Academic Student Employees
Represented

Governed by Memorandum of Understanding (MOU) United Auto Workers (UAW).

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/nonsenateinstructional_nsi/index.html
Policy Governing Terms and Conditions

Merced Academic Personnel Policies & Procedures (MAPP)
   Chapter 4

UC Academic Personnel Manual (APM)
   APM 410 Teaching Assistant/Fellow
   APM 420 Reader

Graduate Student Handbook
Teaching Assistant (TA)

Definition:
• Registered full time UC graduate student
• Chosen for excellent scholarship, and promise as a teacher
• Serves under supervision and active tutelage of a regular faculty member

Criteria:
• Must maintain good academic standing
• Enrollment in adequate program of study
Teaching Assistant (TA)

Responsibilities:
- Conduct a lab or discussion section under supervision of a faculty member
- Cannot be given responsibility for curriculum development, providing entire instruction of course, or final term grade

Terms of Appointment:
- One academic year or less
- Contingent upon appointee being a registered grad student in good standing for the duration of appointment
- Maximum 50% as TA or in combination with other appointments; may not exceed six years (12 semesters), in combination of titles
Advancement from Teaching Assistant to Teaching Fellow is not automatic upon advancement to candidacy it also includes:

- Determination of need
- Evaluation of experience and expertise.
Teaching Fellow (TF)

Definition:
• Registered UC graduate student in full time residence who has advanced to candidacy
• Chosen for excellent scholarship, and promise as a teacher
• Serves under general supervision of a regular faculty member

Criteria:
• Has advanced to candidacy for the doctorate prior to appointment start date
• Two years (4 semesters) of teaching experience
Teaching Fellow (TF)

Responsibilities:
- May be responsible for entire instruction of a lower division course to a group of students
- Not responsible for curriculum development

Terms of Appointment:
- One academic year or less
- Contingent upon the appointee being a registered grad student in good standing for the duration of appointment
- Maximum 50% or in combination with other appointments; may not exceed six years (12 semesters), in any combination of titles
Exceptions

Teaching Assistant or Teaching Fellow (APM 410) –

Appointment in exception to criteria previously listed may be made “only by special approval of the individual case by the Chancellor, upon recommendation of the department chair and the dean of the school or college.”

Requests for an exception, with justification, are routed to the Dean for consideration, and if approved routed to the Graduate Division for final approval, with a copy provided to APO.
TA Supervision and Review

Selection, supervision, and training is the responsibility of the School and teaching unit.

- All required training and orientation shall be considered part of the workload for the term, with the exception of pedagogy course in which an ASE is required to be enrolled. (Article 25)

Written evaluation by overseeing faculty member.

Reappointments – candidates should be subjected to careful review and recommendation, either by the department as a whole or by a responsible committee (APM 410)
Reader

**Definition**
Employed for the ability to render service assisting in a course

**Criteria**
- Usually a graduate student, but a qualified undergraduate may be appointed, especially when graduate students are not available
- Maintain at least a 3.0 grade-point average
- Taken and received at least a “B” grade in the course, or equivalent, in which they are serving
- Professional readers, not enrolled as students, may be employed on an hourly basis to meet special needs
Responsibilities

- Normally include the grading of student papers and examinations
- Will not be given the responsibilities customarily accorded to a Teaching Assistant

Terms of Appointment

- Total length of service six years (12 semesters) in any one or combination of titles
- Appointment of a registered student may not exceed 50%, in combination with other employment
- Paid on either an hourly rate or annual stipend; 2 levels for both rates – one for undergraduate and the second for graduate students
Appointment Process

Following completion of the candidate selection process School Staff:

- Complete Academic Student Employee Information Form (UCM AP–211)
- Prepare letter for Dean/Desigee signature
- Provide signed letter to ASE
- Complete and provide copy of MOU – Appendix C, Description of Duties, to ASE
- Complete payroll worksheet, using appropriate compensation calculations provided by APO
- Forward original Information form, copy of appointment letter, and original payroll worksheet to APO as soon as possible after the appointment letter is provided to ASE
Key Points of MOU

Notification (Article 2)

- Spring semester or as soon as practicable provide written notice of appointment for following AY
- ASEs need to be offered positions no less than thirty (30) days before the start of the appointment
- Position becomes available less than thirty (30) days before commencement of academic term -- notification as soon as possible
- At least thirty (30) days prior to beginning of term provide a description of required duties – Appendix C, and other relevant documents
Key Points of MOU

Childcare (Article 4)
For preschool expenses – up to $2,400 per year ($900 per semester) for ASEs with at least a 25% appointment. Now available during Summer Session up to a total of $600 for full summer period.

Fee Remission (Article 11)
An ASE who is a registered graduate student with ASE appointment(s) totaling 25% time or more is eligible to participate in the University’s Partial Fee Remission Program.
Key Points of MOU

Health Benefits (Article 14)
An ASE who is a registered graduate student with ASE appointment(s) totaling 25% time or more is eligible to receive remission of premium for the campus Graduate Student Health Insurance Program (GSHIP).

Leaves (Article 17)
- Short-Term Family-Related
- Long-Term Family-Related
  Plus additional leaves available
Posting (Article 22)
By March 15th of each year, the University shall begin posting information regarding ASE appointment opportunities for the following academic year.

Posting to include: projected # of available positions; nondiscrimination statement; general description of duties; minimum qualifications; statement exceptions to the minimum qualifications may be granted at sole discretion of the University; applications procedures or hiring unit contact person.