



COLLEGE OF ENGINEERING

98-14

September 12, 2014

Memo of Understanding for Appointment of Undergraduate GSIs for EECS

This memo recognizes that the Graduate Division has granted provisional authority to the College of Engineering to approve the hiring of qualified Undergraduate GSIs (UGSIs). This authority is being 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.

EECS will henceforth 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 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 will forward a spreadsheet of all undergraduate GSIs to Graduate Appointments by the third week of classes each semester. Dat Le will serve as the point of contact for the College of Engineering.

Any prospective EECS UGSIs who do not meet the standard Graduate Division criteria will be forwarded to the Graduate Division directly for exceptional review and consideration. A rationale for each exception will be provided. EECS will not hire any exceptional UGSIs unless they have been reviewed and approved by Graduate Division.


 Fiona Doyle, Executive Associate Dean
 College of Engineering


 Susan Muller, Associate Dean
 Graduate Division

Cc: Andrea Rex, Graduate Division
 Rebecca Margosian, Graduate Division
 Dat Le, College of Engineering
 Josephine Williamson, Electrical Engineering and Computer Sciences
 Susanne Kauer, Electrical Engineering and Computer Sciences