STUDENT ACADEMIC TITLES

February 10, 2020
AGENDA

• General Employment Information
• Academic Student Employees Agreement
• Student Academic Titles
• Compensation
• Benefits
• Fee Remission
• Resources
• Contacts
GENERAL INFORMATION

ELIGIBILITY – RB IV-1

- Registered UCSB student (8 units min/12 units normal)
- Good Academic Standing (3.0 GPA minimum)
- Fewer than 12 units of incomplete or no grades
- Enrolled in an open degree status and is making normal progress
- Eligible to work under federal and state laws
  - For International Students—confer with OISS

- **Eligibility Verification from Home Department Form**
  - For hiring students not from home department
  - [http://www.graddiv.ucsb.edu/financial/employment/academic-appointments](http://www.graddiv.ucsb.edu/financial/employment/academic-appointments)
GENERAL INFORMATION

LIMITATION ON SERVICE

• Up to 50% time (20 hs/wk) in all combined appointments
  • **No Exceptions** for International students and Associate appt. at 50% Time

• One year or less

• 12 quarters max of TA and Associates appts. combined
  • not including Summer appts.

• Up to 100% time during Summer and inter-quarter periods
  • For Summer – registered and fees paid by Spring Quarter
  • Refer to **Maximum Employment Chart** and **Student Employment Guidelines**
## GENERAL INFORMATION

## EXCEPTIONS TO POLICY

<table>
<thead>
<tr>
<th>Home Academic Dept. Approval</th>
<th>Graduate Division Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Employment above 51% to 75%</td>
<td>▪ Employment above 75%</td>
</tr>
<tr>
<td>▪ 13-15 quarters of TA/Associate</td>
<td>▪ Beyond 15 quarters of TA/Associate</td>
</tr>
<tr>
<td>▪ Academic warning status (GPA below 3.0, 12 units+ of incompletes)</td>
<td>▪ On academic probation</td>
</tr>
<tr>
<td>▪ Beyond normal time standards</td>
<td>▪ 4 or more quarters beyond time to degree</td>
</tr>
<tr>
<td>▪ 1-3 quarters Beyond Time to degree</td>
<td>▪ Currently with full-time (100%) career staff appointment</td>
</tr>
</tbody>
</table>

**Exception to Employment Policy Form** located at:
http://www.graddiv.ucsb.edu/financial/employment/academic-appointments
EXCLUSIVELY REPRESENTED BY UAW

MEMORANDUM OF UNDERSTANDING (MOU) - SYSTEM-WIDE CONTRACT (EXCEPT UCSF)

YEAR 3 OF 4-YEAR CONTRACT

COVERED TITLES:
- Teaching Assistant
- Associate In
- Reader
- Remedial Tutor I, II

GRADUATE STUDENT RESEARCHERS (GSRs) NOT COVERED UNDER THE MOU
ACADEMIC STUDENT EMPLOYEES AGREEMENT

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 and reappointment decisions
• ASEs may choose to accept or decline membership
• Members may vote and run for leadership positions. Monthly dues to UAW are deducted from paycheck.
• Dept. provide UAW Membership Election Form (MEF) to ASE at time of new employee hire
• **MEF can be returned to HR-Labor Relations (MC: 3160) or by email directly to the UAW**
• MEF and mailing instructions are located at: **AP Website/ Resources for Department Analysts/ Graduate Student Appointments / Other Resources**
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 – following the Mandatory TA orientation
    See [http://oic.id.ucsb.edu/ta-development-program](http://oic.id.ucsb.edu/ta-development-program) for schedule
  - Follow-up meetings scheduled for Winter and Spring Quarters
  - Schedule provided on the Notice of Appointment Letter
Article 22 - Posting of Open Positions:

- Campus Posting (AP website):
  - **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.
ACADEMIC STUDENT EMPLOYEES AGREEMENT

ADMINISTRATIVE POINTS

Article 2 - Appointment Notification:

• Students shall be notified their ASE appointment offer by Spring Quarter of each year at the earliest—by mail or email

• If position becomes available after the academic year begins, notice must be issued at least 30 days before start of appt.

• 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

• Must provide advance notice to ASE in writing when significant changes to job duties occur.
• ASEs should communicate to their Supervisor if he/she may possibly exceed their maximum work hours

• The Supervisor may either:
  a) Increase the appointment percentage to be consistent with the number of hours he/she will work and/or
  b) 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 appointment should be communicated to the ASE in writing
ACADEMIC STUDENT EMPLOYEES AGREEMENT

APPPOINTMENT SECURITY

• If the ASE accepts an appointment for one or more quarters in an academic year and the position is no longer available:
  a. Should be placed in a similar appointment and equivalent pay or
  b. 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
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**
• 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
• **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 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, ensuring consistent grading, responding to student requests for DSP or other accommodations. No higher pay rate.

• A TA appointed at 50% or less may not be assigned a workload of more than 220 hours in a quarter, 40 hr/week, or 8 hrs/day
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.

Approval Authority:

Dept. Chair
## TEACHING ASSISTANT

### SALARY SCALE – TABLE 18

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>Annual (Academic year)</th>
<th>Monthly (Annual ÷ 9)</th>
<th>Quarterly (Monthly x 3)</th>
<th>10/1/2019 Rate</th>
<th>(Fall Quarter Only) Optional 4-month pay</th>
<th>Payroll Dates: 9/1 – 12/31</th>
</tr>
</thead>
<tbody>
<tr>
<td>2310</td>
<td>I</td>
<td>1</td>
<td>43,823</td>
<td>4,869.22</td>
<td>14,607.67</td>
<td>4,869.22</td>
<td>3,651.92</td>
<td>9/1 – 12/31</td>
</tr>
</tbody>
</table>
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
• At Least one year of teaching experience
• 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
ASSOCIATE IN

Terms and Conditions of Employment:

- Responsible for entire instruction of a course – Instructor of Record
- Upper-division undergraduate and Graduate courses requires the 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.

Approval Authority (in order of submission):

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

Post-Audits conducted by Academic Personnel
ASSOCIATE IN
SALARY SCALE – TABLE 19
10/1/2019
Rates (Fall Quarter Only)

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>Annual (Academic year)</th>
<th>Monthly (Annual ÷ 9)</th>
<th>Quarterly (Monthly x 3)</th>
<th>Optional 4-month pay (Quarterly ÷ 4)</th>
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</thead>
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<tr>
<td>1506</td>
<td>I</td>
<td>1</td>
<td>45,914</td>
<td>5,101.56</td>
<td>14,607.67</td>
<td>3,826.17</td>
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<td></td>
<td></td>
<td>2</td>
<td>46,806</td>
<td>5,200.67</td>
<td>15,602.01</td>
<td>3,900.50</td>
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<tr>
<td></td>
<td></td>
<td>3</td>
<td>47,869</td>
<td>5,318.78</td>
<td>15,956.34</td>
<td>3,989.08</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>48,913</td>
<td>5,434.78</td>
<td>16,304.34</td>
<td>4,076.08</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>49,917</td>
<td>5,546.33</td>
<td>16,638.99</td>
<td>4,159.75</td>
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<td></td>
<td></td>
<td>6</td>
<td>51,040</td>
<td>5,671.11</td>
<td>17,013.33</td>
<td>4,253.33</td>
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<tr>
<td></td>
<td></td>
<td>7</td>
<td>52,219</td>
<td>5,802.11</td>
<td>17,406.33</td>
<td>4,351.58</td>
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<td>8</td>
<td>53,222</td>
<td>5,913.56</td>
<td>17,740.68</td>
<td>4,435.17</td>
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<tr>
<td></td>
<td></td>
<td>9</td>
<td>54,428</td>
<td>6,047.56</td>
<td>18,142.68</td>
<td>4,535.67</td>
</tr>
</tbody>
</table>

Payroll Dates: 9/1 – 12/31
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 Grad Student
• Qualified Undergrads 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 hrs/week or 8 hrs/day

Class Size:

• No specific limit to the size of classes for which Readers may be appointed
• **Best practice:** assign Instructor of Record to perform duties in a class of 30 students or less

Approval Authority:

• Dept. Chair
### Salary Scale – Table 18

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>10/6/19 Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Choose:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2850</td>
<td>I</td>
<td>1</td>
<td>16.75</td>
</tr>
<tr>
<td>(Fee remission)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2851</td>
<td>II</td>
<td>1</td>
<td>15.92</td>
</tr>
<tr>
<td>(No Fee Remission)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2500</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(non UCSB Student)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 hrs./week or 8 hrs./day
- Tutors shall be guaranteed pay for the entirety of any pre-scheduled tutoring timeslot

Approval Authority:

- Dept. Chair
- For CLAS: requires unofficial transcripts and letter of recommendation
## REMEDIAL TUTOR
### SALARY SCALE – TABLE 20

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>10/6/19 Hourly Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remedial Tutor I</td>
<td>I</td>
<td>1</td>
<td>16.75</td>
</tr>
<tr>
<td></td>
<td>Single Student Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose: 2288 (Fee Remission)</td>
<td>II</td>
<td>1</td>
<td>22.54</td>
</tr>
<tr>
<td>2280 (Non Fee Remission)</td>
<td>Group Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remedial Tutor II</td>
<td>III</td>
<td>1</td>
<td>20.14</td>
</tr>
<tr>
<td></td>
<td>Single Student Sessions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Choose: 2289 (Fee Remission)</td>
<td>IV</td>
<td>1</td>
<td>25.92</td>
</tr>
<tr>
<td>2290 (Non-Fee Remission)</td>
<td>Group Sessions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 publication with faculty
• May not be assigned teaching, administrative, or general assistance duties

Appointment Criteria:
• Registered UC graduate student with GPA of 3.0 or above
• 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:

Dept. Chair
# GRADUATE STUDENT RESEARCHER

## SALARY SCALE – TABLE 22

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Grade</th>
<th>Step</th>
<th>Annual</th>
<th>Monthly</th>
</tr>
</thead>
<tbody>
<tr>
<td>3284</td>
<td>IV</td>
<td>1</td>
<td>41,484</td>
<td>3,457.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>44,712</td>
<td>3,726.00</td>
</tr>
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<td></td>
<td></td>
<td>3</td>
<td>49,584</td>
<td>4,132.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4</td>
<td>53,556</td>
<td>4,463.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5</td>
<td>57,120</td>
<td>4,760.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6</td>
<td>59,772</td>
<td>4,981.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7</td>
<td>64,560</td>
<td>5,380.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8</td>
<td>69,696</td>
<td>5,808.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9</td>
<td>72,288</td>
<td>6,274.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>10</td>
<td>81,288</td>
<td>6,774.00</td>
</tr>
</tbody>
</table>

Hired and paid at step consistent with the department’s practice

See [RB-IV-10, Section II](#)
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

For ASE Titles
Academic Year - 9/9 appointments
Paid per quarter
See Service Period vs. Payroll
Period Chart

For Graduate Student Researcher
Fiscal Year- 11/12 appointments
Work and pay begins and ends on the same date
Service Period does not apply
## Compensation

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Associate</th>
<th>TA</th>
<th>Reader</th>
<th>Tutor</th>
</tr>
</thead>
<tbody>
<tr>
<td>FLSA status</td>
<td>Exempt</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Rate</td>
<td>S-Salaried</td>
<td>H-Hourly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Cycle</td>
<td>Monthly</td>
<td>Hourly – unless concurrently employed as a TA or GSR in the same quarter – becomes Monthly</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pay Schedule</td>
<td>9/9 Academic Year</td>
<td>Bi-weekly – unless concurrently employed as a TA or GSR in the same quarter – becomes Monthly</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| GSR | Exempt | S-Salaried | Monthly | 11/12 Fiscal Year |
Service Period Vs. Pay Period

Teaching Titles (Associate and TA)

• ASE performs work over a **55-day service period** and is paid over a **65-day payroll period**

• 1 Service Day = .8462 of a Payroll Day *(Winter 2020 example)*

• See Pay and Service Period Chart: AP website/ Compensation and Benefits
Additional Considerations:

• 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)
  • See: **Concurrent Jobs FLSA Status Determination Matrix**

• Check the Person Organizational Summary in UCPath for any existing employment
Health Benefits:
• Grad Student Employees appointed at 25% time or more are eligible to receive remission for Graduate Student Health Insurance (GSHIP)
• 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
  • Available to both ASEs and GSRs appointed at 25% time or more
• May not double charge with expenses paid using UC Dependent Care Reimbursement Program
**BENEFITS**

**Leaves from Employment:**

- Eligible for leave with/without pay - **Leave Chart** on AP website
- Per academic year, not to exceed the appointment end date
- ASE Short-Term Leave:
  - Up to 2 days paid for salaried ASEs, unpaid for hourly ASEs
- ASE 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**
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: 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
• UCPaPath Resources

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

Graduate Division:
• Fee Remission, Fellowships, Academic Services
• Home Department Employment Verification and Request to Exception Forms

Office of International Students & Scholars:
• International Student Employment Policy and Workshops
• Employment Authorization
CONTACTS

Academic Personnel:
Billy Ko – Analyst for Academic Student Employees
x4441 billy.ko@ucsb.edu
Joanie Vogel– Intercampus Payments, Reports and General Information
x3445 joanievogel@ucsb.edu

Human Resources:
Tara Wise- Labor Relations Analyst x5982 tara.wise@hr.ucsb.edu

Graduate Division:
Chris Gifford– Employment Analyst
x5247 christopher.gifford@graddiv.ucsb.edu
Rudy Reyes – Academic Appointment/Fellowship Analyst
x2710 rudy.reyes@graddiv.ucsb.edu

Office of International Students & Scholars x2929 oiss@sa.ucsb.edu
• Questions?
• Comments

• Student Title Workshop
  • February 19, 2020, 9–10:30am
  • SSMS 2135 Conference Room
  • Submit items to billyko@ucsb.edu for discussion