

Date: October 10, 2013

To: Chairs, Head Graduate Advisers, Graduate Student Affairs Officers

From: Andrew J. Szeri, Vice Provost for Graduate Studies and Dean of the Graduate Division

Re: **Policy Change re Late Graduate Student Researcher (GSR) Appointments – Appointments with Modified Beginning Dates – effective Spring 2014**

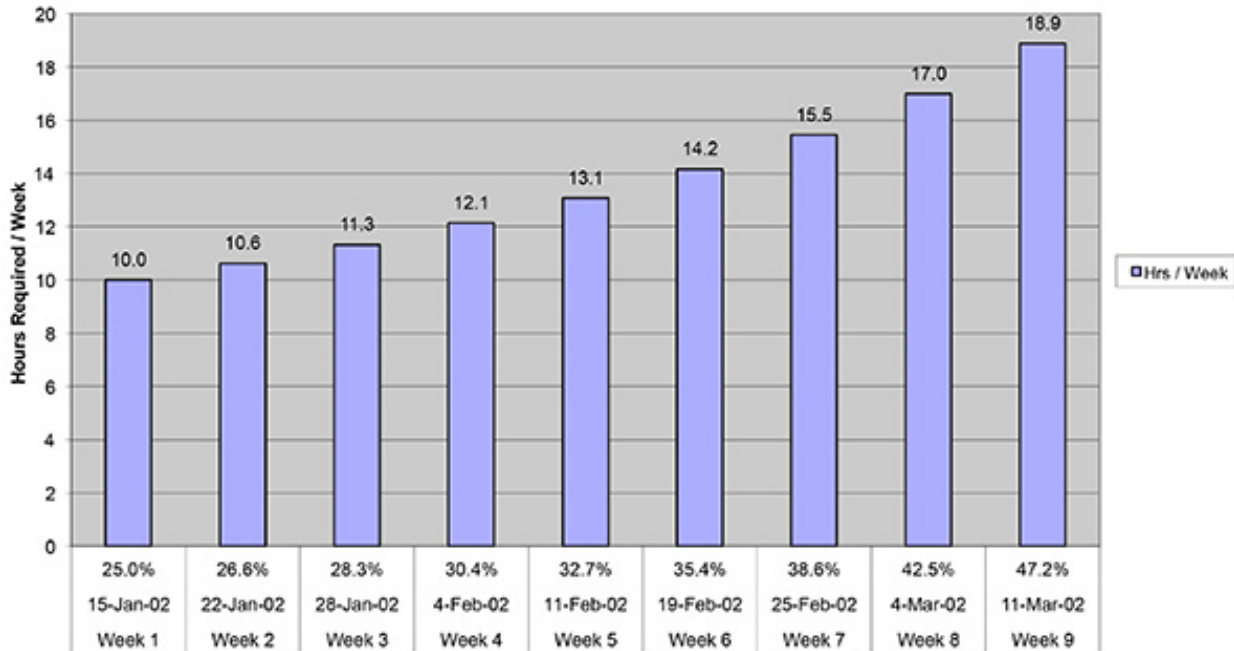
Campus Shared Services has worked with the Graduate Division to facilitate departmental procedures for making late GSR appointments, if needed. While the overall goal continues to be completion of the appointment processes prior to the start of the term, late appointment requests are an inevitable fact of university life.

Since appointment start dates have to correspond to dates on “onboarding” documents (e.g., California Loyalty Oath, Patent Agreement), backdating appointment starting dates is not allowable. The procedure outlined here will enable hiring units to make appointments at the actual time an appointee is eligible to hold the appointment. It will retain tuition remission eligibility and full compensation. An identical process has been in place since 2002 for late hiring of Academic Student Employees (GSI, Reader, Tutor). **This change is effective starting with all Spring 2014 appointments.**

Below you will find two charts, one based upon a **standard twenty-five percent (25%) appointment** and one based upon a **standard fifty percent (50%) appointment**. The charts indicate the appropriate appointment percentage levels for appointments made after the first week of the semester. The process for using the charts is as follows:

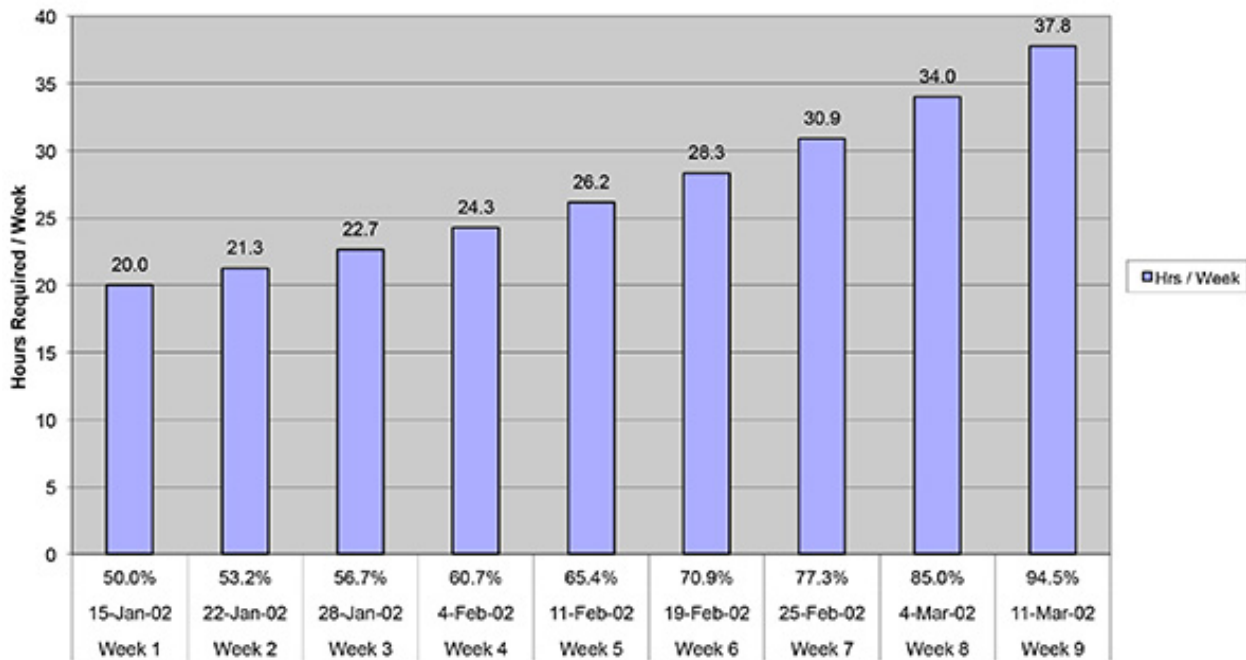
1. For appointments made between the beginning of the normal appointment period and the start of the term — not the start of instruction, appointment forms should reflect an appointment date of the first day of the term, through the end of the appointment period.
2. Appointments may be made after the first day of the term through the ninth week of the term. Departments should use the appropriate appointment percentage identified on the charts based upon the week that the appointment is made. For the start date, use the first day of the appointment week as indicated on the chart.
3. If the individual appointees are otherwise eligible to hold the appointment (e.g. meet registration, academic eligibility, etc.), hiring units may process appointments reflecting an appointment level that is greater than fifty-percent of full-time without additional approval from the Graduate Division.
4. Appointments should under no circumstances be made after the ninth week of the term.
5. International students who have F-1 visa status cannot be hired by this late appointment method if the appointment entails work greater than 20 hours per week (i.e., above a 50% appointment). Increasing the percentage of appointment beyond 50% and number of hours worked beyond 20 hours per week would violate the conditions of employment authorization for international students. For more information, please contact Berkeley International Office (BIO) at 642-2818 or at [InternationalOffice@berkeley.edu](mailto:InternationalOffice@berkeley.edu).
6. Departments making appointments with modified beginning dates must notify the student of the revised appointment.

**Averaged Hours Appointments Method for a 25% Appointment  
Based upon 170 Hours per Semester**



**Percentage Adjustment for 25% Appointment  
Week of the Semester**

**Averaged Hours Appointments Method for a 50% Appointment  
Based upon 340 Hours per Semester**



**Percentage Adjustment for 50% Appointment  
Week of the Semester**