

April 4, 2018

Dear Colleagues,

We are pleased to announce the release of three new reports by the SIS team to assist in hiring graduate student academic employees (GSI, GSR, Reader and Tutor). These reports are all available in the Campus Solutions Reporting Center. To see the reports go to Main Menu > CAL Components > Reporting > Reporting Center. Look for the section labeled **GR Graduate Data**.

The first report is the **APPOINTMENT ELIGIBILITY REPORT** which will provide data about whether a student has met the academic requirements (e.g., GPA of 3.0 or above, no more than two incomplete grades) and first-time teaching requirements (e.g., attendance at the Teaching Conference, completion of the online Professional Standards and Ethics in Teaching training) and is thus eligible to hold an appointment. This report also counts the numbers of prior terms taught. Please note the following:

- The requirement that first-time GSIs complete a 300-level pedagogy course is not accurately reflected in this report at this time. Since pedagogy courses are not consistently numbered across departments, there may be *false negatives* in this report. Please use other sources such as a student transcript to confirm completion of this requirement until this information becomes available in the report.
- The Prior Semesters Taught column is that: *prior* semesters to the one you are reporting on. Thus a student with a count of 12 in that column has exceeded their UCOP-mandated limit in a prior semester and cannot be hired in a teaching role.

This report can be run on an individual basis by SID or by department academic plan. Look in the Reporting Center, GR Graduate Data folder, "Appointment Eligibility."

The second report is the **APPOINTMENT HISTORY REPORT** which will show all prior appointments for an individual student by SID. Look in the Reporting Center, GR Graduate Data folder, "Appointment History." Please note:

- As of the date of release (April 4), appointment step data is not yet available. This will be added within a short time. Until this information is added, you can determine recent step information by correlating salary rates with the salary scales referenced in the [Appointments Handbook](#).

A third report is the **CURRENT APPOINTMENTS REPORT** which will show all current semester appointments by either academic plan or hiring unit (L4 org node). Look in the Reporting Center, GR Graduate Data folder, "Current Appointments."

We have worked with the SIS security team to preemptively grant access to those staff in graduate advising and hiring to these new reports. If you cannot see a report that you need in your role as staff who hire graduate students, please contact sishelp@berkeley.edu with the following information:

1. Your name and title,
2. Your role and reason for needing access to a specific report (please list by name the one, two, or three reports you need but can't see), and
3. Please cc: your supervisor on the email

If you can see and run the report(s), but they are not showing data, please contact sishelp@berkeley.edu for triage and referral to someone who can assist.

Thank you for your efforts to support graduate student hiring!

Graduate Appointments
gradappt@berkeley.edu