

Academic Apprentice Personnel Manual



Royce Hall stained glass window. Photograph © 2003 by Alan Nyiri, courtesy of the Atkinson Photographic Archive.

Contents

Glossary of Terms and Acronyms	3
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Types of Academic Apprentice Personnel

What are Academic Apprentice Personnel?.....	4
Minimum Requirements for Academic Apprentice Personnel	4

General Policy

How to Find Appointments	7
Basic Qualifications for ASEs and GSRs	7
No Employment of Graduate Students in Academic Titles	8
TAs for Graduate Level Courses.....	8
Medical Interns and Residents	8
Summer Sessions.....	8
Tax Information	8
Supplementation.....	9
TA Training Programs and Handbook	9

Terms of Employment

Academic Student Employees Contract	9
Duration of Appointment	9
Percentage of Time – Maximum Working Hours...9	
Compensation.....	10
GSR Terms of Employment	10

Benefits

California Residency	11
Childbirth Accommodation Funding	11
FICA Exception	11
Holidays	11
Jury Duty	11

Parking.....	12
Retirement	12
TA Advance Loan Check	12
Vacation and Sick Leave	12

Fee Deferments, Offsets, and Remissions

Fee Deferments	13
Fee Offsets (Remissions).....	13

Information for Departments

Appointments.....	14
Departmental Scholars.....	14
Exceptions to Policy.....	15
Who Has Authority to Approve Appointments? 15	
Remission Benefits.....	16
Audits of Academic Apprentice Appointments	17
Graduate Student Support Listserv.....	17
Title Codes.....	17
TA Advance Loan Checks.....	17

Glossary of Terms and Acronyms

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

ASE: Academic Student Employee: Teaching Assistants/Associates/Fellows, Readers/Special Readers and Tutors/Remedial Tutors.

BAR: Billing and Accounts Receivable
<https://www.finance.ucla.edu/business-finance-services/student-accounts>

GSR: Graduate Student Researcher: assist faculty members with scholarly research.

EDB: Employee Database, online data entry for employment

DCP: Defined Contribution Plan

FICA: Federal Insurance Contribution Act: United States employment tax imposed in an equal amount on employees and employers to fund federal programs for retirees, the disabled, and children of deceased workers. It funds Social Security and Medicare

GLACIER: A secure web based Nonresident Alien Tax Compliance System (www.online-tax.net)

Jasmine: Graduate Division's secure intranet site available only to faculty and staff (<https://jasmine.gdnet.ucla.edu/>)

TA: Teaching Assistant/Associate/Fellow

TOP: Test of Oral Proficiency. Must be taken by international students, including permanent residents, whose first language is not English and who do not hold a bachelor's degree from an institution in the U.S. and who plan to be employed as a TA
(www2.oid.ucla.edu/units/top)

UAW: Academic Student Employees (teaching assistants, readers, tutors, special readers, remedial tutors) are represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America.

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) including the following titles:

TAs (1501, 1506, 2310, 2300)
Reader (2850)
Remedial Tutor (2288)
Special Reader (2852)
Tutor (2510, 2860, 2861)

University of California and the UAW:
http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/complete_contract.html

UC: University of California

Types of Academic Apprentice Personnel

What are Academic Apprentice Personnel?

“Academic apprentice personnel” are academic student employees (Readers, Tutors, Special Readers, Remedial Tutors and Teaching Assistants) and Graduate Student Researchers (GSRs). *As a matter of University policy, academic apprentice personnel are considered primarily as students being professionally trained, and graduate student status takes precedence over University employment.* These apprenticeships are intended to provide qualified students with relevant training experience for academic and academic-related careers in teaching and research and to augment limited resources from within the University for graduate student support.

All of the policies stated in this manual apply to academic apprentice personnel, a specific category of graduate student employee. In addition, the sections pertaining to percent of time employed, and appointment procedures, apply to all University employment of graduate students, in academic departments, ORUs, University Extension, Summer Sessions, administrative offices, and all other University units.

There are two types of Academic Apprentice Personnel: Academic Student Employees (ASEs) and Graduate Student Researchers (GSRs).

Minimum Requirements for Appointment of Academic Apprentice Personnel

Title	Duties and Requirements (see page 6 for more detailed information and page 8 for TA for grad level courses)
Teaching Assistant/ Associate/Fellow	<ul style="list-style-type: none"> • 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, field work teaching, limited lecturing) • Duties are performed under the supervision of faculty “Instructor of Record” who are 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 (pay title code 2310)	<ul style="list-style-type: none"> • No experience necessary • 3.0 GPA • Enrolled in at least 12 units • 375 course enrollment • Not to exceed 12 quarters • Test of Oral Proficiency (TOP) requirement

<p>Teaching Associate (1506)</p>	<ul style="list-style-type: none"> • 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 • 375 course enrollment • Not to exceed 12 quarters • TOP requirement <p>¹Advancements to teaching associate are made upon recommendation by the chair of the department, based on performance evaluations by supervising faculty (which must be documented if advancement is withheld from an otherwise qualified student)</p>
<p>Teaching Fellow (2300)</p>	<ul style="list-style-type: none"> • 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 course under the general supervision of the regular faculty member in charge of the course • 3.0 GPA • Enrolled in at least 12 units • 375 course enrollment • Not to exceed 12 quarters • TOP requirement <p>¹Advancements to teaching fellow are made upon recommendation by the chair of the department, based on performance evaluations by supervising faculty (which must be documented if advancement is withheld from an otherwise qualified student)</p>

<p>Title</p>	<p>Duties and Requirements (see page 6 for more detailed information)</p>
<p>Readers (2850)</p>	<ul style="list-style-type: none"> • The primary duty is assistance in grading of student’s papers and exams, and may include limited advising and demonstration work related directly to grading • 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 • Appointed on an hourly basis • Readers must have earned at least a B in the course for which they are reading • Are NOT to be used as teaching assistants or graduate student researchers • Service as a reader does not count as qualifying experience for TA or GSR appointments • Graduate students may not read for graduate level courses (see Special Reader category) • Undergraduates may serve as readers for upper division courses in which they have earned at least a “B” grade • Undergraduates may NOT read for graduate courses • 3.0 GPA • Enrolled in at least 12 units • Not to exceed 12 quarters

<p>Special Readers (2852)</p>	<ul style="list-style-type: none"> • 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 and graduate courses • May provide limited advising and demonstration work related directly to grading • Duties are 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 • Must have earned at least a B+ in the course for which they are reading • Are NOT to be used as TAs or GSRs • Service as a special reader does not count as qualifying experience for TA or GSR appointments • 3.0 GPA • Enrolled in at least 12 units • Not to exceed 12 quarters <p>The course(s) in which special readers are to be used must be approved for this purpose by the Dean of the Graduate Division. Such courses should be upper division or graduate level, be required of all or a large number of majors, and have large enrollments and complex homework assignments.</p>
<p>Tutors (2860) And Remedial Tutors (I = 2288) (II = 2289)</p>	<ul style="list-style-type: none"> • 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 • Tutors are NOT to be used as TAs • 3.0 GPA • Enrolled in at least 12 units • Not to exceed 12 quarters

Title	Requirements (see page 6 for more detailed information)	
<p>Graduate Student Researcher (3276)</p>	<ul style="list-style-type: none"> • Selected for high achievement and promise as creative scholars • Assist faculty members with scholarly research • May or may not collaborate in the publication of research results as determined by supervising faculty members <p>GSRs may NOT be assigned teaching, administrative or general assistance duties</p>	
	<p>Step III</p>	<ul style="list-style-type: none"> • One academic year of experience as an RA/GSR or its equivalent² • Completion of at least two academic years of full-time graduate study at UCLA or comparable institution • 3.0 GPA • Enrolled in at least 12 units
	<p>Step V</p>	<ul style="list-style-type: none"> • Two academic year of experience as an RA/GSR or its equivalent² • Advancement to doctoral candidacy • 3.0 GPA • Enrolled in at least 12 units

¹Student assistants who have previously served in academic apprentice positions may be reappointed or advanced to the titles for which they are qualified no later than two weeks prior to the effective date of their appointment. No advancements can occur for a given quarter after the beginning of that quarter. Reappointments and advancements are not automatic.

²For periods of comparable research experience not gained in RA/GSR positions in higher education institutions but which have included demonstrated scholarly research, the nominee's curriculum vita and a written justification from the chair of the department is required.

General Policy

How to Find Appointments

Academic Student Employees (ASEs)

Information on anticipated student employee openings by department:

<https://grad.ucla.edu/gss/ase/opportunities.pdf>

Summer teaching assistant opportunities are available through Summer Sessions: www.summer.ucla.edu/planning/ase.htm

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

Graduate Student Researchers (GSRs)

Begin inquiries about appointments well before the beginning of the quarter. Ask faculty or staff about research projects that may need GSRs. Talk to other graduate students in your department.

Basic Qualifications for ASEs and GSRs

All candidates for are to be selected on the basis of their scholarship and promise as teachers and creative scholars. To qualify for an appointment as academic apprentice personnel, 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. Course 375 for TAs, and independent study courses at the 500 level for GSRs, may be used toward the 12-unit minimum.

- B. **Departmental Scholars:** Must have completed 180 units for their bachelor's degree in order to hold the GSR title prior to award of the degree and regular graduate admission. Not eligible for remission benefits until formally admitted to the graduate program.
- C. **Course 375:** All students holding appointments as teaching assistants, teaching associates or teaching fellows should enroll in Course 375 during each quarter/semester of their appointment. The number of units in 375 is commensurate with the percentage: e.g., 4 units for 50%, 2 units for 25%.

The instructor who assigns the grade (S/U) is the Instructor of Record for the course in which the student is teaching. This cannot be delegated. For guidance visit:

<https://grad.ucla.edu/gss/appm/guidance375-495courses.pdf>

- D. **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) UC graduate GPA at the time of appointment.
- E. **Oral English Proficiency:** UCLA Academic Senate Graduate Council policy stipulates that international graduate students (or Departmental Scholars), including permanent residents, whose first language is not English and who do not hold a bachelor's degree from an institution in the U.S., must pass a campus administered Test of Oral Proficiency (TOP) in order to be eligible for a teaching assistantship at UCLA. Individuals receiving a score of 6.4-7.0 on the TOP may be conditionally appointed to teaching titles if they are concurrently enrolled in, or have already passed either ESL 310, 311, 312 or 313. Note that US citizens are exempt from the TOP Exam requirement. The Office of Instructional Development coordinates the administration of the TOP Exam. For additional information, as well as on-line exam registration, go to www2.oid.ucla.edu/units/top/ or e-mail top@oid.ucla.edu

- F. **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 (www.ucop.edu/academic-personnel/_files/apm/apm-410.pdf) and APM 420-17c (http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-420.pdf)
- G. **Faculty Supervision:** Serve under the active tutelage and supervision of regular faculty members responsible for curriculum, instruction and research.

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

Funding provided to graduate students in the form of fellowships, which is not administered via the Payroll system, is not academic apprentice employment and does not count toward step increases.

No Employment of Graduate Students in Academic Titles

Please note that campus policy prohibits the employment of graduate students in academic (e.g., lecturer, assistant professor) titles.

This policy was established to ensure that graduate students: (1) make timely progress toward the degree, (2) not be subjected to the conflicting roles of student and faculty member, and (3) not be involved in the instruction of their peers.

TAs for Graduate Level Courses

If a department wants a graduate student to be a TA for a graduate level course, the student 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.

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).

Summer Sessions

Policies in this manual apply to apprentice teaching appointments in Summer Sessions, with two exceptions. Since there is no summer quarter, registration is not required in the summer, providing the student was either registered the preceding spring and is a continuing student, or has submitted a *Statement of Intent to Register* for the following fall. Summer Sessions appointments do not count against the 12-quarters and, by exception only following advancement to candidacy, no more than 18 quarters. Effective July 1, 2017, such appointments can count towards TA step increases or meeting TA experiential requirements.

Recommendations for TA appointments are submitted by the Office of Summer Sessions 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 UC campuses;
- C. Graduate students enrolled in degree programs at other comparable institutions.

When a non-UC graduate student is recommended for a summer apprentice teaching title, the department chair must indicate in writing the need for the TA and the reasons why it is impossible to appoint a UC student, and must include a copy of the nominee's vita.

Tax Information

Payment for services rendered under apprentice titles is a wage item and as such is subject to withholding. In addition, the federal Tax Reform Act of 1986 and other tax laws and regulations contain numerous provisions that affect student support:

- A. Teaching and research assistantships are fully taxable.

- B. Whether or not service in an academic apprentice title is a degree requirement does not affect the taxability of the student's earnings.
- C. Fee remissions distributed through the academic apprentice fee remission program are not taxable under Section 117 of the Internal Revenue Code.
- D. The language used to denote an award—for example, assistantship, fellowship, grant, scholarship, traineeship, stipend—does not affect the taxability of the funds.
- E. If a student holding an academic apprentice title has an appointment over 50%, or is enrolled in fewer than 8 units, earnings are subject to Medicare deductions, and Defined Contribution Plan (DCP) Safe Harbor contributions.
- F. Effective January 1, 1997, UCLA recognizes claims of exemption from federal tax under the “student compensation” provisions of bilateral tax treaties. Contact the UCLA Payroll Office for more information on the applicability of such treaties to apprentice salaries.

For more detailed tax information, visit <https://grad.ucla.edu/funding/financial-aid/tax-information-forms-for-ucla-fellowship-recipients/>, or contact the Graduate Fellowships and Financial Services Office, 1228 Murphy Hall, (310) 825-1025.

Supplementation

Some extramural funding agencies establish limits on the amount of other financial support that can be awarded to a student while he or she is receiving their funds. Consult the guidelines of students' extramural awards to determine the limits associated with the awards.

TA Training Programs and Handbook

The Office of Instructional Development coordinates formalized TA training programs, and provides funds to support departmental TA training.

<http://www2.oid.ucla.edu/units/tatp> The OID also issues *The TA Handbook*, available online at the OID website.

Terms of Employment

Academic Student Employees Contract

Academic Student Employees (teaching assistants, read-

ers, tutors) are represented by the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW). The contract covers Academic Student Employee policies, rights, terms of employment, benefits and grievances. The policies in this contract supersede any in this booklet. GSRs are not represented by a collective bargaining unit.

<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

Duration of Appointment

In most cases academic apprentice teaching and research appointments are for one year or less, and are self-terminating. Hire agreements for these appointments should include an annual or earlier ending date and the following statement:

“This appointment is for one academic year or such lesser term as herein set forth, and is not for a longer period unless express notification is so given to the appointee. In the absence of such express notification, the appointment ipso facto terminates at the conclusion of the academic year or such lesser time as specified.”

Those few appointments approved by the Graduate Division for more than one year are the exception to this general rule.

Percentage of Time - Maximum Working Hours

UC students may not be employed for more than 50 percent of full time during an academic quarter, 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 college. 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 <https://grad.ucla.edu/gss/appm/maxemploy.pdf> to see the maximum number of hours of employment that can be reported during months that include interquarter or summer periods.

- A. For teaching assistants/associates/fellows, 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 library, laboratory, and all other research tasks providing assistance 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 variable.

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 for students who have ATC and have completed all course work.

Compensation

Salary scales are at <https://grad.ucla.edu/gss/appm/aaprte.pdf>. Range adjustments happen at the beginning of each October. Academic apprentice personnel are compensated at rates established by the University of California Office of the President.

Student assistants who have previously served in academic apprentice positions may be reappointed or advanced to the titles for which they are qualified no later than two weeks prior to the effective date of their employment. No advancements can occur for a given quarter after the beginning of that quarter. Reappointments and advancements are not automatic.

From time to time, an academic student employee may be requested to perform substitute teaching work for another academic student employee. Substitute teaching work performed is compensable, and paid in accordance with the terms of the contract.

Without-Salary Appointments

Students are not to be appointed to 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 Graduate Division 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.

GSR Salary Step Increases

There are ten salary steps for GSRs. Students who have completed all the requirements for the masters degree, and/or have relevant prior experience may not be appointed below step III. Students who have formally advanced to candidacy for the doctorate and have a minimum of two years of relevant research experience may not be appointed below step V. Departments must develop their own consistent policies for all the other steps.

Funding provided to graduate students in the form of fellowships, which is not administered via the Payroll system, is not academic apprentice employment and does not count toward step increases.

Special Reader Salary Step Increases

Students appointed at Step II 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 the Graduate Division. Such courses should be upper division or graduate level, be required of all or a large number of majors, and have large enrollments and complex homework assignments.

GSR Terms of Employment

Unauthorized Absence

If an apprentice appointee fails to perform assigned duties due to an unauthorized absence, the employee is subject to a proportional reduction in salary.

Staff: Refer to the Teaching Days service chart in the Academic Personnel Manual for information on how such reductions can be effected in the EDB Personnel and Payroll Systems. This chart can be accessed at http://ucop.edu/academic-personnel-programs/_files/apm/apm-600.pdf

GSR Conduct and Discipline

In addition to expecting academic apprentice appointees to follow ethical precepts, University policy provides that apprentice appointees who participate in a strike and who fail to meet their assigned duties in an effort to disrupt University administration, teaching, or research may receive a corresponding reduction in pay and may be subject to termination, denial of re-employment, or other appropriate sanctions.

An allegation against an apprentice appointee charging violation of professional ethics or University policy should be addressed to the appropriate chair or director. The chair or director is empowered to lodge a formal complaint

against the individual with the appropriate dean of the school or college. The formal complaint shall be in writing, and shall state the facts which allegedly constitute a violation of policy or ethics. A copy shall be provided to the individual against whom the complaint has been lodged.

GSR Termination

- A. For academic reasons: Academic apprentice appointees shall be terminated from their positions at the discretion of the Dean of the Graduate Division at any time the student withdraws from student status, does not register, is placed on academic probation, or otherwise fails to maintain satisfactory academic progress.
- B. For another good cause: Academic apprentice appointees may be terminated for such cause as incompetence or incapacitation, misconduct resulting in disciplinary action, and budgetary or programmatic considerations. Authority to terminate rests with the dean of the school or college.

Termination may take place only after the appointee has been given written notice of the intention to terminate, with reasons and appropriate documentation, and after the appointee has been given an opportunity to appear before the school or divisional dean with a representative. Termination may not take effect until at least 30 days after written notice. When the dean determines that there is reasonable cause to believe that an appointee's continued assignment would endanger people or property, or would impair the integrity of the academic program, the student may be placed on full or partial interim suspension with pay until termination.

GSR Appeal Procedure

Copies of the grievance procedures for non-Senate academic appointees, including those in apprentice titles, can be obtained from the Office of Campus Counsel (<https://www.apo.ucla.edu/forms/complaint/non-senate-complaint-form>).

Benefits

California Residency

Students must petition in person at the Registrar's Office for a change of classification from nonresident to resident status. All changes of status must be initiated prior to

the first day of class for the term for which the student intends to be reclassified. California law requires that financial independence be included among the factors considered when students seek reclassification. Students who are financially dependent in the current and preceding calendar years will be considered California residents for reclassification purposes only if no factors exist which give evidence of their continuing residence in another state. Financial independence will not be considered for graduate students who are teaching assistants, research assistants, or teaching associates employed at 49 percent time or more.

Childbirth Accommodation Fund

The UCLA Childbirth Accommodation Fund was established to provide expectant mothers who work as GSRs, or hold fellowships that do not fund maternity leave, with paid leave for up to six weeks. A student may choose to continue to work in some modified capacity during these six weeks, but is not required to do so. A longer period of leave may be granted, without pay, in the case of exceptional medical circumstances experienced by the mother or child before or after birth. For more information, visit <https://grad.ucla.edu/funding/working-at-ucla/childbirth-accommodation-funding/>

FICA Exemption

Students who re-enrolled half-time (six units during a given quarter; two units during the summer), and work less than 80% time are exempt from FICA withholdings.

Nonresident aliens on F or J visas are exempt from FICA withholdings until they qualify as a US resident for tax purposes.

Holidays

There are no paid holidays for academic apprentice personnel.

Jury Duty

Academic Student Employees are eligible to receive pay while serving on jury duty.

GSRs are not eligible for pay while serving, which is often a reason to request postponement of service. It is the GSRs responsibility to seek an excuse from service. The University can do no more than assist in those cases by supplying a letter describing the nature of the financial hardship.

Parking

Academic apprentice personnel are permitted to have preferred staff parking, provided they are appointed for at least 49% time. For more information, visit the Transportation Services web site:

<https://main.transportation.ucla.edu/campus-parking/faculty-and-staff/faculty-and-staff-permit-eligibility>

Retirement

Academic apprentice personnel are exempt from the University of California Retirement System/Social Security coordinated plan. However, Medicare deductions and Defined Contribution Plan (DCP) Safe Harbor Contributions will occur for apprentices with aggregate appointments of greater than 50% time.

TA Advance Loan Check

TAs are eligible to receive checks in advance of TA service as short-term interest-free loans, repaid by payroll deductions from TA compensation. One-half of the loan is deducted from the student's second paycheck and one-half from the third paycheck. To apply for a TA 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. Allow five working days from the date it is requested.

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. Form is located on the following website: <https://grad.ucla.edu/funding/working-at-ucla/ta-advance-loan-authorization/>

Vacation and Sick Leave

- A. Academic student employees are appointed on a 9 month basis and are not eligible to accrue vacation or sick leave credit.
- B. In most cases, GSRs are appointed on an 11-month basis. Such appointments, when less than 50 percent time, are not eligible to accrue vacation or sick leave credit. GSRs at 50 percent time or more appointed for twelve consecutive months accrue vacation but

not sick leave. Accrued leave may be taken after six consecutive months of service.

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/stipend 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 Offsets (Remissions)

Under certain circumstances students appointed to academic apprentice titles qualify to have a portion of their mandatory registration fee paid by the University.

Fee remissions do not cover all graduate student fees. Those additional fees are the responsibility of the graduate student to ensure payment by the applicable deadlines. Fees are subject to change at any time.

If a student is awarded fees from either unrestricted fellowship funds or Graduate Division special fellowship awards, and is later appointed under a remissions-eligible title code, the hiring department is responsible for paying remissions. Any unrestricted or Graduate Division special fellowship fee awards will be cancelled or adjusted and funding reverted back to the Graduate Division.

No exceptions will be made to this policy.

Graduate Academic Student Employee (ASE) Remissions

Benefit	GPA	Units	Maximum Number of Quarters as Academic Apprentice Personnel	Percent of Time
Health Insurance (100%)	3.0	12	12 quarters in any combination of ASE series titles	Greater than or equal to 25%
Fee Remission 1 (100% of Tuition)	3.0	12	12 quarters in any combination of ASE series titles	Greater than or equal to 25%
Fee Remission 2 (100% of Student Services Fee)	3.0	12	12 quarters in any combination of ASE series titles	Greater than or equal to 25%

Departmental Scholar TA Remissions

Benefit	GPA	Units	Maximum Number of Quarters as Academic Apprentice Personnel	Percent of Time
Health Insurance (100%)	3.5	12	12 quarters in any combination of ASE series titles	25%
Fee Remission 1 (100% of Tuition)	3.5	12	12 quarters in any combination of ASE series titles	25%
Fee Remission 2 (100% of Student Services Fee)	3.5	12	12 quarters in any combination of ASE series titles	25%

Graduate Student Researcher (GSR) Remissions

Benefit	GPA	Units	Percent of Time
Health Insurance (100%)	3.0	12	Greater than or equal to 25%
Fee Remission 1 (100% of Tuition)	3.0	12	Greater than or equal to 25%
Fee Remission 2 (100% of Student Services Fee)	3.0	12	Greater than or equal to 25%
Nonresident Tuition Remission (U.S. Citizens and Permanent Residents should be within their first year of graduate study at UCLA)	3.0	12	Greater than or equal to 45%

Information for Departments

Chairs of academic units are responsible for maintaining all standards established for the appointment of graduate students, subject to review by the Dean of the Graduate Division, 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
- Enrolled in at least 12 units
- 12/18-quarter rule: No more than 12 quarters as an ASE. Approval for appointments beyond this limit must be obtained before the start of the proposed appointment term. Requests will only be considered if the student has advanced to candidacy; under no circumstances will appointments beyond 18 quarters be approved.
- International students, including permanent residents whose first language is not English, should have passed the oral English proficiency exam TOP (7.1) (<http://www2.oid.ucla.edu/units/top>)
- Up to 50% appointment, or an approved exception for up to 75%
- Foreign students have completed tax documentation through GLACIER (www.online-tax.net)
- Has read and signed the *Statement of Understanding* (<https://grad.ucla.edu/gss/appm/feeremission.pdf>)

See page 15 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 step 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 and their relationship to reappointment and/or advancement.

It is the responsibility of the employing unit to insure 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/associates/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. To calculate salary based on teaching days service proration, see the "Academic Actions" section of the EDB Manual.

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 TA 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.

Advance Appointment

Within the limits of the college or school allocation, deans may issue authorizations for advance recruitment of apprentice personnel during the Spring preceding the academic year in which appointments would take effect. The resulting notices of appointment or reappointment should be in writing and specify the period of the appointment and the percent of time.

Departmental Scholars

Departmental scholars, distinguished undergraduate students recognized by departments, are eligible for apprentice teaching appointments in lower division courses, with departmental endorsement and Graduate Division approval after the qualified pool of graduate

students is exhausted. They may also qualify for GSR appointments (without remission benefits).

Eligibility for Teaching Apprentice Appointments and Appointment Criteria:

- 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 375 and 495 TA training and pedagogy courses that are 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 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 prior to award of the degree and regular graduate admission, but are not eligible for remission benefits until they have been formally admitted into a graduate program.

Exceptions to Policy

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

Who Has Authority to Approve Appointments?

Dept. Chair of Other Unit Head	Graduate Division
<p>Appointment, reappointment, and advancement (not requiring exception)</p> <p>Advancement of Reader to Special Reader. (Must be authorized for funding by the Dean of the student’s school or college.)</p> <p>Deferment of registration and/or nonresident tuition fees</p> <p>Appointment for more than 50% time. (Must be authorized by the Dean of the student’s school or college.) Authorization forms are at https://grad.ucla.edu/gss/appm/maxauth.pdf.</p>	<p>Extensions for appointment, reappointment, and advancement</p> <p>Exceptions to Policy:</p> <ul style="list-style-type: none"> • Apprentice teaching titles, including Summer Sessions and Extension* (Must be reviewed by the Dean of the student’s school or college.) • Course assignment* • Apprentice research titles • Reappointment to ASE title beyond 12 quarters; note that this can be approved only if the student has advanced to doctoral candidacy <p>* Subject to Academic Senate committee approval.</p>

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.

Please note that the instructional needs of the department are not considered an appropriate reason for an exception.

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.

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 or 19914 fund sources. No appropriation will be made at fiscal year end.

The cost will be charged as a direct cost to fund 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 fund distributions.

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 students, or in the case of US citizens and permanent residents, be within the first year of graduate study at UCLA.
- E. Not have a fellowship or traineeship 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](https://jasmine.gdnet.ucla.edu) and click on Online Awarding.

A department that wishes to submit a Graduate Division fee remission request after the end of the quarter (or after the fiscal year end) is required to submit an exception to the Dean of the Graduate Division requesting authorization for late processing.

The request after the fiscal year cannot be applied on 19900 funds. The request must outline why the hiring department was unable to meet the deadline. To submit an online exception log on to <https://jasmine.gdnet.ucla.edu> and click on Exceptions

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 Graduate Division 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.
- D. The first audit is completed after the third week of the quarter. The second audit is completed at the end of each quarter.

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 Student Support Listserv

Obtain the latest in updates to Graduate Division policy and procedural changes, plus announcements on tax issues, BAR, award processing and new services. lists.ucla.edu/cgi-bin/mailman/listinfo/gradsupport-l

Title codes

Teaching Assistant	2310
Teaching Associate	1506,1501
Teaching Fellows	2300
Reader	2850
Special Reader	2852 (step I, II)
Tutor	2860 (2510, 2861)
Remedial Tutor I	2288
Graduate Student Researcher	3276

TA 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. To see an access the authorization form, go to <https://grad.ucla.edu/gss/appm/taloanauth.pdf>