

Academic Apprentice Personnel Manual



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On the cover

Royce Hall stained glass window.
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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 (www.sfs.finance.ucla.edu/)

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/ and www.oid.ucla.edu/top)

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

TA: Teaching Assistant/Associate/Fellow

TOP: Test of Oral Proficiency. Must be taken by students who are non-native English speakers and who plan to be employed as a TA (www.oid.ucla.edu/top)

UAW: Academic Student Employees (teaching assistants, readers, 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); and 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, and Teaching Assistants) and Graduate Student Researchers (GSRs). 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. 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.

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	Requirements
Teaching Assistant/ Associate/Fellow	Teaching Assistants/Associates/Fellows are selected for their scholarship and promise as teachers. The primary duty of appointees in these titles is assistance in all aspects of instruction (tutoring, grading, advising, sectional teaching, sectional laboratory teaching, field work teaching, limited lecturing). These duties are performed under the supervision of faculty “instructors of record” who are vested with the sole and final responsibility for course content, work assignments, performance evaluations and grading in the assigned course. These appointees may not be given sole responsibility for the content of a course, selection of assignments, planning of exams, or grading, nor are they to be used exclusively as readers. They may supervise teaching assignments in small sections of undergraduate courses or laboratories.
Teaching Assistant	No experience necessary.
Teaching Associate	A teaching associate has a master’s degree or has completed at least 36 units of graduate coursework (not including courses 375 or 495) and has at least one academic year of UCLA TA experience (or approved collegiate teaching experience at a comparable institution). Advancements 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).
Teaching Fellow	A teaching fellow is formally advanced to doctoral candidacy, has demonstrated professional maturity and excellence as a scholar and teacher, and has at least two academic years of UCLA TA experience (or approved teaching experience at a comparable institution). Advancements are made as described for teaching associate. Teaching fellows are advanced course assistants who perform the same duties as teaching associates, and who may provide the entire instruction of a lower division course under the general supervision of the regular faculty member in charge of the course.
Graduate Student Researcher	Graduate Student Researchers are selected for high achievement and promise as creative scholars, and assist faculty members with scholarly research. They 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.

Minimum Requirements for Appointment of Academic Apprentice Personnel

Title	Requirements
Step III	Completion of at least two academic years of full-time graduate study at UCLA or comparable institutions, and at least one academic year of experience as an RA/GSR or its equivalent. ** Advancements* are made as described for GSR II.
Step IV	Advancement to doctoral candidacy, and at least two years of experience as a GSR or its equivalent. **
Readers/Special Readers	The primary duty of appointees in these titles is assistance in grading. Such duty 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.
Readers	Readers are appointed on an hourly basis to assist with the reading and grading of students’ papers and exams under the guidance and supervision of faculty members. Readers must have earned at least a B in the course for which they are reading and are not to be used as teaching assistants or graduate student researchers, and service as a reader does not count as qualifying experience for TA or GSR appointments. (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.)
Special Readers	<p>A special reader is 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. Special readers must have earned at least a B+ in the course for which they are reading, and are not to be used as teaching assistants or GSRs. Service as a special reader does not count as qualifying experience for TA or GSR appointments.</p> <p>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.</p>
Tutors/Remedial Tutors	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.

* 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 appointment. No advancements can occur for a given quarter after the beginning of that quarter. Reappointments and advancements are not automatic.

** For 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: www.gdnet.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 in good standing, and must meet all of the following basic requirements:

- A. **Registration and Enrollment:** Be admitted as a UCLA graduate student 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. **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 UC graduate GPA at the time of appointment.
- C. **Oral English Proficiency:** UCLA Academic Senate Graduate Council policy stipulates that international graduate students, including permanent residents, 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. 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 38, 39, or 108. 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 <http://www.oid.ucla.edu/top> or e-mail top@oid.ucla.edu

- D. **Maximum length of employment:** Hold apprentice teaching titles for no more than four academic years (12 academic quarters), and hold apprentice teaching and research titles for a combined total of no more than six years (18 quarters).
- E. **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.

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.

If a department wants a graduate student to be a TA for a graduate course, a request from the department chair specifying why this action is necessary must be approved by the Dean of the Graduate Division before the student begins to serve.

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 toward step increases or against the 12-quarter TA limit or 18-quarter apprentice limit.

Recommendations for TA appointments are submitted by the Office of Summer Sessions to the Graduate Student Support Office of the Graduate Division for review and approval. For detailed information regarding procedures, consult the Summer Sessions Office.

Priorities for selection of Summer Sessions apprentice teaching appointees:

1. UCLA graduate students;
2. Graduate students at other UC campuses;
3. 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:

1. Teaching and research assistantships are fully taxable. Whether or not service in an academic apprentice title is a degree requirement does not affect the taxability of the student's earnings.
2. Fee remissions distributed through the academic apprentice fee remission program are not taxable under Section 117 of the Internal Revenue Code.
3. The language used to denote an award—for example, assistantship, fellowship, grant, scholarship, traineeship, stipend—does not affect the taxability of the funds.

4. 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.
5. 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 www.gdnet.ucla.edu/gss/library/taxintro.htm, or contact the Graduate Student Support 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://www.oid.ucla.edu/units/tatp> In addition, this office issues *The TA Handbook* each year. www.oid.ucla.edu/units/tatp/resources/resources

Terms of Employment

Academic Student Employees Contract

Academic Student Employees (teaching assistants, readers, 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://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/agreement.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.

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. 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 interquarter or summer periods.

1. 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.
2. 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.
3. 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 Office of International Students and Scholars regarding the details of their visa restrictions.

Compensation

Salary scales are at www.gdnet.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.

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.

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.

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://www.ucop.edu/acadv/acadpers/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 (www.apo.ucla.edu/Forms/Non-Senate%20%20Form.pdf).

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.

FICA Exemption

Students who are 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, go to the Transportation Services web site: www.transportation.ucla.edu/faculty/parking/permits/index.htm

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 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 Student Support Office after receipt of a completed copy of an Authorization to Issue Advance Loan Check. To see an example, go to <https://jasmine.gdnet.ucla.edu>, log in and click on Publications & Forms, then Student Support.

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 fees 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.**

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 TA series titles	Greater than or equal to 25%
Fee Remission 1 (100% of Ed Fee)	3.0	12	12 quarters in any combination of TA series titles	Greater than or equal to 25%
Fee Remission 2 (100% of Reg Fee)	3.0	12	12 quarters in any combination of TA series titles	Greater than or equal to 25%

Graduate Student Researcher (GSR) Remissions

Benefit	GPA	Units	Maximum Number of Quarters as Academic Apprentice Personnel	Percent of Time
Health Insurance (100%)	3.0	12	18 quarters in any combination of AAP titles	Greater than or equal to 25%
Fee Remission 1 (100% of Ed Fee)	3.0	12	18 quarters in any combination of AAP titles	Greater than or equal to 25%
Fee Remission 2 (100% of Reg Fee)	3.0	12	18 quarters in any combination of AAP titles	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	18 quarters in any combination of AAP titles	Greater than or equal to 45%