Berkeley Graduate Division

Date: July 1, 2016

To: Department of Electrical Engineering & Computer Sciences

From: Susan J. Muller, Associate Dean of the Graduate Division
        Oscar Dubon, Undergraduate Dean of the College of Engineering

cc: Andrea Rex, Assistant Dean of the Graduate Division
        Dat Le, Assistant Dean of the College of Engineering

Re: **Memo of Understanding for Appointment of Undergraduate GSIs for EECS**

This memo confirms that the Graduate Division has granted provisional authority to the College of Engineering to approve the hiring of qualified Undergraduate GSIs (UGSIs). This authority has been granted due to the rapid growth and interest in EECS courses and the demand for GSIs, which well exceeds the available pool of graduate students able to serve as GSIs.

In accord with the MOU on this subject dated September 12, 2014, the Department of EECS will continue to coordinate approval of all qualified UGSIs directly with the College of Engineering. Qualified UGSIs, as defined by Graduate Division policy, are students who:

- have an overall GPA of 3.0 or higher;
- have previously taken the course for which they are being appointed, its equivalent, or a more advanced course, with a grade of A- or better;
- have passed the English Language Proficiency requirement if they are not native English speakers;
- are registered and enrolled in the minimum number of units approved by the undergraduate's college or school by the end of the third week of instruction;
- have no more than 2 incomplete grades in upper division or graduate courses;
- and have upper-division status by the time they commence teaching.

In addition, the Department of EECS will ensure that all first-time UGSIs:
- complete a 300-level teaching course;
- complete the online Professional Standards and Ethics Course;
- attend the New ASE Orientation;
- and attend the Teaching Conference for First-Time GSIs.

The College of Engineering (via Dat Le, who currently serves as its point of contact) will forward a spreadsheet of all undergraduate GSIs to the Graduate Division's Graduate Services Office by the third week of classes each semester.

If the Department of EECS wishes to appoint any UGSI who does not meet the standard Graduate Division policy, a request for exceptional review and consideration, with a clear rationale, should be forwarded to the Undergraduate Dean in the College of Engineering. The Department of EECS will not make any exceptional appointments of UGSIs unless they have been reviewed and approved by the Undergraduate Dean of Engineering.