

STUDENT ACADEMIC TITLES

Part 1 - Academic Year

July 31, 2024

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

AGENDA

- Resources and Contacts
- General Information
- Labor Contracts
- Job Titles
- Compensation
- Timekeeping
- Benefits
- Fee Remission
- Hiring Process

RESOURCES

Academic Personnel:

- Red Binder - Academic Personnel policies and procedures *-Updated May 2024*
- Salary Scales
- Associate Appointment Form
- Notice of Appointment Letters 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

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 Employment Policies, billy.ko@ucsb.edu

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

AP Path Analysts – UCPATH-related issues, email: ap-path@ucsb.edu

Human Resources:

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

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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>

GENERAL INFORMATION

RED BINDER (RB) IV-1

Employment Eligibility requires:

- Academic Eligibility
 - In an open degree status and within appropriate degree deadline
 - Enrollment in 12 units, 8 units minimum
 - 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
- Additional eligibility requirements listed in RB for each 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 Associate Instructor at 50% FTE
 - GSR Fellows/Trainees are designated as 50% appointments and will count towards the maximum appointment limit.
- Duration for one year or less – **should match Job End Date in UCPath**
- 12 quarters max of combined TA and Associate Instructor appointments
 - Excludes 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](#)
 - [Student Employment Guidelines – Updated July 2024](#)

GENERAL INFORMATION

Exceptions to Employment Policy:

Home Academic Dept.	Graduate Division
<ul style="list-style-type: none">▪ Employment between 51 - 75%▪ 13-18 quarters of TA/Associate Instructor appointments▪ On warning status▪ GPA below 3.0▪ 12 or more units of incomplete▪ 1-3 quarters Beyond Time to degree	<ul style="list-style-type: none">▪ Employment above 75%▪ 19 – 21 quarters of TA/Associate Instructor appointments▪ 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>

LABOR CONTRACTS

ARTICLE 1 – RECOGNITION

- ASEs and GSRs are exclusively represented by UAW
- Separate system-wide Memorandum of Understanding:
 - Academic Student Employees (ASE) – BX contract
 - Covers the following titles:
 - Teaching Assistant
 - Associate Instructors
 - Reader
 - Remedial Tutor I, II
 - For Graduate Student Researchers (GSR) – BR contract
 - Covers the following GSR titles:
 - Graduate Student Researcher
 - GSR Trainee
 - GSR Fellow
 - GSR Supplement
- Both contracts expire May 31, 2025

LABOR CONTRACTS

- The UAW represents ASEs and GSRs 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/GSRs may choose to accept or decline membership
- Members may vote and run for leadership positions. Monthly dues are deducted from paycheck.
- Link to the Membership Election Form (MEF) on the UAW’s website is listed on the written Notice of Appointment Letter (WNA) issued to the employee at time of hire

LABOR CONTRACTS

ARTICLE 2 – APPOINTMENT NOTIFICATION

- Written Notices of Appointment letters (WNA) shall be issued no less than thirty (30) calendar days before the start of appointment.
- In cases in which positions become available less than thirty (30) calendar days before the commencement of an academic term, notification will be made as soon as possible
- The University shall offer year long appointments when practicable
 - **Job End Date in UCPath must be commensurate to the end date on the WNA**
- Templates located on the AP Website at: Resources for Department Analysts/Graduate Student Appointments/ Sample Letters
- **Must include the following supplemental documentation:**
 - ASE Description of Duties Checklist
 - GSR General Position Description (Appendix A)
 - GSR General Expectations (Appendix B)
 - GSR Description of Duties (Appendix C)

LABOR CONTRACTS

ARTICLE 3 - APPOINTMENT SECURITY

- If the ASE/GSR 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 **(ASE Only)**
- **ASE only** - 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/GSR can lose appointment if academically ineligible:
 - Within the first five weeks of the quarter – **ASE only**
 - If the ASE/GSR regains eligibility, University has discretion to rehire
 - Return to the level of employment held prior to removal

LABOR CONTRACTS

ARTICLE 23 - POSTING OF OPEN POSITIONS (ASE)

Campus is required to post anticipated open positions that have not been already assigned to the grad students in their home department

➤ 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
- The number of estimated available positions and Dept. contact information

➤ Dept. Posting:

- May advertise ASE employment opportunities on website, bulletin boards, etc.
- May post ASE openings via GradTeach Online Forum: <https://gradpost.ucsb.edu/academics/teaching>

LABOR CONTRACTS

ARTICLE 30 - UAW ORIENTATIONS

- Assembly Bill 119 - UAW is allowed 30 mins to meet with new employees without University presence
- Mandatory for all first-time ASEs and GSRs
 - One meeting per academic quarter:
 - Fall Quarter – following the Mandatory TA orientation
 - Follow-up meetings scheduled for Winter ,Spring and Summer
 - Referenced on the written Notice of Appointment Letter (WNA) with notifications issued via the ASE and GSR employee listservs

LABOR CONTRACTS

ARTICLE 34 – WORKLOAD (ASE)

- ASEs are expected to communicate to their Supervisor in writing if they may possibly exceed their maximum work hours
- The Supervisor may either:
 - Increase the appointment percentage to be consistent with the number of hours the ASE will work and/or
 - 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**
- Workload maximum outlined for each job title in Red Binder sections

LABOR CONTRACTS

ARTICLE 28 – TIME AND EFFORT COMMITMENT (GSR)

- Workload shall be commensurate to the assigned appointment percentage (FTE%)
- Any work assignment, including required training, orientation, required meetings, required conferences, shall be included in the total workload for the appointment period.
- Workload maximum should not be construed as imposing a limit on the graduate student's effort towards making satisfactory academic progress towards their degree.
- GSRs are expected to communicate to their Supervisor in writing if they may possibly exceed their maximum work hours
- The Supervisor may either:
 - adjust the FTE% to be consistent with the number of assigned work hours and/or
 - Modify the assigned job duties such that the number of hours worked will be consistent with the initial FTE% and workload limits

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

ASSOCIATE INSTRUCTOR

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 INSTRUCTOR

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
- ASEs who are the Instructors of Record will normally receive a 50% appointment for a regular academic course

Approval Authority:

- Department Chair

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

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 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

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

➤ GSR (3284)

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 (Section B.1.a.)

➤ GSR Trainee (3155) or (3153 – Paid Direct)

A GSR who meets the terms identified in Section B.1.a and the funding source from which they receive remuneration deems that the money provided cannot be characterized as wages, the graduate student is an employee and the University will place the graduate student employee in a new “Trainee” title code that reflects that the money provided is not subject to a W-2.

➤ GSR Fellow (3145) or (3143 – Paid Direct)

A Graduate student who (i) obtains individual fellowship(s) where receipt of the fellowship funding requires the performance of a service for the University; and (ii) performs research in an academic department or research unit, provided that the graduate student is performing this fellowship research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator.

NOTE: Fellowships/Traineeships are disbursed via UCPATH effective 7/1/2024

GRADUATE STUDENT RESEARCHER

Terms and Conditions of Appointment:

- Source of compensation must permit research
- Workload assigned may be separate from the appointee's own academic requirements associated with thesis/dissertation research, and/or academic progress required by their program that they must fulfill as graduate students
- For Trainee/Fellows - When extramural agencies establish stipends at a rate less than the University established wage minimum, and the campus elects to proceed with the appointment of a Trainee/Fellow, the campus shall provide additional funding to increase the wage rate to the next highest salary point on the GSR scale via a concurrent GSR Supplement (3160) appointment. The combined appointments shall equate to 50% time.
- Trainees and Fellows may require different levels of effort as specified under the terms and conditions of the applicable grant or fellowship.

Approval Authority:

- Department Chair/ Unit Director

COMPENSATION

- Academic student appointments are generally exempt - no overtime/comp. time
- Associate Instructors, TAs, and GSRs are salaried, paid monthly
- Readers and Tutors paid for hours worked, paid bi-weekly
- Rates are paid at the corresponding salary point
- Salary scales increases on October 1 of each year for the duration of the labor agreement – **applies to TA/Associate Instructor on Fall 4-month pay option.**
- Associate Instructors, TAs, and GSRs have a minimum salary point requirement based on prior quarters of employment experience (**see Salary Tables**)
- However, Departments may choose to appoint at higher steps as long as the salary criteria is applied consistently
- **FTE% is based on time/effort and not set to pay a pre-determined rate**

COMPENSATION

COMPARING PAY ATTRIBUTES

Job Title	ASE Titles				GSR
	Associate	TA	Reader	Tutor	
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 (Associate Instructor and TA)

- Service to Pay Period are not equal
 - Fall 2024 - 60 service days / 66 payroll days – 3 months pay
87 payroll days – 4 month pay
 - Winter 2025 – 55 service days/ 64 payroll days
 - Spring 2025 – 55 service days/ 65 payroll days
- Service days = start/end date of the quarter – See [Registrar's Calendar](#)
- Payroll days in UCPATH are for pay distribution only, [not service](#)
- See Pay and Service Period Chart: [AP website/Compensation and Benefits](#)
- **Optional** 4-Month Pay for Associate Instructor/Teaching Assistants
 - Fall Quarter ONLY
 - [UCPATH Job Aid](#)
 - Must return position to AY 9/9 Pay Basis after Fall Quarter Ends

TEACHING ASSISTANT

SALARY SCALE – TABLE 18

10/1/2024 Rates

<u>Job Code</u>	<u>Grade</u>	<u>Step</u>	<u>Annual</u>	<u>Monthly</u> (Annual ÷ 9)	<u>Quarterly</u> (Monthly x 3)	<u>Experienced- Based Minimum</u> *
2310	I	1	\$68,000	\$7,555.56	\$22,666.67	Between 1st -3rd Quarter
	I	2	\$70,040	\$7,782.22	\$23,346.67	4th – 6th Quarter
	I	3	\$72,141	\$8,015.67	\$20,047.00	7th Quarter

* Prior teaching appointments shall be reviewed quarterly.

Fall Quarter Optional 4-month pay
Divide the Quarterly rate by 4 (months)

Note: Salary rate based on appointment at 100% time

ASSOCIATE INSTRUCTOR

SALARY SCALE – TABLE 19

10/1/2024 Rates

<u>Job Code</u>	<u>Grade</u>	<u>Step</u>	<u>Annual</u>	<u>Monthly</u> (Annual ÷ 9)
1506	I	1	\$82,645	\$6,887.08
	I	2	\$85,124	\$7,093.67
	I	3	\$87,679	\$7,306.58
	I	4	\$90,308	\$7,525.67
	I	5	\$93,018	\$7,751.50
	I	6	\$95,809	\$7,984.08
	I	7	\$98,684	\$8,223.67

Experience-Based Minimum*

**Between
1st – 6th Quarter**

7th Quarter

**7th quarter and has
advanced to candidacy**

* Prior teaching appointments shall be reviewed quarterly.

Fall Quarter Optional 4-month pay

Divide the Quarterly rate by 4 (months)

Note: Salary based on appointment at 100% time

READER

SALARY SCALE – TABLE 18

10/1/2024 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	\$21.28
2851- No Fee Remission			
2500 - non UCSB Student	II (without Bachelors)	1	\$20.40

REMEDIAL TUTOR

SALARY SCALE – TABLE 20

10/1/2024 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	\$21.28
2288 - Fee Remission	II		
2280 - Non Fee Remission	Group sessions	1	\$27.42
Remedial Tutor II <i>Choose from:</i>	III		
	Single Student Sessions	1	\$24.88
2289 - Fee Remission	IV		
2290 - Non-Fee Remission	Group Sessions	1	\$31.01

GRADUATE STUDENT RESEARCHER

SALARY SCALE – TABLE 22

<u>Job Code</u>	<u>Grade</u>	<u>10/1/2024 Rates</u>			<u>Experience-Based Minimum*</u>
		<u>Step</u>	<u>Annual</u>	<u>Monthly</u>	
3284	I	1	\$69,129	\$5,760.75	Between 1 st – 3 rd Quarter
3143 – Fellow Paid Direct	I	2	\$74,487	\$6,207.25	4 th - 6 th Quarter
3145 – Fellow Fee Remission	I	3	\$80,260	\$6,688.33	7 th Quarter
	I	4	\$86,481	\$7,206.75	
3153 – Trainee Paid Direct	I	5	\$93,184	\$7,765.33	
3151 – Trainee Fee remission	I	6	\$100,406	\$8,367.17	
* AY 2024-25 – Review all prior quarters of GSR appointments as of June 30, 2024					
3160- Supplement – used w/Fellow or Trainee	Trainees/Fellows – Count experience between January 1, 2022 – June 30, 2024 (10 quarters)				

Note: Salary based on appointment at 100% time

TIMEKEEPING

- All ASE and GSR employees are required to submit a timecard on either a monthly or bi-weekly basis *with Supervisory approval*
- **Exempt employees** -TAs, Associate Instructors, and GSRs:
 - Approves and submits a **blank** timecard if no leave taken
 - Any leave time (except ST and LT leaves*) both paid and unpaid, should be recorded in hours. Kronos is set up under the assumption of an 8-hour, 5-day work week, so the number of hours missed on a day depends on the TA or GSR percentage.
 - EX: 4 hours for 50% appointment, 2 hours for 25%
 - Applies to GSR PTO – 1 “day” at 50% equals 4 hours
 - Unpaid time should be recorded as ASE or GSR Unpaid Time Off
- **Non-Exempt Employees** – Readers and Remedial Tutors
 - Not eligible for leaves
 - Only report hours worked
 - Follows 8-hour, 5-day work week

* ASE/GSR Long-Term Leave is recorded outside of Kronos in UCPath via the Absence Management Module by Academic Personnel.

BENEFITS

HEALTH INSURANCE

- ASEs and GSRs 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 UC SHIP)
- ASE/GSR who receives health insurance premium remission through an eligible appointment is also eligible to receive 100% premium remission for child dependents if the ASE/GSR's income exceeds the designated Medi-Cal eligibility threshold.
 - If the ASE has a spouse, and the combination of their income places the ASE's family over the designated Medi-Cal eligibility threshold then the ASE is not eligible for the child dependent premium remission.
 - Eligible child dependents are defined by UCSHIP plan regulations
 - Paid as a reimbursement, not remission. ASE/GSR is expected to re-enroll their dependents each academic quarter.
 - [Dependent Care Health Insurance Attestation Form](#)

BENEFITS

CHILDCARE PROGRAMS

Childcare Reimbursement Program:

- Up to \$1375 per quarter for reimbursement of childcare expenses for ASEs and GSRs appointed at 25% time or more – **increases to \$1400 effective 10/1/2024**
- Includes summer – maximum amount regardless of number of sessions worked
- For childcare expenses incurred during the employment quarter
- ASE/GSR submits the [Request Form \(UBEN 254\)](#) with receipts to the Hiring Department. Processed as a One-Time Payment in UCPath.
- Refer to [Childcare Reimbursement Factsheet](#)

Depcare Program:

- ASEs/GSRs are eligible to participate in the [UC Dependent Care Reimbursement Program](#).
- ASE/GSR cannot submit receipts for the same expense for both the Childcare reimbursement and the Dep care Program.

BENEFITS

LEAVES FROM EMPLOYMENT

- Salaried ASEs (Associate Instructors and TAs) and GSRs are eligible for:
 - Short-Term Leave (ST) for up to 2 days paid per quarter
 - Long-Term leave(LT) for up to 8 weeks per academic year
 - For the following reasons:
 - Personal Illness and/or disability (ST and LT)
 - Birth, adoption, or care of a child or family member (ST and LT)
 - Family emergencies (ST and LT)
 - Appointments and/ or hearings scheduled by US Dept. of State for immigration/citizenship status (ST only)
 - Pregnancy, childbirth, or related medical conditions (LT only)
- Any additional unpaid time off may be granted by the hiring department
- Leave shall not to exceed appointment end date
- Unpaid leave for Readers and Remedial Tutors
- See [AP website/Leave of Absence](#) for additional leaves, policies, and procedure

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

BENEFITS

PERSONAL TIME OFF – GSRS ONLY

- Appointments at 25% minimum for one full-month (30 calendar days) accrue 1 PTO day. PTO can be accrued for up 12 days for a full twelve-month period.
- All PTO days are provided up front at the start of appointment and will be communicated on the written Notice of Appointment (WNA) letter.
- Use of PTO is recorded in one-day increments regardless of the FTE% and the GSR's weekly work schedule.
- Unused PTO days will not carry over into subsequent GSR appointment
- **For Trainees/Fellows** – The University shall refer to the funding agency established provisions for pay status during time off - if it is more generous than what is afforded in the PTO article of the GSR labor contract.

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>

HIRING PROCESS

- Check the Person Organizational Summary in UCPATH for any existing employment
- Confirm Employment Eligibility :
 - Eligibility from Home Academic Department Form
 - Exception to Employment Policy Form
 - Intercampus/Multi-campus Appointments Form – [See RB VI-15](#)
 - Concurrent Appointments – [FLSA Status Determination Matrix](#)
- Issue the written Notice of Appointment (w/Supplemental Documents) within the required timeframe. Include deadline to accept on the WNA.
- Onboard the ASE/GSR employee in UCPATH
 - **Do not onboard if ASE/GSR has not return signed WNA**
- [Terminate appointment in UCPATH](#) or place on SWB to avoid overpayment
 - see [Short Work Break Matrix](#)
- Additional UCPATH resources located at: [AP Website/ Resources for department analysts/Other resources](#)

HIRING PROCESS

ASSOCIATE INSTRUCTOR

- Associate appointment packets submitted to the Graduate Division **at least 8 weeks prior** to the start of the teaching quarter
- List of required document found in [RB-IV-3.IV.B](#)
- Refer to 11/2/20 AP Memo – [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 level courses
 - 3) College Dean* – Final approval
- Post-Audits conducted by Academic Personnel

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

END

- Questions?
- Comments?
- Reminder – Student Titles Workshop
August 13, 2024, 9-11am

Student Titles Pt. 2 – Summer Sessions
Discussion on Leaves and Timekeeping