

From: Graduate Council Chair Andrea Gasko and Vice Provost and Dean Robin L. Garrell
Sent: Tuesday, June 23, 2020 4:33 PM
Subject: Extension of Academic Student Employees Appointment Limits

UCLA

**Graduate Council
Graduate Division**

To: Deans, Directors, Department Chairs and Administrative Officers

Dear Colleagues:

Please see the message below from UC Provost Brown, which temporarily extends the Chancellor's authority over academic apprentice teaching appointments beyond the limits set forth in APM-410 and 420. Specifically, **a seventh year extension is permissible for matriculated students at UC during the quarters/semesters in which instruction is substantially impacted by COVID-19.** The signed letter from UCOP is attached for reference.

Departments should follow the regular Graduate Division process to obtain prior approval for any teaching appointments that would exceed the standard 18-quarter (12 semester) limit. Qualifying exceptions to this limit will be approved on a term-by-term basis.
With best regards,

Andrea Kasko
Chair, Graduate Council

Robin L. Garrell
Vice Provost for Graduate Education
Dean, Graduate Division

From: Mariel Christian <Mariel.Christian@ucop.edu> on behalf of Michael Brown <Michael.Brown@ucop.edu>
Date: Friday, June 19, 2020 at 2:19 PM
Subject: Extension of Academic Student Employees Appointment Limits

Transmitted on behalf of Provost Michael T. Brown

CHANCELLORS

Dear Colleagues:

In recognition of the unprecedented circumstances surrounding the 2020 COVID-19 pandemic and the pandemic's impact on student employees who perform work as a Reader on an annual stipend, Teaching Assistant, Teaching Fellow, and/or Associate, I am approving a temporary extension of the Chancellor's authority under APM – 410, Teaching Assistants and Graduate Student Instructors and APM – 420, Readers, to grant a seventh year extension (a maximum of 21 quarters/14 semesters) to the total length of service rendered in any one or any combination of the titles.

University policy provides that “the total length of service rendered in any one or any combination of the following titles may not exceed four years: Reader on annual stipend, Teaching Assistant, Teaching Fellow,

and/or Associate. Under special circumstances, the Chancellor, upon recommendation of the department chair and the dean of the school or college, may authorize a longer period, but in no case for more than six years.” Under APM – 410 and APM – 420, campuses have a long practice of granting requests to extend the total length of service beyond four years.

As a temporary extension of the Chancellor’s authority, following the same local procedures already in place, a seventh year extension is permissible for matriculated students at UC during the quarters/semesters in which instruction is substantially impacted by COVID-19. Should these circumstances persist I may consider additional adjustments.

In addition, although the total length of service for Graduate Student Researchers is not dictated by the Academic Personnel Manual, I encourage those campuses that have established a service limitation to evaluate whether a similar extension of time would be appropriate for Graduate Student Researcher employment.

I understand COVID-19 has varied implications for graduate students, including impacting normative time to degree. This temporary extension of the Chancellor’s authority addresses the terms of appointment for Academic Student Employees. It does not address normative time as there is no systemwide normative time policy. While there is no systemwide policy it is clear that each campus offers flexibility around normative time and some have already made formal adjustments to their policies in light of COVID-19. Each campus graduate council can seek to make or approve changes to local normative time policies; if extensions to normative time are desired, I encourage campus academic senates to work in collaboration with campus graduate divisions.

Sincerely,
Michael T. Brown, Ph.D.
Provost and
Executive Vice President for Academic Affairs

cc: President Napolitano
Executive Vice Chancellors/Provosts
Executive Vice President and Chief Operating Officer Nava
Academic Council Chair Bhavnani
Academic Council Vice Chair Gauvain
Interim Vice President Gullatt
Vice Provost Carlson
Acting Vice President Lloyd
Vice Provosts/Vice Chancellors of Academic Affairs/Personnel
Academic Personnel Directors
Graduate Deans
Deputy General Counsel Woodall
Associate Vice Provost Peterson
Executive Director Baxter
Executive Director Chester
Executive Director Jennings
Chief of Staff and Executive Director Henderson
Chief of Staff Peterson
Director Grant
Director Lee
Associate Director Fishel