

Graduate Student Academic Appointments

Academic apprentice positions provide the single largest source of UCSB graduate student support. They also constitute an important aspect of graduate training under the guidance of UCSB faculty. All students who receive academic appointment positions must maintain continuous enrollment and remain within normative time to degree. Students who have exceeded the time limit for completion of the master's degree (four years) are also not eligible to hold academic appointment positions.

To be eligible for any academic appointment, graduate students must be:

- Currently registered and enrolled in at least 8 units (12 units is the normal load)—enrollment in at least 8 units is required for entry into the GSFR system for fee-remission credits;
- In good academic standing (i.e., 3.0 GPA; fewer than 12 units of unfinished coursework—defined as Incomplete (I), not on academic probation or subject to dismissal);
- Chosen for academic appointment on the basis of high scholastic standing;
- Certified as having language proficiency in spoken English if their native language is not English, PRIOR to the department's making the offer. (After making an appointment offer, a department is obligated to compensate the academic student employee at the promised rate, regardless of the student's language proficiency.)

Appointment or reappointment must be for a period of one year or less. Graduate students holding these academic appointments should be under the direction of a UCSB faculty member. Graduate students in teaching appointments may not supervise or evaluate other graduate students. (For possible exceptions see, in Section IX, "The Appropriate Role of Graduate Students Teaching Other Graduate Students.") Given their non-degree status, EAP reciprocity or other non-degree students are not eligible for a student academic appointment. You will find additional information regarding student academic appointments in Academic Personnel Procedures for UCSB (The Red Binder), Section IV: Student Academic Titles at www.acadpers.ucsb.edu/RedBinder/RedBinder.pdf.

Students who are appointed to Associate in ____, Reader, Tutor/Remedial Tutor, and Teaching Assistant titles fall under an agreement between The Regents of the University of California and the Association of Student Employees, International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), and AFL-CIO pursuant to the provisions of the Higher Education Employer-Employee Relations Act (HEERA). Departments are required to post on the campus website vacancies in these titles (per Article 21). Academic Student Employee Positions are listed at www.ltsc.ucsb.edu/asep/list.php?term=2005-2006 and details of the agreement are available at http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/ase_toc_1.pdf. For questions concerning the contract, contact Suzanne Forester (sforester@ltsc.ucsb.edu). It is extremely important that the university complies with the contractual agreement.

All appointments or combined appointments are limited to 50% time (an average of 20 hours per week) during the academic terms. An exception may be granted for a graduate student to be compensated to a maximum of 75% for total service on campus (see the exception process below). The 50% time restriction will apply without exception for international students, dependent upon their visa type or country of origin (consult OISS for further information). All continuing students may work 100% time during the summer, provided they were registered and paid fees for the immediately preceding Spring quarter.

The total length of time a student may hold any one or a combination of the following titles may not exceed four years (12 quarters): Reader, Remedial Tutor, Teaching Assistant, Associate in ____. Under special circumstances, an exception may be granted for additional appointments beyond 12 quarters (see the exception process below). System-wide regulation does not permit graduate student appointment beyond 18 quarters.

Graduate Student Researcher (GSR) Appointment Title

A GSR (title codes 3266, 3276, 3284) is a graduate student who is involved in the research project of faculty members. GSRs are selected for high achievement and promise as creative scholars; they may collaborate in the publication of research results as determined by supervising faculty members. GSRs may not be assigned teaching, administrative, or general assistance duties. **The Dean of the Graduate Division must approve all exceptions to appointment criteria.** A graduate student must be registered in the previous spring quarter to be eligible for a summer GSR appointment. New international students whose first quarter of registration will be fall may not be GSRs prior to fall unless they register in a summer term due to student visa requirements.

Departments may set additional hiring criteria beyond what is noted above, as long as all students are treated consistently and a current departmental policy is on file with the Graduate Division. Advancements are made upon recommendation by the chair of the department, based on performance evaluations by supervising faculty (which must be documented if advancement is withheld from an otherwise qualified student). Reappointments and advancements are not automatic. (See www.acadpers.ucsb.edu/RedBinder/RedBinder.pdf Section IV-6 for further information on this appointment title.)

Fee and Tuition Remission for GSRs

Graduate Student Researchers (GSRs) qualify for full fee and tuition remission if they meet the following criteria: a) they are appointed for at least 35% (all GSR appointments combined) over the three months of the quarter, or who work at least 140 hours during the 10 weeks of instruction, b) have appointments that begin within the first three weeks of the quarter. Full fee and tuition remission includes the payment of fees, health insurance for all eligible students, nonresident tuition for international students, and nonresident tuition for domestic students during their first year only. Please refer to www.graddiv.ucsb.edu/academic/handbook/appendix.htm#fees.

These benefits must be paid from the funding source that pays the student's salary. The cost of these benefits will be charged to the funding source monthly. GSRs hired at 25%-34% qualify for partial fee remission, which includes payment of partial fees and health insurance. These benefit charges will also be charged to the salary funding source. Please note, if a student's fees/health insurance/nonresident tuition are being paid by an external funding agency (e.g., foreign government, private agency), they are not eligible for fee remission benefits.

The fee remission policy stipulates that GSRs must be paid the requisite fees at the given percentages of hire outlined above. Principal Investigators may request contingency funds from the Office of Research in cases where the grant funding agency will not allow for the payment of fee remission for GSRs. Block grant, fellowship, or other funds MAY NOT be used to augment grants or pay any portion of the fee remission programs.

Teaching Assistant (TA) Appointment Title

A TA (title code 2310) is chosen for excellent scholarship and promise as a teacher, and serves an apprenticeship under the active tutelage and supervision of a regular faculty member. The department chair, acting upon nominations made by department members, is authorized to appoint TAs. **However, the Dean of the Graduate Division must approve all exceptions to appointment criteria.** New international students whose first quarter of registration will be fall may not be TAs prior to fall unless they register in a summer term due to student visa requirements.

The selection, supervision, and training of all TAs are important responsibilities of the teaching department, and in particular the department chair. All candidates for appointment and reappointment should be subjected to careful review and recommendation.

The TA is not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students . Neither is a TA to be assigned responsibility for instructing the entire enrollment of a course nor for providing the entire instruction of a group of students enrolled in a course. The TA is, instead, responsible for the conduct of recitation, laboratory, or quiz sections under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of TAs, has been assigned. (Refer to www.acadpers.ucsb.edu/RedBinder/RedBinder.pdf Section IV-10 for further information.)

Associate Title

An Associate (title code 1506) provides instruction in a course. Minimum qualifications for this position require the possession of Master's degree or equivalent training and at least one year of teaching experience. **All Associate appointments require the review and pre-approval of the Graduate Dean and the appropriate College/School** . (Refer to www.acadpers.ucsb.edu/RedBinder/RedBinder.pdf section IV-3 for further information on this appointment title and the required form.) Associates may not evaluate fellow graduate student appointees (e.g., TAs). If TAs are assigned, a faculty member must be named responsible for the evaluation of the TA(s).

Readers, Remedial Tutor Titles

A Reader appointment (title code 2850) is for a student to serve as a "course assistant," which will normally include grading of student papers and final examinations. A Reader should not be given the responsibilities customarily accorded to a TA. Readers will usually be graduate students, but qualified undergraduates may be appointed to this position.

A Remedial Tutor (title code 2288 and 2289) assists students in understanding course concepts, discovering solutions to problems, modeling study strategies, developing methods for independent work and preparing for upcoming exams. Remedial Tutors may be either graduate students or qualified undergraduates.

Partial Fee Remission for Student Teaching Titles

NOTE: The remissions quoted are consistent with the terms of the current contract. Please be aware that future wages, terms, and conditions are subject to modification based on the collective bargaining process.

Teaching Assistants and Associates In _____, whose appointment is at least 25% time qualify for a partial fee remission and payment of health insurance.

Graduate students who are hired as Remedial Tutors and Readers are eligible for partial fee remission if they work at least 100 hours (25% time) over the course of the quarter. It is the responsibility of the department to ensure that this minimum is met if the student is enrolled in the partial fee remission program.

Graduate Student Health Insurance Program (GSHIP)

All graduate students are assessed a quarterly fee for mandatory Graduate Student Health Insurance Program (GSHIP). Payment of GSHIP for Teaching Assistants, Readers, Tutors, Teaching Associates, and Graduate Student Researchers who have appointments of 25% time or greater is defined by the union contract. All other graduate students must either pay the fee or obtain a waiver. Students obtain waivers by proving to the Student Health Services Office that they have comparable coverage under another health insurance policy. GSHIP provides year-round and worldwide coverage. For more information students are encouraged to consult www.sa.ucsb.edu/studenthealth/insurance/index.asp . The Student Health Services Office (805.893.2592) can answer further questions regarding coverage details.

2006-07 Quarterly Fees/ Fee Remission Schedule

(Fall '06, Winter '07, Spring '07)

Tuition, fees, and other charges are subject to change without notice by the Regents of the University of California.

Fee Structure for Resident Graduate Students			
	Basic Fees	Eligible for GSFR (partial fee remission)	Res Yearly Fees (w/ partial GSFR)
Mandatory Fees	2,511.70	2,511.70	7,535.10
Health Insurance	605.50	605.50	1,816.50
Sub-total	\$3,117.20	\$3,117.20	\$9,351.60
GSHIP credit	---	-605.50	-1,816.50
GSFR credit	---	-2,299.00	-6,897.00
Total	\$3,117.20	\$212.70	\$638.10

Fee Structure for Nonresident Graduate Students			
	Basic Fees	Eligible for GSFR (partial fee remission)	NR Yearly Fees (w/ partial GSFR)
Mandatory Fees	2,600.70	2,600.70	7,802.10
Health Insurance	605.50	605.50	1,816.50
Tuition	4,898.00	4,898.00	14,694.00
Sub-total	\$8,104.20	\$8,104.20	\$24,312.60
GSHIP credit	---	-605.50	-1,816.50
GSFR credit	---	-2,388.00	-7,164.00
Tuition Reduction	---	---	
Total	\$8,104.20	\$5,110.70	\$15,332.10

	Eligible for Nonresident Tuition Reduction only	Eligible for GSFR and Nonresident Tuition Reduction	NR Yearly Fees (w/ partial GSFR & NRT Reduction)
Mandatory Fees	2,600.70	2,600.70	7,802.10
Health Insurance	605.50	605.50	1,816.50
Tuition	4,898.00	4,898.00	14,694.00
Sub-total	\$8,104.20	\$8,104.20	\$24,312.60
GSHIP credit	---	-605.50	-1,816.50
GSFR credit	---	-2,388.00	-7,164.00
Tuition Reduction	-4,898.00	-4,898.00	-14,694.00
Total	\$3,206.20	\$212.70	\$638.10

Notes:

GSFR: Graduate Student Fee Remission applies Fall, Winter and Spring Quarters to eligible registered graduate student academic appointees. Students whose fees are paid through an extramural fellowship are not eligible for this program. TAs, Associates, Readers and Tutors whose appointments total at least 25% and GSRs whose appointments total at least 25% but less than 35% and meet all other criteria are eligible for partial fee remission and Graduate Student Health Insurance Program (GSHIP) credit. GSRs who are appointed at least 35% and meet all other criteria qualify for a full fee remission and GSHIP credit.

GSHIP: Health insurance is mandatory. Graduate students may have the GSHIP fee waived by proving to Student Health Service that they have comparable coverage under another health insurance policy. See <https://apps.sa.ucsb.edu/insurancewaiver/login.asp>.

NRT: Nonresident Tuition Reduction is 100% for graduate doctoral students who have advanced to candidacy, subject to the understanding that a graduate doctoral candidate may receive the reduced nonresident tuition rate for a maximum of three years. Any student who continues to be enrolled or who re-enrolls after three years will be charged the full nonresident tuition rate that is in effect at the time.