

March 9, 1998: Departmental Responsibilities Regarding Graduate Council Policy on GSI Appointments and Mentoring

Berkeley: Office of the Dean of the Graduate Division

March 9, 1998

To: Deans, Chairs, and Faculty Advisers for GSI Affairs

From: Mary Ann Mason, Associate Dean

Re: Departmental Responsibilities Regarding Graduate Council Policy on
GSI Appointments and Mentoring

On April 7, 1997, Associate Dean Joseph J. Duggan sent you, on behalf of the Graduate Council, the new policy on GSI appointments and mentoring. Some of the important actions mandated in this document include but are not limited to: a fair and open system of hiring; guidance as to GSI workload; an appointment letter spelling out the terms and conditions of the work; and pedagogical preparation for beginning GSIs, through either a 300 level course or its equivalent.

As you know, you are required to distribute this policy to all faculty and GSIs. We trust that the GSIs are receiving the policy accompanied by their letters of appointment. A full description of the requirements of the memo may be found in the document on the Graduate Division Web site in the Graduate Student Instructor (GSI) Teaching & Resource Center page (www.grad.berkeley.edu/gsi/index.shtml).

Faculty mentoring for new and continuing GSIs has been stipulated in the policy. As an incentive, the Graduate Council has directed chairs and the Budget Committee to recognize faculty for mentoring in promotion decisions.

According to the Graduate Council your department is obliged, by May 3, 1998, to provide me with the following:

- 1) the specific way in which your unit provides GSIs with preparation before and during their first year of teaching,

2) a copy of a typical letter of appointment, including the duties required of the GSI and the number of hours the GSI is required to work.

The GSI Teaching and Resource Center (<http://gsi.berkeley.edu>) is available to work with departments and individual faculty to support your efforts to prepare and mentor GSIs. Among the resources available are sample syllabi and readers for 300 level courses from programs on campus, information on classroom observation, video consultation, and GSI assessment, materials on how to begin the GSI teaching portfolio, and materials from the six seminars for faculty teaching with GSIs. The center can be reached at 2-4456 and by e-mail at gsi@berkeley.edu.

If you have questions concerning the policy, you may e-mail Professor Jeffrey Reimer, Chair of the Advisory Committee of GSI Affairs, a subcommittee of the Graduate Council at reimer@berkeley.edu.

Thank you for your cooperation.

cc: Graduate Council

Graduate Assistants

Enclosures: Associate Dean Joseph J. Duggan Memo (April 7, 1997)

Graduate Council Policy on Appointments and Mentoring of GSIs

Guidelines for Letter of Appointment