on appointment/reappointment decisions
- ASEs may choose to accept or decline membership
- Members may vote and run for leadership positions. Monthly dues are deducted from paycheck.
- **Dept. provide UAW Membership Election Form (MEF) to ASE at time of new employee hire**
- Form and Mailing Instructions located at: AP Website/Resources for Department Analysts/Graduate Student Appointments/Other Resources

ASE LABOR CONTRACT

ADMINISTRATIVE POINTS

Article 22 - Posting of Open Positions

- **Campus Posting (AP website):**
 - Located at: Resources for Prospective Employees/Graduate Student Academic Appointments/ ASE Open Positions
 - Post by **March 15** for appointment opportunities in the upcoming academic year
 - Provide number of estimated available positions and Dept. contact information
- **Dept. Posting:**

Depts. may provide additional information regarding ASE employment opportunities on website, bulletin boards, etc.
- Hiring Depts. may post ASE openings via GradTeach Online Forum.
See sign-up instructions at: <https://t.e2ma.net/message/11ev3d/tnunq3>

ASE LABOR CONTRACT ADMINISTRATIVE POINTS

Article 27 - Orientation:

- UAW is allowed 30 mins to meet with new employees without University presence per Assembly Bill 119
- Mandatory for first-time ASEs
- One meeting per academic quarter:
 - Fall Quarter – following the Mandatory TA orientation
See <http://oic.id.ucsb.edu/ta-development-program>
 - Follow-up meetings scheduled for Winter and Spring Quarters
 - Schedule provided on the Notice of Appointment Letter

ASE LABOR CONTRACT

ADMINISTRATIVE POINTS

- Students shall be notified of their ASE appointment offer by Spring Quarter of each year at the earliest– **by mail or email**
- If positions becomes available after the academic year begins, offer letter must be issued at least 30 days before start date
- The University shall offer year long appointments when practicable
- Sample letters on AP Website: Resources for Department Analysts/Graduate Student Appointments/ Sample Letters
- **Include or Follow-up with Responsibilities Checklist**
- As well as the UAW Membership Election Form

ASE LABOR CONTRACT

WORKLOAD MAXIMUM

- ASEs is expected to communicate to their Supervisor **in writing** if they may possibly exceed their maximum work hours

- The Supervisor may either:
 - a) Increase the appointment percentage to be consistent with the number of hours the ASE will work and/or
 - b) Modify the ASE's work assignment such that the number of hours worked will be consistent with their appointment percentage and workload limits

- **ASE must be notified in writing in advance prior to any significant changes to their job duties**

ASE LABOR CONTRACT

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 pay or
 - Receive the equivalent pay 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

TEACHING ASSISTANT

RB IV-6

Definition:

Chosen for excellent scholarship, and promise as a teacher, and serving an apprenticeship under supervision of a regular faculty member

Appointment Criteria:

- Language proficiency in spoken English - **mandatory exam for non-native speakers**
- Must be within the Dept. & Grad Council approved number of years for both advancement to candidacy and degree completion - Academic Senate Regulation 350A
- Master's students must be within the four year time limit - Academic Senate Regulation 300A
- **New students whose first quarter of registration is Fall Quarter may not be TAs prior to Fall Quarter unless they register for at least 4 units the Summer**

TEACHING ASSISTANT

Terms and Conditions of Employment:

- To conduct a lecture, lab, or discussion section under the supervision of a faculty member
- Not responsible for instructing entire enrollment of course, content of the course, selection of student assignments, planning of examinations, or determining the term grade for students
- “Lead TAs” –added responsibilities such as: coordinating other TAs, developing pedagogical content for labs/sections, ensuring consistent grading, responding to student requests for DSP or other accommodations. **No higher pay rate.**
- Appointment at 50% or less may not be assigned a workload of more than 220 hours in a quarter, 40 hours/week, or 8 hours/day

TEACHING ASSISTANT

Supervision and Review:

- Selection, supervision, and training of TAs is the responsibility of the teaching department, Department Chair
- Written evaluation by overseeing faculty member conducted on a quarterly basis
- Evaluations should be included in any consideration for reappointment

Approval Authority:

- Department Chair

TEACHING ASSISTANT

SALARY SCALE – TABLE 18

<u>Job Code</u>	<u>Grade</u>	<u>Step</u>	<u>Annual</u>	10/1/2021 Rate <u>Monthly</u>	<u>Quarterly</u>
2310	I	1	\$46,493 (AY)	\$5,165.89 (Annual ÷ 9)	\$15,497.67 (Monthly x 3)

(Fall Quarter Only)

Optional
4-month pay

\$3,874.42
(Quarterly ÷ 4)

Payroll Dates:
9/1 – 12/31

Note: Salary rate based on appointment at 100% time

ASSOCIATE IN

RB IV-3

Definition:

A registered UC graduate student employed temporarily to give independent instruction of a course

Appointment Criteria:

- Competent to conduct course independently and without supervision
- Master's degree minimum, or advancement to candidacy
- Minimum one year of teaching experience
- Must be within the Dept. & Grad Council approved number of years for both advancement to candidacy and degree completion - Academic Senate Regulation 350A

ASSOCIATE IN

Terms and Conditions of Employment:

- Responsible for entire instruction of a course
- Upper-division undergraduate and graduate courses requires Academic Senate approval
- May not evaluate fellow grad student appointees (TAs).
A faculty member must be assigned to evaluate/mentor TAs assigned to the course.
- Does not imply the responsibility of engaging in research

ASSOCIATE IN

Hiring Procedure:

- Associate appointment packets submitted to the Graduate Division **at least 8 weeks prior** to the start of the quarter
- List of required document found in RB-IV-3.IV.B
- Refer to 11/2/20 AP Memo – Interim Associate Appointment Process

Approval Authority (in order of submission):

- 1) Dean of Grad. Division – All actions, exception requests
- 2) Academic Senate – for Upper-Division Undergraduate and Graduate Courses
- 3) College Dean* – Final Approval

Post-Audits conducted by Academic Personnel

* Additional AP approval required for College of Creative Studies and Bren School

ASSOCIATE IN

SALARY SCALE – TABLE 19

10/1/2021 Rates

<u>Job Code</u>	<u>Grade</u>	<u>Step</u>	<u>Annual</u> (Academic year)	<u>Monthly</u> (Annual ÷ 9)	<u>Fall Quarter Only</u> <u>Optional 4-month pay</u> (Quarterly ÷ 4)
1506	I	1	\$48,711	\$5,412.33	\$4,059.25
		2	\$49,658	\$5,517.56	\$4,138.17
		3	\$50,786	\$5,642.89	\$4,232.17
		4	\$51,893	\$5,765.89	\$4,324.42
		5	\$52,958	\$5,884.22	\$4,413.17
		6	\$54,150	\$6,016.67	\$4,512.50
		7	\$55,400	\$6,155.56	\$4,616.67
		8	\$56,464	\$6,273.78	\$4,705.33
		9	\$57,743	\$6,415.89	\$4,811.92

Payroll Dates:
9/1 – 12/31

Note: Salary based on appointment at 100% time

READER

RB IV-8

Definition:

- A student who serves as a course assistant - Grades homework and exams
- Cannot be given duties normally assigned to a TA or Associate

Appointment Criteria:

- Will usually be reserved for graduate students
- Qualified undergraduates and non-UCSB Students may be hired to meet special needs or when grad students are not available

Terms and Conditions of Employment:

- Workload of no more than 40 hours/week or 8 hours/day
- Paid hourly for time reported

Class Size:

- No specific limit to the size of classes for which Readers may be appointed
- Best practice to assign Instructor of Record to perform duties in a class ≤ 30 students

Approval Authority:

- Department Chair

READER

SALARY SCALE – TABLE 18

10/1/2021 Rates

<u>Job Code</u>	<u>Grade</u>	<u>Step</u>	<u>Hourly Rates</u>
<i>Choose from:</i>			
2850 - Fee remission	I (with Bachelors)	1	\$17.78
2851- No Fee Remission			
2500 - non UCSB Student	II (without Bachelors)	1	\$16.90

REMEDIAL TUTOR

RB IV-9

Definition:

Assists students in understanding course concepts, solutions to problems, study strategies, methods for independent work, exam prep

Appointment Criteria:

- Will usually be reserved for Grad Student
- Qualified undergraduate students may be so employed

Terms and Conditions of Employment:

- Workload of no more than 40 hours/week or 8 hours/day
- Paid hourly for time reported
- Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot

Approval Authority:

- Department Chair

REMEDIAL TUTOR

SALARY SCALE – TABLE 20

10/1/2021 Rates

<u>Job Code</u>	<u>Grade</u>	<u>Step</u>	<u>Hourly Rates</u>
Remedial Tutor I <i>Choose from:</i>	I		
	Single Student Sessions	1	\$17.78
2288 - Fee Remission 2280 - Non Fee Remission	II		
	Group sessions	1	\$23.92
Remedial Tutor II <i>Choose from:</i>	III		
	Single Student Sessions	1	\$21.38
2289 - Fee Remission 2290 - Non-Fee Remission	IV		
	Group Sessions	1	\$27.51

GRADUATE STUDENT RESEARCHER

RB IV-10

Definition:

- Performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or Principal Investigator
- May collaborate in the publication of research results with faculty
- May not be assigned teaching, administrative, or general assistance duties

Appointment Criteria:

- Must hold BA/BS degree
- The work performed may contribute to the educational objectives of the student; and/or the student functions as an active collaborator and/or fundamental contributor to the intellectual content of the research

GRADUATE STUDENT RESEARCHER

Terms and Conditions of Appointment:

- Source of compensation must permit research
- Student **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.*"

Recommended: Provide GSRs with an appointment letter that includes, but is not limited to: employment title, begin and end dates, rate of pay, percentage time of appointment, and self-termination language.

Approval Authority:

- Department Chair

GRADUATE STUDENT RESEARCHER

Salary Criteria:

The following steps are provided as guidelines for departments without their own established salary criteria. Departments may choose to appoint at higher or lower steps as long as all GSRs in the department are treated consistently.

Step I	Pre-Masters degree, with no previous GSR experience
Step II	One year's graduate work completed
Step III	Post- Masters degree, or completion of at least two academic years of full- time graduate degree work at UCSB
Step IV	Post-Masters degree plus completion of at least one year of experience as a GSR
Step V	Advancement to doctoral candidacy
Steps VI- X	Advancement to doctoral candidacy plus at least two years of experience as a GSR

NOTE: Salary must be paid at Step and FTE% based on work/effort.
FTE% should not be set to pay a pre-determined rate.

GRADUATE STUDENT RESEARCHER

SALARY SCALE – TABLE 22

10/1/21 Rates

<u>Job Code</u>	<u>Grade</u>	<u>Step</u>	<u>Annual</u>	<u>Monthly</u>
3284	IV	1	\$44,011	\$3,667.58
		2	\$47,435	\$3,952.92
		3	\$52,604	\$4,383.67
		4	\$56,818	\$4,734.83
		5	\$60,599	\$5,049.92
		6	\$63,412	\$5,284.33
		7	\$68,492	\$5,707.67
		8	\$73,941	\$6,161.75
		9	\$79,873	\$6,656.08
		10	\$86,239	\$7,186.58

Note: Salary based on appointment at 100% time

COMPENSATION

- Academic student appointments are generally exempt
 - no overtime/comp. time
- Associates, TAs, and GSRs are salaried, paid monthly
- Readers and Tutors paid for hours worked, paid bi-weekly
- Rates are paid **on scale** at corresponding Grade and Step

ASE Titles

Academic Year - 9/9 appointments

Paid per quarter

Refer to Service Period vs. Payroll
Period Chart

Graduate Student Researcher

Fiscal Year- 11/12 appointments

Service and Pay Periods
are the same

COMPENSATION

COMPARING JOB TITLE ATTRIBUTES

	ASE Titles				
Job Title	Associate	TA	Reader	Tutor	GSR
FLSA status	Exempt				Exempt
Pay Rate	S-Salaried		H-Hourly		S-Salaried
Pay Cycle	Monthly		Hourly – unless concurrently employed as a TA or GSR in the same quarter – becomes Monthly		Monthly
Pay Schedule	9/9 Academic Year		Bi-weekly – unless concurrently employed as a TA or GSR in the same quarter – becomes Monthly		11/12 Fiscal Year

COMPENSATION

SERVICE vs. PAYROLL PERIOD (Associates and TAs)

- Service to Pay Period are not equal
 - Winter 2022 – 55 service days/ 64 payroll days
 - Spring 2022 – 55 service days/ 65 payroll days
 - Fall 2022 - 60 service days / 66 payroll days – 3 months pay
88 payroll days – 4 month pay
- Service days = start/end date of the quarter – See Registrar's Calendar
- Payroll days in UCPath are for pay distribution only
- See Pay and Service Period Chart: AP website/Compensation and Benefits
- ***Optional*** 4-Month Pay for Fall Quarter ONLY – NEW Job Aid
- **Mid-quarter hires/terminations will be discussed in Student Titles Workshop – January 27 at 9:30am.**

COMPENSATION

Additional Considerations:

- Check the Person Organizational Summary in UCPATH for any existing employment
- Concurrent employment in a non-academic title:
 - EX: 25% TA and 25% Stdt Ast
 - Academic title usually establishes pay schedule (monthly) and FLSA status (exempt)
 - Coordinate with other employing department(s)
 - Refer to the Concurrent Jobs FLSA Status Determination Matrix
- Terminate appointment in UCPATH or place on SWB to avoid overpayment – see Short Work Break Matrix
- UCPATH resources at: AP Website/ Resources for department analysts/UCPATH

BENEFITS

Health Benefits:

- Grad Student Employees appointed at 25% time or more are eligible to receive remission for UC Student Health Insurance (UC SHIP)
- Appointment(s) at 75% or more over one year may be eligible for health insurance under the Affordable Healthcare Act (additional to GSHIP)

Childcare:

- Up to \$1100 per quarter for reimbursement of childcare expenses for ASEs and GSRs appointed at 25% time or more
- Childcare services must occur during the employment quarter
- Refer to [Childcare Reimbursement Factsheet](#)

[AP Website /Resources for department analysts/Graduate student appointments/Benefits](#)

BENEFITS

Leaves from Employment:

- See [AP website/Leave of Absence](#) for policies and procedure
- Per academic year, not to exceed appointment end date
- Associates and TAs are eligible for:
 - Short-Term Leave for up to 2 days paid
 - Long-Term leave:
 - Up to 6 weeks paid for Pregnancy Disability, Childbirth
 - Up to 4 weeks paid for Personal Health and family emergencies
 - Up to 2 additional weeks unpaid for baby bonding/personal health
- GSRs – same duration as ASEs:
 - Childbearing/Parental Leave - [Red Binder VI-4.H](#)
 - Personal Leave - [Sick Leave - VI-3.H](#)
- Unpaid leave for Readers and Remedial Tutors

NOTE: Not eligible for students on academic leave (withdrawal from University)

FEE REMISSION

- Must be registered and appointed at 25% time or more for fee remission eligibility
- Pays for educational and registration fees
- For ASE titles:
 - Partial: 25% appointment(s)
- For GSRS:
 - Partial: 25% < 35%
 - Full: 35% (140 hours over three months of the quarter)
- See Graduate Division website:
<https://www.graddiv.ucsb.edu/fees-costs>

END

- **Questions?**
- **Comments?**
- **Student Title Workshop**
 - January 27, 2022, 9:30–11am
 - Submit items to billyko@ucsb.edu for discussion