

What You Need to Know About Being a GSI, GSR, Reader, or Tutor

Graduate Student Instructor (GSI), Graduate Student Researcher (GSR), Reader, and Tutor appointments are common sources of financial support for Berkeley graduate students. This guide provides essential information for potential and current appointees.

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I. COLLECTIVE BARGAINING AGREEMENT

The titles GSI, Reader, Tutor, and Acting Instructor-Graduate Student are covered by a collective bargaining agreement between the University and the United Automobile Workers (UAW). Under the language of the contract, students hired in these titles are referred to as Academic Student Employees (ASEs); you will find this acronym used in the contract and in campus communications. The current UAW Academic Student Unit contract is available on the Web (http://atyourservice.ucop.edu/employees/policies/employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.html). GSRs are not covered by the agreement.

II. HOW TO FIND A GRADUATE STUDENT ACADEMIC APPOINTMENT

- **GSR appointments.** If you are interested in a GSR position, ask faculty or staff well before the beginning of the semester for which you want to be appointed about research projects that may need GSRs. Some departments have application procedures and application forms posted on their websites. Also talk to your graduate student colleagues, who may have suggestions.

- **ASE appointments.** You will want to begin inquiries about appointments with faculty, staff, and your graduate student colleagues,

who may have recommendations, well before the beginning of the semester for which you want the appointment. For example, if a faculty member oversees GSI course assignments in your department, ask about courses that will need GSIs the following semester. Talk to the faculty members who will teach those courses. Ask your department staff for an application for GSI positions.

- **Check campus website.** The projected number of GSI, Reader, and Tutor appointments for each department during the following academic year is posted on the Web (<http://hrweb.berkeley.edu/Labor/asejobs.htm>). The list provides the names and e-mail addresses for departmental contacts. In spring, also check the Labor Relations website (see above) regarding Summer Sessions ASE opportunities.

- **Check departmental websites.** Check with your department as it may provide information about ASE positions in addition to what is posted on the website. Departments and organized research units may post job listings for open positions on departmental bulletin boards or their websites. Departments or faculty who are willing to hire students from other departments are also encouraged to post vacancies at the Career Center at 2111 Bancroft Way. Ask your graduate student affairs officer for more information on where to look for job listings in your discipline. The graduate student affairs officer may also be able to suggest possibilities for positions in related fields. If they have formal written guidelines regarding hiring for and allocations of ASE positions, departments and hiring units will post their guidelines and any changes made to them before they are implemented.

III. LETTER OF APPOINTMENT

Each student appointed as a GSI, AI-GS, GSR, Tutor, or Reader must receive from the hiring unit a written notice of appointment (letter or electronic mail) and, in the case of an ASE appointment, supplemental documentation as specified in the contract between the University and the UAW. Appointments are contingent upon budgetary decisions and the results of advance class enrollment, as well as on the approval of any pending requests for exceptions (including, but not limited to, appointments exceeding 50 percent time and early advancement to a higher step of the GSI series). Departments will not issue Letters of Appointment until after necessary exceptions and other approvals are obtained. Your assignment may be changed if enrollments are significantly higher or lower than expected.

Departments are required to notify all ASEs of expectations and

workload requirements at the beginning of the semester, and of any substantial changes that might occur during the semester in accordance with the UC–UAW agreement. This notification may be by letter or electronic mail. Check with your department’s graduate assistant for more information.

IV. GSI APPOINTMENTS

The term Graduate Student Instructor (GSI) is synonymous with Teaching Assistant (TA) at other universities. A GSI serves as an apprentice under the active supervision of the faculty member who is the Instructor of Record for the course. GSI appointments are for one academic year or less, and reappointment is not automatic. If you are appointed at half time, you can be expected to work 16–20 hours per week, during instructional and examination periods, including time spent in preparation, classroom and laboratory teaching, office consultation, and reading student papers. ASEs are obligated to inform their supervisor when they first perceive that their assignments might exceed the assigned workload maximum for their appointments. ASEs must obtain express advance written permission from their supervisors before working beyond the number of hours defined for their appointments. At no time should an ASE continue to work beyond eight hours in a day, or forty hours in a week.

A. General GSI Qualifications

1. Academic Standing: GSIs must be in good academic standing (i.e., must not be on academic probation or have had their degree candidacy lapse), have a minimum 3.1 grade-point average, and have no more than two Incomplete grades in upper division and graduate courses on the transcript.

2. Registration and Enrollment: Appointees must be UC students who are registered and enrolled in a least twelve units of course work, unless already advanced to doctoral candidacy, during the semester in which they are serving as a GSI.

3. Graduate Standing: Appointees must be UC graduate students. Only under very exceptional circumstances may a UC Berkeley undergraduate student be appointed to serve as a GSI, and advance approval of the appointment by Associate Dean Carlos Fernandez-Pello is required in each case. UC Hastings College of the Law students may not be appointed as GSIs.

4. Disciplinary Probation: Appointees must be clear of certain disciplinary probations based on the Code of Student Conduct.

5. Oral English Proficiency: Students who do not speak English as a native language and do not hold a Bachelor’s degree from an institution in the United States must demonstrate oral English proficiency to be appointed as a GSI. In those countries where the iBT TOEFL has been introduced, English language proficiency is determined by the speaking section score of the iBT TOEFL. In those countries where the new iBT TOEFL has not yet been introduced, students can demonstrate their proficiency by taking and passing the Test of Spoken English (TSE) before enrolling in Berkeley or the SPEAK test offered on the Berkeley campus. Information on passing

scores, testing options, and language courses can be found on the GSI Teaching and Resource Center’s Language Proficiency Web pages (<http://gsi.berkeley.edu/lpp/index.html>).

6. New ASE Orientation: All individuals whose GSI appointment is also their first ASE assignment must attend a New ASE Orientation sponsored by the Office of Labor Relations for the semester they have been appointed. If there is a failure to attend, individuals will not be eligible for ASE appointments in subsequent terms until they have attended this orientation. (http://hrweb.berkeley.edu/labor/ase_orientdate.htm)

7. 300-level Seminar: All students appointed as GSIs must enroll in a 300-level seminar on teaching offered by the department in which they are teaching either concurrent with or prior to their first appointment as a GSI at Berkeley. These courses provide unit credit for preparation for teaching.

8. Teaching Conference: First-time GSIs must attend the Teaching Conference for new GSIs, offered by the GSI Teaching and Resource Center each semester before classes begin. International GSIs appointed for the first time must also attend the teaching conference for new international GSIs, offered in the fall semester before classes begin. Pedagogy is the focus of the conferences.

9. Online Course: First-time GSIs must successfully complete an online course on professional standards and ethics in teaching by the end of the third week of classes. To enroll in the online course, please go to the GSI Teaching and Resource Center’s website (<http://gsi.berkeley.edu>). The full text of the Graduate Council’s Policy on Appointments and Mentoring of GSIs can be found on the Web (<http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf>).

B. Step-Specific Qualifications

In addition to the general qualifications listed above, each step in the GSI series has a specific set of qualifications as outlined below. Experience associated with teaching through Summer Sessions, either at UC Berkeley or elsewhere, and at University Extension or its equivalent at other institutions, is not counted for advancement in the GSI series. Experience is counted based on the semester system. Teaching credit accrues on a semester basis regardless of the number of courses taught during the semester. When credit is requested, by exception, for post-baccalaureate teaching at institutions of higher education operating on the quarter system, the experience is not counted on a one-for-one basis (i.e., a quarter is not considered equivalent to a semester).

To advance to GSI Steps II, III or IV, a student must have completed a master’s degree or the equivalent. Equivalency is defined as completion of twenty-four units of upper division or graduate work in a doctoral degree program. Students who are currently in master’s degree programs are not eligible for advancement. Exceptions to this policy based on special circumstances may be submitted to Associate Dean Carlos Fernandez-Pello for consideration. Advancement in the GSI series is not automatic. Once a student has been approved to advance to a higher step, he or she may not be moved

to a lower level when subsequent teaching assignments are made. This does not, however, apply to step decisions made by Summer Sessions. If Summer Sessions appoints a student at a step higher or lower than the student would be eligible for under Graduate Division rules, the next appointment during the regular academic year is made at the appropriate level based on the step-specific criteria and other relevant qualifications.

Step I: The student has no post-baccalaureate level experience teaching as a GSI at UC Berkeley or has completed one or more semesters of teaching as a GSI at UC Berkeley.

Step II: If a student has completed at least four semesters of post-baccalaureate teaching experience as a GSI at UC Berkeley, a department has the discretion to appoint the GSI at Step II. Earlier advancement to Step II must be approved in advance by the Graduate Division. Decisions regarding such appointments are at the sole discretion of the Dean. Consideration will be given to a combination of post-baccalaureate teaching experience at UC Berkeley and other institutions of higher education, a combination of extraordinary merit and teaching experience, or exceptional merit alone.

Step III: If a student has completed at least six semesters of post-baccalaureate teaching experience as a GSI or as an AI-GS at UC Berkeley, a department has the discretion to appoint the GSI at Step III. Earlier advancement to Step III must be approved in advance by the Graduate Division. Decisions regarding such appointments are at the sole discretion of the Dean. Consideration will be given to a combination of post-baccalaureate teaching experience at UC Berkeley and other institutions of higher education, a combination of extraordinary merit and teaching experience, or exceptional merit alone.

Step IV: Appointments at this level must be approved in advance by Associate Dean Carlos Fernandez-Pello. The student must: 1) be advanced to candidacy at the doctoral level; 2) have additional duties and responsibilities, beyond those normally assigned to a GSI, during the semester in which the advancement to this step would take place; 3) show exceptional promise as a teacher and scholar; and 4) have completed at least eight semesters of post-baccalaureate teaching as a GSI or Acting Instructor (AI-GS) at UC Berkeley.

C. GSI Duties

Departments must assign duties for a particular course at or below the level of a GSI's experience and qualifications, as classified by his or her step level. A GSI who is at the Step I level in experience (less than four semesters of teaching) cannot be assigned responsibilities beyond what is allowed for that step.

Step I duties entail leading discussion sections or labs or instruction of prescribed course content, under the active direction and

supervision of a faculty member who has final responsibility for the course's entire instruction and for the performance of GSIs. The appointee is not solely responsible for instructional content of the course, selection of assignments, planning of exams, or for determination of course grades, but may assist in these tasks in collaboration with the instructor of record who has final authority. Other course support duties may include, but are not limited to, holding office hours, grading, and participation in development of quizzes.

Under the appropriate supervision of faculty, GSIs qualified for classification at higher steps may be assigned Step 1 duties or additional responsibilities.

D. Restrictions

1. Students on Filing Fee status may not be appointed as GSIs.
2. Students may not be appointed as GSIs during the period of *in absentia* registration status.
3. Students may not be enrolled in the course for which they are appointed.
4. Students may not simultaneously serve as a GSI and a Reader or a Tutor for the same course.
5. During the academic year, graduate students with appointments may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled "The 50 Percent Rule" under the "General Policies On Academic Appointments" section in this document.
6. Graduate students are limited to four years of service in any one teaching title, or any combination of teaching titles (GSI, Acting Instructor-Graduate Student, TA, Associate, or Teaching Fellow titles). Requests for exception to this policy, up to an absolute limit of six years of service, must be approved in advance by Associate Dean Carlos Fernandez-Pello. The maximum number of years of service on the Berkeley campus is six (twelve semesters), which is an absolute limit established by UC's Office of the President (UCOP) and cannot be exceeded even by exception.
7. Students may normally be assigned to perform the duties of a GSI only for undergraduate courses. Under very exceptional circumstances, a department may propose that a graduate student who has been advanced to candidacy at the doctoral level be appointed as a GSI for a graduate course. Assignment as a GSI for a graduate course always requires advance approval by Associate Dean Carlos Fernandez-Pello.

E. GSI Salaries

The GSI salary chart is available on the campus Labor Relations website (<http://hrweb.berkeley.edu/pay/uawwg.htm>).

V. ACTING INSTRUCTOR-GRADUATE STUDENT (AI-GS) APPOINTMENTS

A. Duties

Appointees are employed to render services as the Instructor of Record for a particular upper division course although they are still under faculty supervision. The AI-GS has independent responsibility for developing the course syllabus (which must be reviewed and approved in advance by a member of the Academic Senate), reading assignments, assignment of grades, including response to grade appeals, and other duties as assigned by the hiring department.

B. Minimum Qualifications

1. Graduate Standing: Appointees must be UC Berkeley graduate students.

2. Advancement to Candidacy: Students must be advanced to candidacy at the doctoral level before a department may nominate them for AI-GS positions.

3. Teaching Experience: Nominees for AI-GS positions must have completed at least four semesters of post-baccalaureate teaching experience as a GSI at UCB, or have been approved in advance by Associate Dean Carlos Fernandez-Pello for early advancement to step II, or higher, based on a combination of post-baccalaureate teaching experience at UCB and other institutions of higher education.

4. Academic Standing: Candidates for AI-GS appointments must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse), have a minimum 3.1 grade-point average, and have no more than two Incomplete grades in upper division and graduate courses on the transcript.

5. Disciplinary probations: Appointees must be clear of certain disciplinary probations based on the Code of Student Conduct.

6. Registration: Appointees must be registered during the semester in which they are serving as an AI-GS.

C. Restrictions

1. Appointments always require approval in advance by Associate Dean Carlos Fernandez-Pello and by the Committee on Courses of Instruction (COCI) of the Academic Senate.
2. Students may be assigned to perform the duties of an AI-GS only for upper division courses.
3. Students on Filing Fee status may not be appointed as AI-GSs.
4. Students may not be appointed as AI-GSs during the period of *in absentia* registration status.
5. Students may not be enrolled in the course for which they are an AI-GS.

6. Students may not simultaneously serve as an AI-GS and a Reader or a Tutor for the same course.

7. During the academic year, graduate students appointed as AI-GSs may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled "The 50 Percent Rule" under the "General Policies On Academic Appointments" section in this document.

8. Graduate students are limited to four years of service in any one teaching title, or any combination of teaching titles (GSI, Acting Instructor-Graduate Student, TA, Associate, or Teaching Fellow titles). Requests for exception to this policy, up to an absolute limit of six years of service, must be approved in advance by Associate Dean Carlos Fernandez-Pello. The maximum number of years of service on the Berkeley campus is six (twelve semesters), which is an absolute limit established by UC's Office of the President (UCOP) and cannot be exceeded even by exception.

D. Placement in the AI-GS Series

When a student is approved by the Graduate Division and the COCI to be appointed as an Acting Instructor-Graduate Student, the appointment is always made at one step below the step at which the student would have been appointed as a GSI.

AI-GS Step I: For students eligible for appointment at Step II in the GSI series.

AI-GS Step II: For students eligible for appointment at Step III in the GSI series.

AI-GS Step III: For students eligible for and approved to be at Step IV in the GSI series.

E. AI-GS Salaries

The AI-GS salary chart is available on the campus Labor Relations website (<http://hrweb.berkeley.edu/pay/uawwg.htm>).

VI. CAMPUS RESOURCES FOR GSIs AND AI-GSs

Campus Resources for GSIs

Graduate Student Instructor (GSI) Teaching and Resource Center, 301 Sproul Hall, 510-642-4456

The Center is an academic unit in the Graduate Division that prepares graduate students in all disciplines for the teaching they will do at Berkeley and in future careers. The center sponsors Fall and Spring Teaching Conferences for GSIs, and workshops on teaching throughout the year that address topics such as conducting effective discussion sections, grading, using instructional technology, developing a course syllabus, and developing a teaching portfolio. The center provides individual consultations for GSIs on all aspects of teaching, including preparing for the teaching aspects of the academic job search. Classroom observations and videotaping by peer consultants are also available to GSIs. Additionally, the center

works with departments and faculty in developing discipline-specific pedagogy seminars and mentoring programs for GSIs. A complete list of services is available in 301 Sproul Hall and on the center's website (<http://gsi.berkeley.edu>). The center's Language Proficiency Program is designed for current and prospective GSIs who do not speak English as a native language. Prospective and current GSIs who need to improve their English language skills can take courses through the center's Language Proficiency Program (LANGPRO). For more information, please consult the center's website.

Course Improvement Grants of up to \$300 per semester are available through the GSI Teaching and Resource Center for a project that improves teaching and learning in class sections or laboratories. GSIs may use the grant for activities such as inviting guest speakers, funding theater and museum visits, renting films, and other educational projects. Applications for these grants may be picked up in 301 Sproul Hall or downloaded from the center's website (<http://gsi.berkeley.edu/grants/cigs.html>) and are accepted year-round.

Your department's **Faculty Adviser for GSI Affairs** may be your best resource for information on your appointment. The Faculty Adviser is the primary liaison among GSIs, departments, and the Graduate Division and should be aware of all policies and regulations concerning your appointment and resources available on campus to assist you in your teaching. Your graduate assistant can tell you which faculty member holds this position in your department.

Office of Emergency Preparedness, 510-642-9036

If you are a Graduate Student Instructor, you should know where to direct your class if you need to evacuate during an emergency. The Office of Emergency Preparedness provides information on how to prepare for earthquakes and other emergencies on campus (<http://oep.berkeley.edu>).

VII. GRADUATE STUDENT RESEARCHER (GSR) APPOINTMENTS

A GSR is a graduate student who is engaged in or assisting in research projects.

A. Duties

GSRs perform research broadly related to their degree programs in an academic department or research unit under the direction of a faculty member or authorized Principal Investigator. GSRs may or may not collaborate in the publication of research as determined by the faculty member directing the work. GSRs may not be assigned teaching, administrative, or general assistance duties. This is not intended to exclude research-related duties such as quantitative analysis, bibliographic searches or summaries, text editing, lab projects, computer programming, and a reasonable amount of lab maintenance and cleaning.

B. Qualifications

1. Must be a UC graduate student. UC Hastings College of the Law students may not be appointed as GSRs.
2. Must have at least a 3.1 grade-point average; and
3. May not have more than two Incomplete grades in upper division or graduate courses on the transcript; and
4. Must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse); and
5. Appointees must be UC students who are registered and enrolled in a least twelve units of course work, unless already advanced to doctoral candidacy, during the semester in which they are serving as a GSI; and
6. Must be clear of certain disciplinary probations based on the Code of Student Conduct.

C. Restrictions

1. Students on Filing Fee status may not be appointed as GSRs.
2. During the academic year, registered graduate students appointed as GSRs may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled "The 50 Percent Rule" under the General Policies On Academic Appointments section in this document.
3. Appointments are usually for one academic year or less, and reappointment is not automatic.

D. Placement in the GSR Series

There are ten steps in the GSR series. Each hiring unit on the campus has written guidelines specifying the hiring criteria for the steps that it uses.

E. GSR Salaries

The GSR salary chart is available on the UC Office of the President's website (<http://www.ucop.edu/acadadv/acadpers/tab0809/table23.pdf>).

VIII. READER APPOINTMENTS

Readers are often graduate students, but qualified undergraduates may be appointed as Readers. It is preferable that Readers be students, but this does not preclude the appointment of qualified persons who are not students.

A. Duties

Duties are assigned by the hiring department and are included in the written notification of appointment provided to the appointee

by the department. Appointees to the Reader title are employed to render diverse services as course assistants, which will normally include the grading of student papers and examinations. Subject to assignment by the department, duties might also include attendance at lectures, office hours, consultation with the instructor, and other course-related duties. Readers may not perform teaching duties.

B. Qualifications

Registered students:

1. Must have at least a 3.0 grade-point average; and
2. May not have more than two Incomplete grades in upper division and graduate courses on the transcript; and
3. Must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse) and be clear of certain disciplinary probations based on the Code of Student Conduct; and
4. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
5. Appointees must be UC students who are registered and enrolled in at least twelve units of course work, unless already advanced to doctoral candidacy, during the semester in which they are serving as a GSI; and
6. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this readership is the student's first ASE assignment.

Non-registered students:

1. Must have maintained at least a 3.0 grade-point average in their previous academic work; and
2. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
3. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this readership is the student's first ASE assignment.

C. Restrictions

1. Students may not be appointed as Readers during the period of *in absentia* registration status.
2. Students may not be enrolled in courses for which they are a Readers.
3. Students may not simultaneously serve as a Reader and GSI for the same course.

4. Registered graduate students may be assigned to perform the duties of a Reader only for undergraduate courses. Under exceptional circumstances, a department may propose that a registered graduate student who has been advanced to candidacy at the doctoral level be appointed as a Reader for a graduate course. Assignment as a Reader for a graduate course always requires advance approval by Associate Dean Carlos Fernandez-Pello.

5. During the academic year, registered graduate students appointed as Readers may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled "The 50 Percent Rule" under the "General Policies On Academic Appointments" section in this document.

6. Reader appointments for one academic year or less are self-terminating unless the appointee is otherwise notified.

D. Reader Salaries

The Reader salary chart is available on the campus Labor Relations website (<http://hrweb.berkeley.edu/pay/uawwg.htm>).

IX. TUTOR APPOINTMENTS

Graduate students may serve as Tutors, but qualified undergraduates may also be appointed as Tutors. It is preferable that Tutors be students, but this does not preclude the appointment of qualified persons who are not students.

A. Duties

Duties are assigned by the hiring department and are included in the written notification of appointment provided to the appointee by the department. Appointees to the Tutor title are employed to render individual or group instructional activities in support of regular academic programs. Under supervision, a Tutor's duties may include individual tutoring sessions, group tutoring sessions, presentation at workshops, and other duties as assigned. Tutors do not perform teaching duties assigned to the GSI series.

B. Qualifications

Registered students:

1. Must have at least a 3.0 grade-point average; and
2. May not have more than two Incomplete grades in upper division and graduate courses on the transcript; and
3. Must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse) and be clear of certain disciplinary probations based on the Code of Student Conduct; and
4. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and

5. Appointees must be UC students who are registered and enrolled in a least twelve units of course work, unless already advanced to doctoral candidacy, during the semester in which they are serving as a GSI; and

6. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this tutorship is the student's first ASE assignment.

Non-registered students:

1. Must have maintained at least a 3.0 grade-point average in their previous academic work; and

2. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and

3. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this tutorship is the student's first ASE assignment.

C. Restrictions

1. Students may not be appointed as Tutors during the period of *in absentia* registration status.

2. Students may not be enrolled in the course for which they are a Tutor.

3. Students may not simultaneously serve as a Tutor and GSI for the same course.

4. Registered graduate students may be assigned to perform the duties of a Tutor only for undergraduate courses. Under exceptional circumstances, a department may propose that a registered graduate student who has been advanced to candidacy at the doctoral level be appointed as a Tutor for a graduate course. Assignment as a Tutor for a graduate course always requires advance approval by Associate Dean Carlos Fernandez-Pello.

5. During the academic year, registered graduate students appointed as Tutors may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled "The 50 Percent Rule" under the General Policies On Academic Appointments section in this document.

6. Tutor appointments for one academic year or less are self-terminating unless the appointee is otherwise notified.

D. Tutor Salaries

The Tutor salary chart is available on the campus Labor Relations website (<http://hrweb.berkeley.edu/pay/uawwwg.htm>).

X. GENERAL POLICIES ON ACADEMIC APPOINTMENTS

A. Absences and Leaves

You are responsible for reporting your absences from campus and any missed work assignments to the faculty member in charge or to the appropriate departmental assistant. If your absence is unexpected (i.e., due to a sudden illness or accident) or will be for an extended period, you should tell the appropriate departmental administrator so that alternate arrangements can be made. If you are absent for a period of five days without prior approval, your department will consider that you have abandoned your position and will act according to established campus procedures and practices.

ASEs may also be eligible for various paid and unpaid leaves, including military leave, short-term family-related leaves, long-term family-related leaves, bereavement, and jury duty. Please refer to Article 17 of the UC-UAW Agreement of October 2007 (http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx_agreement.html).

B. The 50 Percent Rule

Graduate students who are registered may not be appointed as a GSI, Acting Instructor–Graduate Student, GSR, Reader, or Tutor for more than 50 percent time during academic semesters, regardless of the title or combination of titles (including staff titles) they hold. During the summer and winter breaks, you may be appointed to work 100 percent time.

If you receive a fellowship or traineeship that includes a stipend, there may be some work restrictions. Please refer to the Summary of Terms of Award for information on employment restrictions. If you need clarification on terms of the award, please contact **Graduate Services Fellowships Office (510) 642-0672**. Requests for exceptions to this policy must be approved by Associate Dean Carlos Fernandez-Pello of the Graduate Division. Certain fellowships do not allow you to hold university employment.

C. International Students on F-1 or J-1 Visas

Students on F-1 visas do not require permission to hold University employment or academic appointments for 20 hours per week or less if they are registered during the semester. They may also work full-time on campus during the summer break if they will be registered the following semester. All J-1 students, however, must have permission from their program sponsors to hold any employment or academic appointment. Students on F-1 and J-1 visas may not work more than 20 hours per week during the academic year, and Graduate Division cannot grant exceptions to this federal regulation. Students who have any questions about employment for holders of F-1, J-1, or other non-immigrant visas should consult with the Berkeley International Office (<http://internationaloffice.berkeley.edu>) before they accept campus or off-campus employment (510-642-2818).

D. Getting Paid

Be sure to see the personnel or payroll assistant in your hiring unit to sign payroll forms and, for Graduate Student Researchers, the GSR Appointment Form verifying your eligibility for the appointment. You may not be paid for hours worked before your payroll forms are completed.

All ASEs should check with their department for the appropriate schedule of pay dates. Readers, Tutors, and GSRs who miss deadlines for submitting time records may receive their paychecks later than the regular pay date.

Supporting departmental time and leave records for GSRs, Readers, and Tutors must substantiate the appropriate percentage of effort throughout the semester. Timesheets submitted for positive time reporting appointments must accurately reflect hours worked, including dates and times.

E. Taxes

In accordance with Internal Revenue Service (IRS) regulations, student employees are exempt from Defined Contribution Plan (DCP) and Medicare withholding if: 1) the student is registered and enrolled at least half time; and 2) the student's total employment is less than 80 percent. Graduate students who do not meet the half-time enrollment requirement or who are employed at 80 percent or more will be required to contribute 7.5 percent of their earnings to the DCP and 1.45 percent to Medicare. Graduate students must be registered and enrolled in a minimum of six units during each term of the academic year to be considered half time for that term.

Note: Graduate students are subject to Graduate Council and Graduate Division policies regarding appointments to academic and staff titles, including minimum enrollment requirements and limitations on percentage of appointment. Nonresident students with an F-1 or J-1 visa are not subject to the DCP and Medicare withholding. For more information, see your department payroll assistant.

F. Childcare

ASEs may be eligible for up to \$450 per semester in reimbursements for certain childcare expenses. For details, please see the Human Resources web page: (http://hrweb.berkeley.edu/labor/ase_childcare.htm).

G. Filing Fee Status

Students who are on Filing Fee status may not be appointed as GSIs, GSRs or AI-GSs.

H. Types of Fee Remissions and Remission Amount

Eligibility for all remission programs will be determined by the hiring department and the Graduate Division. Additional information

about fee remissions is included on the Graduate Division website (http://grad.berkeley.edu/policies/pdf/fee_remission_bulletin.pdf) and Article 11 of the UC-UAW Agreement of October 2007: (http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudent_employees_bx/agreement.html).

I. Work-Study-Funded Appointments

Students with work-study eligibility may be appointed as GSRs, Readers, Tutors, and GSIs. You must be registered during the period of your work-study award. To be eligible for work-study for the following academic year, complete and submit a Free Application for Federal Student Aid (FAFSA), and visit or call the Work Study Program, 212 Sproul Hall (510-642-5625).

J. Grievance Procedures

The grievance procedures for ASEs are found in Article 12 of the UC-UAW Agreement of October 2007: (http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.html). For workload issues, there is an expedited process described in Article 31 of the UC-UAW Agreement of October 2007: (http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.html).

For grievances relating to GSR appointments, refer to the Academic Personnel Manual (APM), Section 140 (revised as of January 2003), which contains the grievance procedure for non-Senate academic appointees.

XI. SUMMER SESSIONS

There are different policies that pertain to Summer Session appointments. Please talk to your hiring unit and see Article 24 of the UC-UAW Agreement of October 2007 (http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.html).

XII. CONTACT INFORMATION

If you need more information or have additional questions, please contact your hiring department.

You can also view appointments information on the Graduate Division website (http://grad.berkeley.edu/policies/appointments_office.shtml), or contact Graduate Services Appointments Unit by email (gradappt@berkeley.edu).