Academic Apprentice Personnel Manual

Powell Library taken from Royce Hall. Photograph by Victor Cisneros.
Glossary of Terms and Acronyms

**AAP:** Academic Apprentice Personnel: All academic student employees, including Academic Student Employees (ASEs) and Graduate Student Researchers (GSRs)

**AI:** Associate Instructor

**ASE:** Academic Student Employee: Includes graduate student teaching appointments, Readers/Special Readers, and Tutors/Remedial Tutors.

**GSR:** Graduate Student Researcher: Graduate student who performs research as a condition of receiving financial remuneration from funding generated by the University in an academic department or research unit, provided that the graduate student is performing this funded research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator

**Go.Grad:** Graduate Division's secure intranet site available only to faculty and staff (go.grad.ucla.edu)

**TA:** Teaching Assistant

**TF:** Teaching Fellow

**TOP:** Test of Oral Proficiency. A student is exempt from this testing requirement if they have earned a prior undergraduate degree from an institution at which English was the sole language of instruction. (https://teaching.ucla.edu/gradstudent-programs/top/)

**UAW:** International Union, United Automobile, Aerospace and Agricultural Implement Workers of America. Represents Academic Student Employees (Teaching Assistants, Associate Instructors, Teaching Fellows, Readers, Special Readers, and Tutors/Remedial Tutors) and Graduate Student Researchers. Exclusive representative for matters within the scope of representation for all employees within the Academic Student Employee Unit as certified by the Public Employment Relations Board (PERB) in petition number SF-R-813-H (Los Angeles), and the Graduate Student Researcher Unit as certified by PERB in petition number SF-RR-1022-H, including the following titles:

**Academic Student Employees**
- TAs (2310)
- AIs (1501, 1506)
- TFs (2300)
- Reader (2850)
- Remedial Tutor (2288)
- Special Reader (2852)
- Tutor (2510, 2860, 2861)

**Graduate Student Researchers**
- GSR (3276)
- GSR Fellow, No Remissions (3140)
- GSR Fellow, Tuition / Fee Remissions (3141)
- GSR Trainee, No Remissions (3150)
- GSR Trainee, Tuition / Fee Remissions (3151)
- GSR Fellow / Trainee Supplement (3160)

The University of California and the UAW: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/index.html
Academic Apprentice Personnel Overview

What are Academic Apprentice Personnel?

There are two types of Academic Apprentice Personnel: Academic Student Employees (ASEs) and Graduate Student Researchers (GSRs). Per University policy, Academic Apprentice Personnel are primarily considered to be students receiving professional training. Graduate student status takes precedence over University employment. Academic apprenticeships provide relevant training experience to qualified students for academic and academic-related careers in teaching and research.

All of the policies stated in this manual apply to Academic Apprentice Personnel, a specific category of graduate student employees. All policies contained in this manual are established by the Graduate Council of the Academic Senate. In addition, the sections pertaining to the percent of time employed, and appointment procedures, apply to all University employment of graduate students in academic departments, Organized Research Units (ORUs), University Extension, Summer Sessions, administrative offices, and all other University units.

ASEs and GSRs’ terms and conditions of employment are governed by the ASE and GSR Collective Bargaining Agreements, respectively. The ASE and GSR Collective Bargaining Agreements address and define their respective employee populations’ terms and conditions of employment, including applicable policies, rights, benefits, and the processes by which to file grievances and pursue arbitration. In the event that the ASE and/or GSR Collective Bargaining Agreement conflicts with the policies stated in this manual, the Collective Bargaining Agreement supersedes the policies stated in this manual.

This information in this document pertaining to the ASE and GSR Collective Bargaining Agreements is up-to-date and accurate as of 10/05/2023. In the event that policies change, the Academic Apprentice Personnel Manual will be updated.

General Policy

ASE and GSR Appointments

All candidates are to be selected on the basis of their scholarship and promise as teachers and creative scholars. To qualify for an Academic Apprentice Personnel appointment, nominees must be UCLA graduate students or eligible Departmental Scholars in good standing and must meet all of the following basic requirements:

A. **Registration and Enrollment:** Be admitted as a UCLA graduate student or be a qualified Departmental Scholar, and registered and enrolled in at least 12 graduate units (students on leave of absence or paying the filing fee do not qualify). Apprentices who take a leave of absence or withdraw must have their appointments terminated. Independent study courses at the 500 level for GSRs may be used toward the 12-unit minimum.

B. **Departmental Scholars:** Departmental scholars, undergraduate students earning a master’s degree simultaneously with an undergraduate degree, are eligible for apprentice teaching appointments in lower-division undergraduate courses exclusively, with departmental endorsement and Division of Graduate Education approval after the pool of qualified graduate students is exhausted. Must have completed 180 units for their bachelor’s degree in order to hold the GSR title. Not eligible for remission benefits until formally admitted to the graduate program.

C. **Academic Standing:** Must be in good academic standing (not on academic probation or have had their degree candidacy lapse) and have at least a 3.0 (3.5 for a Departmental Scholar) U.C. graduate GPA at the time of appointment. Students are not eligible to hold AAP positions while suspended due to misconduct.

D. **Oral English Proficiency:** UCLA Academic Senate Graduate Council policy stipulates that graduate students whose first language is not English must pass a campus administered Test of Oral Proficiency (TOP) in order to be eligible for a Teaching Assistantship at UCLA. A student is exempt from this testing requirement if they have earned a prior undergraduate degree from an institution at which English was the sole language of instruction. The Division of Graduate Education has been instructed by the Graduate Council to audit TA appointments for successful completion of this requirement. If this requirement has not been successfully completed, the student will be removed from the TAship and all fee remissions will be canceled.
i) 0-6.3: Non-passing – the student is NOT permitted to TA and must take the exam again.

ii) 6.4-7.0: Marginal Pass – the student is required to take an approved ESL course (ESL 310, 311, 312 or 313) prior to or during the first quarter of TA work. If the student successfully completes the ESL course with a passing grade, the student may continue to serve as TA without further testing. If the student does not pass the ESL course, the student must retake a second ESL course in a subsequent quarter and receive a passing grade in order to receive another TA appointment.

iii) 7.1-10: Pass – the student is permitted to TA with no restrictions.

iv) The Center for the Advancement of Teaching (CAT) coordinates the administration of the TOP Exam. For additional information, as well as online exam registration, go to https://teaching.ucla.edu/gradstudent-programs/top/ or e-mail top@teaching.ucla.edu.

v) We look to Chairs and Graduate Advisers to help us monitor compliance with the policies governing the Test of Oral Proficiency. Departmental Chairs should make students aware of the oral proficiency requirement in letters of acceptance and any offers of employment involving TA positions. This will give students the opportunity and time to ensure their spoken English meets the Test of Oral Proficiency requirements.

E. Maximum length of employment: Hold ASE titles for no more than four academic years (12 academic quarters) and, by exception only following advancement to candidacy, no more than 18 quarters, per APM 410-17b (https://www.ucop.edu/academic-personnel-programs/ files/apm/apm-410.pdf) and APM 420-17c (http://www.ucop.edu/academic-personnel-programs/ files/apm/apm-420.pdf). There are no exceptions for ASE employment beyond 18 quarters.

F. Faculty Supervision: Serve under the active tutelage and supervision of regular Academic Senate faculty members responsible for curriculum, instruction, and research.

G. 495 Course Enrollment: All TAs and Departmental Scholars must enroll in a departmental 495 pedagogy course before or during their first quarter appointed as a TA. For more information: https://teaching.ucla.edu/gradstudent-programs/ta-training-requirements/

Individual departments may also require certain abilities and knowledge necessary to specific disciplines and courses.

Funding provided to graduate students in the form of student financial support that is not contingent on employment or expectation of service to the University is not academic apprentice employment and does not count toward experience for determining compensation in ASE and GSR positions.

Prohibition of Graduate Student Employment in Academic Titles

Campus policy prohibits the employment of graduate students in academic (e.g., lecturer, assistant professor) titles.

This policy ensures that graduate students: (1) make timely progress toward the degree, (2) are not subjected to the conflicting roles of student and faculty member, and (3) are not instructor of record for their peers.

Medical Interns and Residents

Medical interns and residents are restricted to the health sciences, and the policies applicable to these titles are distinct from those governing other student assistant titles. They are therefore not included in this manual.

Information about these titles can be obtained from the Department of Medicine House Staff Coordinator (32-115 CHS, x57375).

Supplementation

Supplementation refers to the amount and type of funding that students can accept from more than one source. Supplementation of fellowships and traineeships funded by federal, state, or private agencies is restricted by the limits set forth by the particular agency. Awards recipients should consult the appropriate agency for complete information. The Division of Graduate Education Supplementation policy can be found on the web at www.grad.ucla.edu/funding/financial-aid/supplementation-policy-for-graduate-student-support. Other questions regarding the supplementation policy at UCLA can be referred to the Graduate Education Portal (https://grad.ucla.edu/graduateeducationportal)
The Graduate Council has established a Policy of Maximum Limit that determines the total amount of support a graduate student may receive. It includes any student financial support awards and ASE/GSR earnings. The total financial support for a single person living off campus is $75,199.25 for the 2023-2024 fiscal year (July through June), not including amounts utilized for tuition and fee coverage. Students may not receive a combination of tuition/fee awards that total more than the cost of tuition/fees. In such cases, one or more tuition/fee awards will be adjusted or cancelled.

For more information, see: https://grad.ucla.edu/funding/financial-aid/maximum-limit-of-merit-based-support/ For questions regarding the maximum limit of merit-based support, submit a request through the Graduate Education Portal (https://grad.ucla.edu/graduateeducationportal).

Terms of Employment

Academic Student Employee and Graduate Student Researcher Contracts

Academic Student Employees (TAs, AIs, TFs, Readers, Special Readers, Tutors and Remedial Tutors) and Graduate Student Researchers are represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW). The ASE and GSR Collective Bargaining Agreements address and define their respective employee populations’ terms and conditions of employment, including applicable policies, rights, benefits, and the processes by which to file grievances and pursue arbitration. In the event that the ASE and/or GSR Collective Bargaining Agreement conflicts with the policies stated in this manual, the Collective Bargaining Agreement supersedes the policies stated in this manual.

ASE Contract: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html
GSR Contract: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html

Duration of Appointment

Contracts for Academic Apprentice Personnel teaching and research appointments may be for one year or less and are self-terminating. Written notices of appointment establishing an ASE or GSR appointment should include the effective beginning and end dates of the appointment.

Percentage of Time - Maximum Working Hours

U.C. students may not be employed for more than 50 percent (20 hours per week) during an academic quarter or semester, in any single or combination of University titles, academic and/or staff, including University Extension, unless authorized by the Dean of the student's school or division. Authorization forms are at https://grad.ucla.edu/gss/appm/maxauth.pdf. Percentages are figured on the basis of 100 percent = 40 hours per week. Students can be employed up to 100 percent during quarter breaks and summer. Go to http://www.gdnet.ucla.edu/gss/appm/maxemploy.pdf to see the maximum number of hours of employment that can be reported during months that include inter-quarter or summer periods.

A. For teaching positions, the 20 hours should include the time in faculty lectures, preparation, classroom or laboratory teaching, reading and commenting on student papers or examinations, office consultation, and other duties required to carry out the teaching role.

B. For graduate student researchers, the 20 hours should include the time spent in the library, laboratory, and all other research tasks that contribute to the assigned project.

C. For readers, an assignment to read for one course should not exceed 25 percent time per quarter or the equivalent of 10 hours per week on average.

Foreign students on F-1 visas are also limited by federal regulations to 50 percent time aggregate employment. Students on J-1 visas may have similar limitations based on individual work limitations. Students should consult with the Dashew Center for International Students & Scholars regarding the details of their visa restrictions. Please note that the Dashew Center can only approve requests to work over 50 percent time for students who have Advanced to Candidacy (ATC) and have completed all course work.
Without-Salary Appointments

Students are not to be appointed to Academic Apprentice Personnel titles, nor are they to assume responsibilities equivalent to those defined by such titles, without salary. Short-term experiential student teaching or supportive research activities for educational purposes may be required in partial fulfillment of course or degree requirements, providing such requirements are approved by the Division of Graduate Education and stated in official publications. However, such work may be equivalent to that of students in apprentice titles only if the student receives the appropriate salary.

Benefits

For an overview of the benefits applicable to ASE and GSR positions, consult the individual Collective Bargaining Agreements.

**ASE Contract:** [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html)

**GSR Contract:** [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html)

Advance Loan Check

Graduate students are eligible to receive checks in advance of service as short-term interest-free loans, repaid by payroll deductions from ASE/GSR compensation. One-half of the loan is deducted from the student's second paycheck and one-half from the third paycheck. To apply for an advance loan check, students should contact their departmental Student Affairs Officer (SAO). Students who have direct deposit set up via payroll will have the funds direct deposited to their account. Students who do not have direct deposit set up need to pick up the check in person at 1121 Murphy Hall (Student Accounts).

Staff: An advance loan check will be requested by the Graduate Fellowships and Financial Services Office after receipt of a completed copy of an Authorization to Issue Advance Loan Check. The form is located on the following website: [https://grad.ucla.edu/funding/working-at-ucla/ta-advance-loan-authorization/](https://grad.ucla.edu/funding/working-at-ucla/ta-advance-loan-authorization/). In order for the request to be processed, a valid appointment must be present within UCPath. In the event that the appointment is terminated before the loan is fully repaid, students are responsible for the remaining amount.

Fee Deferments, Offsets, and Remissions

Fee Deferments

Apprentice teaching and research appointees are eligible to receive, upon request, a deferment of the registration fee (and nonresident tuition, if applicable) for the quarter they hold the appointment. In general, the deferred payment deadline is two months after the standard quarterly due date. Please note that fee deferments are effective either until the deferment due date or until a fee/financial support or financial-aid award applies to the fee charge, whichever comes first. There is a $50 late fee deferment payment if full nonresident tuition and fee amounts are not paid by the deferment deadline.

Fee deferments cannot be processed until departments have obtained written notification from the student officially requesting the deferment.

Fee Offsets (Remissions)

Under certain circumstances, students appointed to academic apprentice titles qualify to have their mandatory registration fees paid by the University. For more information, see the “Fee Remissions” article of the Collective Bargaining Agreements.
### Graduate Academic Student Employee (ASE) Eligibility and Remissions

<table>
<thead>
<tr>
<th>Benefit</th>
<th>GPA</th>
<th>Minimum Units</th>
<th>Maximum Number of Quarters as ASE w/o Exception</th>
<th>Percent of Time Required for Remissions Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance (100%)</td>
<td>3.0</td>
<td>12</td>
<td>12 quarters in any combination of ASE series titles</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>Fee Remission 1 (100% of Tuition)</td>
<td>3.0</td>
<td>12</td>
<td>12 quarters in any combination of ASE series titles</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>Fee Remission 2 (100% of Student Services Fee)</td>
<td>3.0</td>
<td>12</td>
<td>12 quarters in any combination of ASE series titles</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>Campus Fees (100% of Campus-Based fees applied to all Graduate Students)</td>
<td>3.0</td>
<td>12</td>
<td>12 quarters in any combination of ASE series titles</td>
<td>Greater than or equal to 25%</td>
</tr>
</tbody>
</table>

### Departmental Scholar TA Remissions

<table>
<thead>
<tr>
<th>Benefit</th>
<th>GPA</th>
<th>Minimum Units</th>
<th>Maximum Number of Quarters as ASE w/o Exception</th>
<th>Percent of Time Required for Remissions Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance (100%)</td>
<td>3.5</td>
<td>12</td>
<td>12 quarters in any combination of ASE series titles</td>
<td>25%</td>
</tr>
<tr>
<td>Fee Remission 1 (100% of Tuition)</td>
<td>3.5</td>
<td>12</td>
<td>12 quarters in any combination of ASE series titles</td>
<td>25%</td>
</tr>
<tr>
<td>Fee Remission 2 (100% of Student Services Fee)</td>
<td>3.5</td>
<td>12</td>
<td>12 quarters in any combination of ASE series titles</td>
<td>25%</td>
</tr>
<tr>
<td>Campus Fees (100% of Campus-Based fees applied to all Graduate Students)</td>
<td>3.5</td>
<td>12</td>
<td>12 quarters in any combination of ASE series titles</td>
<td>25%</td>
</tr>
</tbody>
</table>

### Graduate Student Researcher (GSR) Remissions

<table>
<thead>
<tr>
<th>Benefit</th>
<th>GPA</th>
<th>Minimum Units</th>
<th>Percent of Time Required for Remissions Benefit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance (100%)</td>
<td>3.0</td>
<td>12</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>Fee Remission 1 (100% of Tuition)</td>
<td>3.0</td>
<td>12</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>Fee Remission 2 (100% of Student Services Fee)</td>
<td>3.0</td>
<td>12</td>
<td>Greater than or equal to 25%</td>
</tr>
<tr>
<td>Nonresident Tuition Remission (U.S. Citizens and Permanent Residents only in their first year of graduate study at UCLA)</td>
<td>3.0</td>
<td>12</td>
<td>Greater than or equal to 45%</td>
</tr>
</tbody>
</table>
Nonresident-Tuition Remission Program for Graduate Student Researchers

Nonresident tuition remission will be provided as a non-taxable benefit to all eligible GSRs. To be eligible for remission of nonresident tuition, a student must satisfy all of these criteria:

A. Be appointed to the academic apprentice title Graduate Student Researcher (GSR) for a minimum of 45% time/effort for the full quarter, and if a variable time appointment, work a minimum number of hours equivalent to 45% time/effort.

B. Be registered and enrolled in a minimum of 12 units by the third week of instruction and for the remainder of the term.

C. Have a minimum 3.0 GPA as of the first week of instruction.

D. Be either a nonresident international student or, in the case of U.S. citizens and permanent residents, be within the first year of graduate study at UCLA.

E. Not have another source that provides for the payment of nonresident tuition.

F. Be within the departmentally established normative time-to-degree period.

Overview of ASE Appointments

Academic Student Employee positions include teaching appointments (TA, AI, TF), as well as Reader, Special Reader, Tutor and Remedial Tutor positions.

Academic Student Employees are represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).

ASE Contract: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html

Locating Appointments

Information on anticipated student employee openings by department: https://grad.ucla.edu/gss/ase/opportunities.pdf

Students seeking Teaching Assistant positions can be directed to the TA Marketplace: https://grad.ucla.edu/funding/working-at-ucla/ase-gsr-positions/

Summer teaching assistant opportunities are available through Summer Sessions: https://summer.ucla.edu/planning/#academic-student-employee-ase-opportunities

Additional academic year and summer tutor opportunities are available through the College: https://www.college.ucla.edu/ase

Appointing Academic Apprentice Personnel to Teaching Positions

Effective October 1, 2023, Academic Student Employees will be placed on one of two progression models when appointed to a teaching position:

1). All UCLA campus individuals who held a Teaching Assistant / Associate Instructor / Teaching Fellow appointment during AY 2022-2023 (excluding Summer 2023) or before will remain on UCLA’s old progression model. Per the terms of the Collective Bargaining Agreement, these Academic Apprentice Personnel will be permitted to progress from Teaching Assistant to Associate Instructor 4 after three quarters of teaching at the University and once the individual has obtained a Master’s degree, or has completed at least 36 units of graduate coursework. This same group of individuals will be permitted to progress from Associate Instructor 4 to Teaching Fellow after six quarters of teaching experience at the University and once the individual has advanced to candidacy.
2). Individuals matriculating in Fall 2023 and individuals who were previously at UCLA, but who hold their first appointment as a Teaching Assistant in Summer 2023 or after, will be placed pursuant to the new progression model of TA 1, TA 2, and TA 3, as denoted in Article 32B (Wages), Section C.1.a. of the 2022-2025 Collective Bargaining Agreement. This policy applies to all applicable current graduate students and all future matriculating students, unless they fulfill APM 410’s definition of a Teaching Fellow.

**NOTE:** The progression models are not established or negotiated by the Graduate Council. These models are mandated by the Collective Bargaining Agreement and provided here as a courtesy. Questions regarding the requirements of the Collective Bargaining Agreement should be directed to UCLA Labor Relations (unionmatters@ucla.edu).

The tables below summarize eligibility requirements based on AAP policy established by the Graduate Council and the Collective Bargaining Agreements

1). **Continuing Students with Teaching Assistant / Associate Instructor / Teaching Fellow Appointments in AY 2022-2023 or Before (Excluding Summer 2023)**

<table>
<thead>
<tr>
<th>Title</th>
<th>Duties and Requirements</th>
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</thead>
</table>
| **Teaching Assistant/ Associate Instructor/ Teaching Fellow** | • Selected for their scholarship and promise as teachers  
• Primary duty is to assist in all aspects of instruction (tutoring, grading, advising, sectional teaching, sectional laboratory teaching, fieldwork teaching, limited lecturing)  
• Duties are performed under the supervision of a faculty “Instructor of Record,” who is vested with the sole and final responsibility for course content, work assignments, performance evaluations, and grading in the assigned course  
• May supervise teaching assignments in small sections of undergraduate courses or laboratories  
• May **NOT** be given sole responsibility for the content of a course, selection of assignments, planning of exams, or grading  
• May **NOT** be used exclusively as readers |
| **Teaching Assistant (Job code 002310)** | • No experience necessary  
• 3.0 GPA  
• Enrolled in at least 12 units  
• Not to exceed 12 quarters without an exception  
• Where applicable, Test of Oral Proficiency (TOP) requirement  
• All TAs must enroll in a departmental 495 pedagogy course before or during their first quarter appointed as a TA. For more: [https://teaching.ucla.edu/gradstudent-programs/ta-training-requirements/](https://teaching.ucla.edu/gradstudent-programs/ta-training-requirements/) |
| **Associate Instructor (Job code 001506)** | • Master’s degree or has completed at least 36 units of graduate coursework (not including courses 375 or 495)  
• Has at least one academic year (three academic quarters or two semesters) of UCLA TA experience (or approved collegiate teaching experience at a comparable institution)  
• 3.0 GPA  
• Enrolled in at least 12 units  
• Not to exceed 12 quarters without an exception  
• Where applicable, TOP requirement |
| Teaching Fellow  
(Job code 002300) | • Advanced course assistants who perform the same duties as Teaching Associates  
• Formally advanced to doctoral candidacy  
• Demonstrated professional maturity and excellence as a scholar and teacher  
• Two academic years (six academic quarters or four semesters) of UCLA TA experience (or approved teaching experience at a comparable institution)  
• May provide the entire instruction of a lower division undergraduate course under the general supervision of the regular faculty member in charge of the course  
• 3.0 GPA  
• Enrolled in at least 12 units  
• Not to exceed 12 quarters without an exception  
• Where applicable, TOP requirement |
### Teaching Assistant (Job code 002310)

<table>
<thead>
<tr>
<th>Duties and Requirements</th>
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</thead>
<tbody>
<tr>
<td>Selected for their scholarship and promise as teachers</td>
</tr>
<tr>
<td>Primary duty is to assist in all aspects of instruction (tutoring, grading, advising, sectional teaching, sectional laboratory teaching, fieldwork teaching, limited lecturing)</td>
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<td>Duties are performed under the supervision of a faculty &quot;Instructor of Record,&quot; who is vested with the sole and final responsibility for course content, work assignments, performance evaluations, and grading in the assigned course</td>
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<tr>
<td>May supervise teaching assignments in small sections of undergraduate courses or laboratories</td>
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<td>May NOT be given sole responsibility for the content of a course, selection of assignments, planning of exams, or grading</td>
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<td>May NOT be used exclusively as readers</td>
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<tr>
<td>3.0 GPA</td>
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<tr>
<td>Enrolled in at least 12 units</td>
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<tr>
<td>Not to exceed 12 quarters</td>
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<tr>
<td>Where applicable, Test of Oral Proficiency (TOP) requirement</td>
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<td>All TAs must enroll in a departmental 495 pedagogy course before or during their first quarter appointed as a TA. For more: <a href="https://teaching.ucla.edu/gradstudent-programs/ta-training-requirements/">https://teaching.ucla.edu/gradstudent-programs/ta-training-requirements/</a></td>
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</thead>
<tbody>
<tr>
<td>TA 1</td>
<td>No previous UCLA teaching experience at their campus required</td>
</tr>
<tr>
<td>TA 2</td>
<td>3 quarters / 2 semesters of UCLA teaching experience at 25% FTE or more per term</td>
</tr>
<tr>
<td>TA 3</td>
<td>6 quarters / 4 semesters of UCLA teaching experience at 25% FTE or more per term</td>
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</table>

### Teaching Fellow (Job code 002300)

A Teaching Fellow is a registered graduate student in full-time residence who has advanced to candidacy for the doctorate, or otherwise has achieved appropriate professional maturity, and who has been chosen because of competence to conduct the entire instruction of a group of students in a lower division undergraduate course under the general supervision of a regular faculty member.

**Required Eligibility Criteria:**

- Advancement to candidacy for the doctorate, and
- At least two years of teaching experience (including that of a teaching assistantship) at UCLA.  
- If the appointment is to a teaching fellowship in a professional school, the following conditions may be substituted for those stated in (1) and (2) above:
  - (a) A Master’s degree in the field offered by the professional school, and
  - (b) At least two years of teaching or appropriate professional experience, and
  - (c) Maintenance of a grade-point average as established by the Chancellor
Appointing Departmental Scholars

Departmental Scholars

Departmental scholars, distinguished undergraduate students recognized by departments, are eligible for apprentice teaching appointments in lower-division undergraduate courses, with departmental endorsement and Division of Graduate Education approval after the qualified pool of graduate students is exhausted. They may also qualify for GSR appointments (without remission benefits).

Departmental Scholar Eligibility for Teaching Apprentice Appointments

A. Cannot exceed 25% appointment in any term
B. Must have a 3.5 GPA
C. Must have completed 12 quarters at UCLA if entered as a freshman or 6 quarters if entered as a transfer
D. Must have completed 8 upper-division courses toward the undergraduate major
E. Must be enrolled in at least 12 units
F. Must enroll in the same 495 TA training and pedagogy course that is required of graduate students in their respective departments.

Departments are responsible for ensuring that the appointee receives appropriate training in ethics and standards in teaching, including fairness in the evaluation and student privacy. Note that these appointments will count toward the UC 12-quarter ASE limit.

Departmental Scholars who have completed 180 units for their bachelor’s degrees may hold the GSR title before awarding the degree and regular graduate admission but are not eligible for remission benefits until they have been formally admitted into a graduate program.
Appointing Academic Apprentice Personnel to Reader / Tutor Positions

<table>
<thead>
<tr>
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</thead>
</table>
| Readers/Special Readers            | • The primary duty is assistance in the grading of student’s papers and exams and may include limited advising and demonstration work related directly to grading only  
• These duties are performed under the supervision of faculty “Instructors of Record,” who are vested with the sole and final responsibility for grading policies and procedures in the assigned course, work assignments, performance evaluations, and grading in the assigned course and its related tutoring  
• Service as a Reader or Special Reader does NOT count as qualifying experience for experience-based progression for TA/AI/TF or GSR appointments  
• Appointed on an hourly basis  
• Readers may NOT be used as Teaching Assistants or Graduate Student Researchers under any circumstances  
• 3.0 GPA  
• Enrolled in at least 12 units  
• Not to exceed 12 quarters without an exception |
| Readers (Job code 002850)          | • Readers must have earned at least a B in the course for which they are reading  
• Undergraduates may serve as readers for upper-division undergraduate courses in which they have earned at least a “B” grade  
• Undergraduates may NOT read for graduate-level courses  
• Graduate students may NOT read for graduate-level courses (see Special Reader category) |
| Special Readers (Job code 002852)  | • An advanced graduate student who assists the faculty member who is teaching the course with the reading and grading of students’ papers and exams in upper-division undergraduate and graduate-level courses  
• Must have earned at least a B+ in the course for which they are reading.  
• The course(s) in which special readers are to be used must be approved for this purpose by the Dean of Graduate Education. Such courses should be upper-division undergraduate level or graduate level, be required of all or a large number of majors, and have large enrollments and complex homework assignments  
• Special Readers may NOT be used as TAs under any circumstances |
| Tutors (Job code 002860) And Remedial Tutors (I = Job code 002288) (II = Job code 002289) | • The primary duty of appointees in this title is individual or small group review instruction related to, but not required in, specific courses  
• The duty is performed under the supervision of faculty “instructors of record” or designated staff members who are vested with the sole and final responsibility for course content, work assignments, performance evaluations, and grading in the assigned course and its related tutoring  
• 3.0 GPA  
• Enrolled in at least 12 units  
• Not to exceed 12 quarters without an exception  
• Tutors may NOT be used as TAs under any circumstances |

Important ASE Policies

TAs for Graduate Level Courses

In order to TA for graduate-level courses, students must meet the following criteria:

A. Completed 3 quarters of graduate coursework at UCLA

B. Earned an A- or better in the course (or an equivalent course at another institution)

The department must also provide assurances that an appropriate level of training in ethical conduct has been incorporated into the department’s TA training, e.g., through course 495.
Summer Sessions

Policies in this manual apply to apprentice teaching appointments in Summer Sessions, with two exceptions. (1) Since there is no summer quarter, registration is not required in the summer, provided the student was either registered the preceding Spring and is a continuing student, or the student has submitted a Statement of Intent to Register for the following fall. (2) Summer Sessions appointments do not count against the ASE 12-quarter limit or, by exception only, following advancement to candidacy, the ASE 18-quarter limit.

The Summer Sessions office submits recommendations for TA appointments to the Graduate Fellowships and Financial Services Office for review and approval. For detailed information regarding procedures, consult the Summer Sessions Office.

Priorities for selection of Summer Sessions apprentice teaching appointees:

A. UCLA graduate students;
B. Graduate students at other U.C. campuses;
C. Graduate students enrolled in degree programs at other comparable institutions.

When recommending a non-UC graduate student for a summer apprentice teaching title, department chairs must indicate in writing the need for the TA, outline why it is not possible to appoint a UC student in the position, and include a copy of the nominee’s vita.

Special Reader Salary Point Increases

Students appointed at Step II as a Special Reader must have completed at least 36 units of graduate coursework (not including courses 375 and 495). The course(s) in which Special Readers are to be used must be approved for this purpose by the Dean of Graduate Education. Such courses should be upper-division undergraduate level or graduate level, be required of all or a large number of majors, and have large enrollments and complex homework assignments.

TA Training Programs and Handbook

The Center for the Advancement of Teaching (CAT) coordinates formalized TA training programs and provides funds to support departmental T.A. training. CAT also issues The TA Handbook, available online at the https://teaching.ucla.edu/gradstudent-programs/ta-handbook/.
Overview of GSR Appointments

Graduate Student Researchers perform research as a condition of receiving financial remuneration from funding generated by the University in an academic department or research unit, provided that the graduate student is performing this funded research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator.

Graduate Student Researchers are represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW).

GSR Contract: https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/contract.html

NOTE: The progression models below are not established or negotiated by the Graduate Council. These models are mandated by the Collective Bargaining Agreement and provided here as a courtesy. Questions regarding the requirements of the Collective Bargaining Agreement should be directed to UCLA Labor Relations (unionmatters@ucla.edu).

<table>
<thead>
<tr>
<th>Title</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| Graduate Student Researcher (Job code 3276) | • Selected for high achievement and promise as creative scholars. Perform research under the specific direction of a faculty member or authorized Principal Investigator.  
• May or may not collaborate in the publication of research results as determined by supervising faculty members  
• GSRs may NOT be assigned teaching, administrative, or general assistance duties under any circumstances  
• 3.0 GPA  
• Enrolled in at least 12 units |

<table>
<thead>
<tr>
<th>Salary Point</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>No experience as a GSR</td>
</tr>
<tr>
<td>2</td>
<td>2 semesters/3 quarters (or equivalent length of service) as a GSR at 25% FTE or higher at UCLA</td>
</tr>
<tr>
<td>3</td>
<td>4 semesters/6 quarters (or equivalent length of service) as a GSR at 25% FTE or higher at UCLA</td>
</tr>
<tr>
<td>4-6</td>
<td>It is within the sole discretion of the University to place a GSR at higher salary points than the minimums above; no GSR is required contractually to be advanced to salary points 4-6</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Requirements</th>
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</thead>
<tbody>
<tr>
<td>GSR Fellows (Job code, no remissions 3140)</td>
<td>GSR Fellows are graduate students who (i) obtain individual fellowship(s) where receipt of the fellowship funding requires the performance of a service for the University; and (ii) perform research in an academic department or research unit, provided that the graduate student is performing this fellowship research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator</td>
</tr>
<tr>
<td>(Job code, tuition/fee remissions 3141)</td>
<td>For more information, please refer to the Collective Bargaining Agreement: <a href="https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/docs/br_00_ta_agreement.pdf">https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/docs/br_00_ta_agreement.pdf</a></td>
</tr>
<tr>
<td>Title</td>
<td>Requirements</td>
</tr>
<tr>
<td>-------</td>
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</tr>
<tr>
<td>GSR Trainees (Job code, no remissions 3150) (Job code, tuition/fee remissions 3151)</td>
<td>GSR Trainees are graduate students who perform research as a condition of receiving financial remuneration from funding generated by the University in an academic department or research unit, provided that the graduate student is performing this funded research under the control of the University and under the specific direction of a faculty member or authorized Principal Investigator, and where the funding source from which they receive remuneration deems that the money provided cannot be characterized as wages. GSR Trainees are employees, but the money provided is not subject to a W-2. For more, please refer to the Collective Bargaining Agreement: <a href="https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/docs/br_00_ta_agreement.pdf">https://ucnet.universityofcalifornia.edu/labor/bargaining-units/br/docs/br_00_ta_agreement.pdf</a></td>
</tr>
</tbody>
</table>
Information for Departments

Chairs of academic units are responsible for maintaining all standards established for the appointment of graduate students, subject to audit by the Dean of Graduate Education or the Dean’s delegate, and for assuring that student appointments are carried out according to the policies and procedures outlined in this manual.

Appointments

Before offering an AAP appointment, make sure the student meets the following criteria:

- GPA greater than or equal to 3.0 (3.5 for Departmental Scholars)
- Enrolled in at least 12 units
- 12/18-quarter rule: No more than 12 quarters as an ASE without an approved exception. Approval for appointments beyond this limit must be obtained before the start of the proposed appointment term. Requests for exceptions to the 12-quarter rule will only be considered if the student has advanced to candidacy; under no circumstances will appointments beyond 18 quarters be approved. The ASE Quarter Count tool is available on GoGrad to assist in auditing for the 12/18-quarter rule.
- Test of Oral Proficiency requirement. A student is exempt from this testing requirement if they have earned a prior undergraduate degree from an institution at which English was the sole language of instruction. (https://teaching.ucla.edu/gradstudent_programs/top)
- Up to 50% appointment (25% for Departmental Scholars), or an approved exception for up to 75%
- International students have completed tax documentation through GLACIER (www.online-tax.net)
- Satisfaction of any additional appointment-specific criteria

See page 19 for approval authority for appointments. The chair’s signature (or other unit head) is required on all transactions and memos regarding appointments and requests for exceptions to policy. Hiring departments are responsible for ensuring that apprentice employees are appointed at the correct salary point and paid at the current rate.

Academic units employing apprentice personnel are responsible for establishing, publicizing, and using explicit standards and procedures for the selection, training, supervision, and evaluation of apprentice employees by the regular faculty members in charge of the courses or research to which they are assigned. Evaluations must be documented and on file in the academic unit; all apprentice appointees must be informed of the results.

It is the responsibility of the employing unit to ensure that Academic Apprentice Personnel are aware that the University is dedicated to creating an environment which fosters the values of diversity and pluralistic ideal, and is free from discrimination based on race, ethnicity, gender, religion, sexual orientation, disability, age and other personal characteristics. Academic apprentice personnel should neither engage in, nor tolerate, prejudicial attitudes and conduct, or sexual harassment, and are expected to be fully informed of the University’s policies and procedures regarding these issues.

Teaching Assistants/Associate Instructors/Teaching Fellows who serve for a period less than the entire term of instruction (e.g., for Fall Quarter, October 1 - December 31) are paid according to the prorated teaching days service. UCPath (payroll system) will automatically calculate the salary based on working days in a month.

Redelegation of Authority

The authority of the department chair may be redelegated only to another regular faculty member. Redelegation shall not be made to staff personnel, except for transactions involving student benefits (e.g., fee deferments and advance loan requests). Notice of redelegation must be received in the Graduate Fellowships and Financial Services Office (1228 Murphy Hall) at least two weeks before its effective date.

Redelegations must be signed by the department chair and stipulate the name and title of the faculty member, the specific areas of authority being redelegated, and the beginning and ending dates of the redelegation. Redelegations must contain the signature of the person to whom authority is being redelegated.
Part-Time Enrollment

The “Policy and Procedures Concerning Part-Time Study in the University of California” allows qualified graduate students, who are unable to attend full-time, to petition to enroll part-time for reasons of occupation, family responsibility, or health. Graduate students approved for part-time status by DGE may be eligible for appointment, at the discretion of the Dean of Graduate Education, to salary titles requiring regular registration in graduate status. However, the total of any and all appointments during a term will be limited to no more than one-half (25%) the maximum appointment available to full-time students. Part-time graduate students will not be eligible for appointment to full-time ASE or GSR titles. See *Standards & Procedures for Graduate Study* at UCLA for further details (see p.39-42).

Exceptions to Policy

Appointments contrary to the policies set forth in this manual must be approved by the Dean of Graduate Education or the Dean’s delegate *prior to the beginning of service*. The student’s academic department should submit an online exception request through the Division of Graduate Education intranet.

**Note:** Some policies in this manual are not eligible for an exception (e.g. 18-quarter limit on ASE Employment).

Who Has Authority to Approve Appointments?

<table>
<thead>
<tr>
<th>Dept. Chair of Other Unit Head</th>
<th>Division of Graduate Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment, reappointment, and advancement (not requiring exception)</td>
<td>Extensions for appointment, reappointment, and advancement that require an exception</td>
</tr>
<tr>
<td>Advancement of Reader to Special Reader. (Must be authorized for funding by the Dean of the student's School or Division.)</td>
<td>Exceptions to Policy:</td>
</tr>
<tr>
<td>Deferment of registration and/or nonresident tuition fees</td>
<td>• Apprentice teaching titles, including Summer Sessions and Extension* (Must be reviewed by the Dean of the student's School or College.)</td>
</tr>
<tr>
<td>Appointment for more than 50% time. (Must be authorized by the Dean of the student's school or College.)</td>
<td>• Course assignment*</td>
</tr>
<tr>
<td>Authorization Forms are at <a href="http://www.gdnet.ucla.edu/gss/appm/maxauth_h.pdf">http://www.gdnet.ucla.edu/gss/appm/maxauth_h.pdf</a></td>
<td>• Apprentice research titles</td>
</tr>
<tr>
<td>Reappointment to ASE title in quarters 13-15 (if eligibility criteria are met)</td>
<td>• Reappointment to ASE title beyond 15 quarters; note that this can be approved only if the student has advanced to doctoral candidacy</td>
</tr>
<tr>
<td></td>
<td>* Subject to Academic Senate committee approval</td>
</tr>
</tbody>
</table>

Exceptions to the policies described in this manual are guided by three principles.

**A.** Graduate students are primarily individuals studying for degrees rather than employees;

**B.** The limited availability of funds for graduate student support should be distributed among as many qualified students as possible; and

**C.** Exceptions to policy, when granted, are granted for superior students based on reviews of their academic performance and progress.

Requests for retroactive exceptions will not be approved. The employing unit is responsible for informing students when their appointments will require exceptions to policy, and for making them aware of the procedures involved.

Please note that foreign students on F-1 visas are limited by federal regulation to 50 percent time employment. J-1 visa students may have similar limitations based on individual work authorization.

An online exception request should be submitted at least two weeks prior to offering the appointment or the effective date of employment, whichever comes first. The student must not begin working until the exception is approved.
Exception to the 12-quarter limit:

The Graduate Council of the UCLA Academic Senate has reaffirmed the 12-quarter limit on academic student employee (ASE) appointment. The Graduate Council has emphasized that academic apprentice titles are designed to support and enhance graduate students’ degree progress, and that each request for an exception is to be considered on the individual merits of the student. The UCLA Graduate Council requires that requests for exceptions to the 12-quarter limit on ASE appointments include:

A. Information that the student is making normal degree progress regarding GPA, doctoral written qualifying exam and advancement to candidacy (where appropriate), and completion of degree. A request for exception to the 12-quarter limit should be made only if the student has advanced to doctoral candidacy.

B. A statement from the student and the department regarding how further appointment to an apprentice teaching title will benefit the training and further the education of the student.

C. The student’s projected curricular program from the time of the request for exception through completion of the degree.

D. Explicit assurance that further appointment to an apprentice teaching title will not lengthen the student’s time to degree.

Exceptions for ASE Employment in Quarters 13-15:

A student’s home academic department / IDP Chair or Vice Chair may, at its discretion, formally approve exceptions for Academic Student Employees (TAs, Readers, Tutors) for quarters 13 through 15, if the student meets all of the following criteria:

A. Has formally advanced to doctoral candidacy, and

B. Is in good academic standing, and

C. Is within the published normative time-to-degree for their PhD program.

A record of the process should be documented and kept by the department. In case of an audit, departments will be required to provide this documentation to the Division of Graduate Education.

In quarters 16-18, a formal exception request must be submitted to the Division of Graduate Education.

Remissions Benefits

The appointee’s salary source (grant or contract, or 199XX funds) must be used to cover the cost of remissions benefits. In the event a department hires a graduate student who does not meet the minimum criteria to be appointed under any of the academic apprentice personnel titles covered in this manual, and an exception is approved, the hiring department will be responsible for covering the cost of remission benefits from non-19900 fund sources; no appropriation will be made at fiscal year-end.

Fee Remissions for undergraduate course TAs from self-supporting degree programs (SSDPs) are funded centrally. School/Division should collect all requests from departments and submit to APB by June 30th.

The cost will be charged as a direct cost to salary sources. In the event of multiple appointments collectively equal to 25% time or greater (45% time or greater for GSR NRST only), charges will be prorated among the eligible salary sources.

Consistent with OMB Circular A-21 (http://www.whitehouse.gov/omb/circulars_a021_2004/), all eligible GSRs will receive nonresident tuition remission regardless of the funding source for their appointment. Principal Investigators and departments will be required to fund nonresident tuition remission for those eligible GSRs paid from general funds through the use of internal non-state resources.
Nonresident-Tuition Remission Program for Graduate Student Researchers

Description of the Program: Nonresident tuition remission will be provided as a non-taxable benefit to all eligible GSRs. To be eligible for remission of nonresident tuition, a student must satisfy all of these criteria:

A. Be appointed to the academic apprentice title Graduate Student Researcher (GSR) for a minimum of 45% time/effort for the full quarter, and if a variable time appointment, work a minimum number of hours equivalent to 45% time/effort.

B. Be registered and enrolled in a minimum of 12 units by the third week of instruction and for the remainder of the term.

C. Have a minimum 3.0 GPA as of the first week of instruction.

D. Be either a nonresident international student or, in the case of U.S. citizens and permanent residents, only within the first year of graduate study at UCLA.

E. Not have a funding source that provides for the payment of nonresident tuition.

F. Be within the departmentally established normative time-to-degree period.

Departmental staff who process online payroll appointments and other hiring documentation must submit an online fee remission transaction request. Log on to https://jasmine.gdnet.ucla.edu and click on Online Awarding.

A department that wishes to submit a Division of Graduate Education fee remission request more than one quarter retroactively within an academic year (or after the fiscal year-end) is required to submit an exception to the Dean of Graduate Education requesting authorization for late processing. The request after the fiscal year cannot be applied to 19900 funds. The request must outline why the hiring department was unable to meet the deadline. To submit an online exception, please use our Graduate Education Portal by clicking on Request A Service.

Audits of Academic Apprentice Appointments

Departments paying student benefits on departmentally controlled grants and/or contracts are responsible for reconciling their own ledgers on a monthly, quarterly and annual basis.

A. If the remission roster is submitted late, departments can issue the student a Fee Deferral.

B. If departments process a late online payroll appointment, they, not the student, will be responsible for the $50 late fee.

C. The Division of Graduate Education audits all remission awards on an ongoing basis to determine the students’ eligibility for the award. Ineligible students will be billed for the cost of the fee remission.

Departments are notified when their students do not meet the eligibility criteria. Students and their departments are required to explain why they continued to be employed in academic apprentice positions when they were not eligible. Departments may be required to either terminate the student’s appointment or change the funding source when the student is determined to be ineligible for the position.

In cases where it is found that students were ineligible for the fee remissions that were provided to them, the students will be required to return the funds.

Graduate Financial Services Listserv

Obtain the latest updates to Division of Graduate Education policy and procedural changes, plus announcements on BAR, award processing, and new services. To subscribe, visit: https://grad.ucla.edu/funding/financialaid/graduate-financial-services-list-subscription/

<table>
<thead>
<tr>
<th>Title</th>
<th>Job Codes</th>
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<tbody>
<tr>
<td>Teaching Assistant</td>
<td>002310</td>
</tr>
<tr>
<td>Associate Instructor</td>
<td>001506, 001501</td>
</tr>
<tr>
<td>Teaching Fellows</td>
<td>002300</td>
</tr>
</tbody>
</table>
Advance Loan Checks

An advance loan check will be requested by the Graduate Fellowships and Financial Services Office after receipt of a completed copy of an Authorization to Issue Advance Loan Check. Processing is conditioned on meeting all applicable requirements including an active UCPath appointment at the time of submission. To access the authorization form, go to https://grad.ucla.edu/gss/appm/taloanauth.pdf

Additional Resources

There are a number of additional resources available from UCPath and the Central Resources Unit (CRU). These resources provide instructions and resources for entering ASE and GSR positions into UCPath.

A. UCPath GSR Fellows and Trainees Job Aid: GSR Fellow or Trainee Job Set Up – Payroll Components

B. Central Resources Unit Trainings and Resources: The UCLA Central Resources Unit provides a number of trainings and resources on general policy, payroll administration, and UCPath management. A list of available trainings and resources is available here: https://cru.ucla.edu/training-resources

C. CRU Newsletter: The UCLA Central Resources Unit also distributes a monthly newsletter with important updates, policy information, and links to relevant Job Aids for UCPath. Subscribe to the CRU Newsletter here.