

UC Davis Academic Personnel Manual

Appendix II-B: Appointment of Graduate Students to Academic Positions

Summary of Revisions: 1/8/13

Appendix II-B of the APM was last revised in 2003, and since then significant changes have occurred in the appointment of graduate students and postdoctoral scholars to employment titles. Following is a summary of the current proposed revisions to Appendix II-B:

- Removal of postdoctoral scholar and visiting postdoctoral scholar appointments from this policy. It is now located in APM-390.
- Updated eligibility requirements for student academic appointments, including those students in course-work-only, filing fee, PELP, and In-Absentia status, as well as students in professional schools, self-supporting programs, intercampus exchange and education abroad programs, and non-students and undergraduates.
- Clarification on standard dates of appointment, percentage of appointment, and limits on the quarters of employment.
- Clarification of vacation and sick leave benefits.
- Addition of a requirement to provide an appointment letter to GSRs (sample included), and removal of outdated appointment processes for all graduate student employment appointments.
- Replacement of the title 'Research Assistant' with 'Graduate Student Researcher' and clarification of duties and steps associated with GSR appointments.
- Addition of a requirement for minimum compensation for GSR appointments.
- Addition of layoff, reduction in time, emergency layoff, and notice period requirements for GSRs.
- Addition of the term 'tuition' in addition to fees.
- Correction of all links to contracts and UCOP policies.

UC Davis Academic Personnel Manual

[APM Table of Contents](#) | [APM Home](#) | [UCD Manuals Home](#) | [UCD Home](#)
[Search the Policies](#) | [Register for Updates](#)

UCD APPENDIX II-B Appointment of Graduate Students to Academic Positions	Date: 1/8/13 Supersedes: 5/20/03 Responsible Department: Graduate Studies
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I. PURPOSE

This section outlines regulations governing appointment of matriculated graduate students to academic positions. On the Davis campus, graduate students are most commonly appointed to the following academic titles: Graduate Student Researcher (GSR), Associate Instructor (AI), Teaching Assistant (TA) Reader, and Tutor. The titles AI, TA, Reader and Tutor are covered by a collective bargaining agreement (http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/). GSRs are not covered by agreement. This section should be used in conjunction with all other policies applicable to these titles.

II. GENERAL POLICIES AND REGULATIONS

- A. The Office of Graduate Studies has campus oversight responsibility for this section of the Academic Personnel Manual, for reviewing and monitoring appointments of graduate students in academic titles, and ensuring compliance with its provisions.
- B. Graduate student appointments adhere to and abide by policies and procedures that have been established by the Academic Senate - Graduate Council, Academic Senate - Committee on Courses of Instruction, the Office of Graduate Studies, the Academic Affairs Office, and the Office of the President.
- B. The Office of Graduate Studies reviews petitions for exception to policy regarding academic qualifications and quarters of appointments in the hiring of graduate students for academic appointments.
- C. The Office of Graduate Studies maintains a central Web site (<http://gradstudies.ucdavis.edu/>) that provides information and services to graduate students, academic departments, and deans' offices with respect to employment in academic titles under the authority of Graduate Studies. The Web site also provides a central posting of available and potential positions.
- D. The deans of colleges and schools have responsibility for approving appointments of graduate students to academic positions consistent with all applicable policies.
- E. Employing departments shall ascertain that prospective appointees meet the eligibility requirements before allowing the appointee to begin service.

III. GRADUATE STUDENT ELIGIBILITY GENERAL REQUIREMENTS

A. Registration status

1. Any matriculated student must be a full-time registered graduate student (12 units) during the entire period of appointment to the titles covered in this section.
2. **Course-Work-Only status.** Students admitted to the University of California at Davis on Course-Work-Only (CWO) status are limited to one quarter of eligibility for appointment in a student teaching or research title.
3. **Filing Fee status.** Graduate students on Filing Fee status may be appointed to a student academic title for a maximum of one quarter.
4. **Planned Educational Leave (PELP).** Appointment to a student academic title while on Planned Educational Leave Program (PELP) is not permitted.
5. **In Absentia status.** Graduate students may be appointed to a research title while registered In Absentia; appointment to a teaching title while registered In Absentia is not permitted.
6. **Academic appointments after completion of degree.** Registered and enrolled students who are degree recipients may hold a graduate student appointment through the end of the last month of the quarter in which they receive their terminal degree. Recipients of a fall terminal degree may work through December 31, winter terminal degree may work through March 31, and spring terminal degree may work through June 30.
7. **Non-Students / Undergraduates.** Graduate student academic appointments are reserved for UC Davis students. Undergraduate or non-UC Davis students may be hired as Teaching Assistants (TA) if the department has been unsuccessful in recruiting a qualified Davis graduate student. The appointment of undergraduates or non-students as TA will be approved only under rare and compelling circumstances. Approval for appointment of an Undergraduate or non-student TA must be obtained through the Academic Senate - Committee on Courses of Instruction.

Undergraduate students appointed to TA positions receive fee and tuition remission in accordance with collective bargaining agreement:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/.

Approval for appointment of a non-student Reader must be approved by the Office of Graduate Studies through a Petition for Exception to Policy (PEP). The request for exception must include assurances that the hiring

department has made a concerted effort to first locate a qualified UC Davis academic graduate student for the position. The hiring department must verify the qualifications of the non-student for the position.

8. **UC Intercampus Exchange Program students.** Appointment of a graduate student from another UC campus into a teaching or research appointment must be approved by Graduate Studies using a Petition for Exception to Policy (PEP). The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified UC Davis academic graduate student for the position. Graduate students who are registered and enrolled in at least 12 units on another UC campus – even if they are not participating in the UC Intercampus Exchange Program – are eligible to hold graduate student academic appointments on the Davis campus, and they may be eligible to receive fee remissions. To hold an appointment at UC Davis, a student must be registered and enrolled in the corresponding term at their home UC campus. Graduate students who are registered and enrolled at other UC campuses and hold eligible appointments at Davis are also eligible for fee and tuition remission at an amount not to exceed that for a UC Davis academic graduate student. Davis hiring units must request through Student Accounting an inter-campus transfer of remissions via a financial journal.
9. **Professional School students.** Appointment of a student enrolled in a professional degree program (JD, MD, DVM, MBA, etc.) to a teaching or research title outside of the corresponding professional degree program must be approved by Graduate Studies using a Petition for Exception to Policy (PEP). The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified non-professional UC Davis academic graduate student for the position. Professional degree students appointed outside of their programs receive fee and tuition remission at an amount not to exceed that remitted for an academic graduate student.
10. **Self-Supporting Program students.** Students enrolled in self-supporting programs may be appointed in a graduate teaching or research title that is funded by extramural or self-supporting degree program funds. Appointment of a student enrolled in a self-supporting graduate degree program to a teaching title in a state-supported program must be approved by Graduate Studies using a Petition for Exception to Policy (PEP). The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified UC Davis academic graduate student enrolled in a state-supported program for the position. Because students in self-supporting degree programs do not pay required University fees and tuition, they are not eligible for fee and tuition remission.

11. **Education Abroad Program (EAP) students.** EAP students are admitted to UC Davis thus are eligible for student academic appointments.
12. **Summer Registration.** Eligibility requirements apply to appointments in Fall, Winter, and Spring quarters only. Continuing graduate students do not need to be registered during the summer in order to hold an academic appointment. Incoming graduate students may be hired as a Graduate Student Researcher during the Summer preceding their first fall term, provided they have filed a Statement of Intent to Register with Graduate Studies. Appointments during summer sessions are not counted in calculating the quarters of employment.

B. GPA and student status requirement

1. **GPA and student standing.** The appointee must have a minimum cumulative grade point average of 3.00 in previous graduate work if a continuing student, or in the last two years of upper division work if a new graduate student, and be in good academic standing in order to be appointed to AI, GSR, TA, Reader and Tutor titles.
2. **Academic Probation.** Graduate students may not be appointed while on Academic Probation due to low GPA, excessive units of incomplete, failing or unsatisfactory grades, or while making unsatisfactory progress towards the degree. Exceptions to the GPA requirement require approval by the Office of Graduate Studies using a PEP and will normally be granted only for newly admitted students in their first or second quarter of enrollment.
3. **Students with staff appointments.** Graduate students may be hired in staff titles in accordance with Staff Personnel regulations. UC career employees who have become graduate students may maintain their career positions at up to 100% time. However, once an employee accepts a student academic appointment or fellowship, he or she becomes subject to restrictions governing appointments and fellowships. UC career employees who become graduate students may also be eligible for the Reduced Fee Enrollment Program; questions regarding this program should be directed to Human Resources.
4. **Volunteers.** Students may not hold any graduate student academic title as volunteers. Academic appointees must be appropriately compensated through the Davis payroll system for their time and effort.

C. Standard dates of appointment

When appointing graduate students, standard pay dates must be used in order for eligibility requirements to be determined and student benefits to be provided. Exceptions are only made for good cause and with prior approval from the Office of

Graduate Studies. Academic student employees may have different service period and pay period dates. An ASE service period may begin at the start of the academic quarter and end three days after the end of the quarter, however, the pay periods will remain standard as listed below.

Fall quarter:	10/1 to 12/31
Winter quarter:	1/1 to 3/31
Spring quarter:	4/1 to 6/30
Summer:	7/1 to 9/30

Appointments may not take effect before the first day of the first quarter in which the appointee registers as a graduate student. New students entering in the fall quarter may begin GSR appointments on July 1 if they have submitted a Statement of Intent to Register (SIR) on or before that date, subject to all relevant appointment regulations. If the student has not submitted the SIR on or before July 1, the student may not be hired until the date that the SIR has been submitted.

D. Percentage of appointment

1. Any single appointment or combination of appointments is not to exceed half-time (50%) during the academic year. Any single appointment or combination of appointments may not be less than 25%.

However, GSR appointments in the range of 1-20 percent time are permitted provided they supplement other compensation (e.g. a fellowship) that does not rise to the level of support expected by the graduate program; a PEP is not required. There may not be appointments ranging from 20.01-24.99 percent time.

2. Full-time enrolled graduate students in good academic standing, who are not international students on a F1 or J1 visa, are eligible to be appointed up to a maximum of 75% time if sufficient funding is available; a Petition for Exception to Policy is not required. No student may be appointed in a graduate student title or combination of titles in excess of 75% time during a regular academic term.
3. By exception, full-time enrolled international students in good academic standing on a F1 or J1 visa may be appointed in excess of 50% time during a regular academic term with prior approval from Services for International Students and Scholars (SISS) and then only up to 75% time. The hiring unit is responsible for retaining the notice of approval by SISS.
4. Graduate students may be appointed up to 100% time during the Summer, Winter, and Spring breaks if funding is available. Registration in Summer Session classes is not required to hold an appointment during the Summer.

However, continuing students who hold summer academic appointments must either have been registered for the previous Spring quarter or be registered for the following Fall quarter. Students who have withdrawn in Spring must be readmitted and register for Fall before they can hold a summer appointment.

5. During the Summer break, appointments at greater than 50% may begin on the day following the last day of the Spring quarter, but must end no later September 30th. Appointments greater than 50% during the Winter break may begin on the day following the last day of the fall quarter, but must end prior to December 31st. Appointments greater than 50% during the Spring break may begin on the day following the last day of the Winter quarter, but must end no later than March 30th.
6. UC career employees who have become graduate students may maintain their career positions up to 100% time.

E. Limits on quarters of employment

1. The number of quarters for which a graduate student may be appointed to academic titles is tied to normal academic progress.
2. Graduate students may be appointed for a maximum of 18 quarters in any combination of teaching titles (Teaching Assistant, Associate In_, and Reader) during regular academic quarters. No student may be employed beyond 18 quarters in any combination of teaching titles. ([APM 410-17.c.](#))
3. Graduate students may be appointed for a maximum of 21 regular academic quarters in a research title (GSR). No student may be employed beyond 21 quarters in a research title.
4. Summer appointments are not included as quarters for purposes of computing the quarter limits.
5. Non-Renewal. It is within the university's sole discretion to appoint, reappoint, or not reappoint a graduate student employee. An academic student appointment is for one academic year or less, and is self-terminating. The term of appointment will be specified in the appointment notification.

F. Petitions for exception to policy (PEP)

1. Requests for appointments not meeting the academic eligibility requirements or exceeding quarters of appointment limitations for any position covered in this section should be directed to the appropriate Student Affairs Officer in the Office of Graduate Studies.

2. Requests for such exceptions should be submitted on the Petition for Exception to Policy for Graduate Student Appointment form at <http://gradstudies.ucdavis.edu/forms/> .

G. Appointment materials

- a. New hire forms and documents as required by payroll and personnel systems.
- b. Appointment notification letter

IV. GRADUATE STUDENT TEACHING TITLES

Students employed in the following graduate student title codes, currently in use on the Davis campus, are members of a collective bargaining unit, effective April 1, 2000.

1501 Associate In ____ (Academic Year)
1506 Associate In ____ (Academic Year 1/9)
1511 Associate In ____ (Fiscal Year)
2286 Nursery School Assistant
2288 Remedial Tutor I
2289 Remedial Tutor II
2305 Community Teaching Fellow
2310 Teaching Assistant
2500 Reader - Non-Student
2850 Reader - Student
2860 Graduate Tutor

All appointments to title codes covered by the collective bargaining agreement must be in accordance with the provisions of the contract (available at http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/).

A. Benefits

1. Tuition and Fee remissions

- a. Provided the appointment is at least 25% for the entire quarter, appointees in these titles are eligible for partial tuition and fee remission in accordance with the collective bargaining agreement. Students on Filing Fee are not eligible for a tuition and fee remission.
- b. If a student appointee terminates employment, the student will receive a tuition and fee remission in proportion to the time employed. In no case will the tuition and fee remission exceed the tuition and fees charged by the Registrar. To simplify the process, the remission amount is tied to 4-week periods:

- * If termination takes place between the first day of week 1 through the end of week 4, the student will receive 1/3 of the tuition and fee remission.
- * If termination takes place between the first day of week 5 through the end of week 8, the student will receive 2/3 of the tuition and fee remission.
- * If termination takes place between the first day of week 9 through the end of week 12, the student will receive the full tuition and fee remission.

2. Vacation

Of the above teaching titles, all except title code 1511 Associate In ___ (fiscal year), are academic-year titles and do not accrue vacation per [APM 730](#). Title code 1511 is a fiscal-year appointment and therefore appointees are eligible for vacation accrual and leave.

3. Sick leave

In accordance with [APM 710](#), these titles are not eligible for sick leave but may be eligible for leaves of absence in accordance with the collective bargaining agreement (available at <http://gradstudies.ucdavis.edu/facstaff/asemain.htm>).

B. Criteria for appointment

An appointee in these titles must meet the criteria outlined in III, above. Students may not simultaneously serve as a TA/AI and a Reader or Tutor for the same course. A student, regardless of student registration status, may not be employed in a non-student title or other academic title not reserved for students.

C. Teaching Assistant

See also [APM 410](#), Student Teachers.

1. Definition

A Teaching Assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of a faculty member.

2. Additional criteria for appointment

No student may serve as a TA in a course in which he/she is enrolled [[Academic Senate Regulation 750\(E\)](#)].

D. Associate In ____

1. Definition

An Associate In ____ is a teacher employed temporarily to conduct the entire instruction of a lower division course or of a group of students in a lower division course. An Associate In ____ may conduct the entire instruction of an upper division course only with the prior written approval of the Chair of the Academic Senate Committee on Courses of Instruction [[Academic Senate Regulation 750\(B\)](#)].

2. Additional criteria for appointment

The minimum qualifications for appointment to the title Associate In ____ shall be in possession of a master's degree and at least one year of teaching experience, including any time served as a Teaching Assistant. Completion of 30 units of graduate work will be considered equivalent to completion of a master's degree.

E. Reader

See also [APM 420](#), Reader.

1. Definition

The title Reader is given to a student employed for the ability to render diverse services as a "course assistant," which will normally include the grading of student papers and examinations. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant.

2. Additional criteria for appointment

- a. A student may not serve as a Reader in a course in which he/she is enrolled [[Academic Senate Regulation 750\(E\)](#)].

F. Graduate Tutor

The Graduate Tutor is a full-time registered graduate student who works with individual students or small groups of students to assist them in their learning. Material covered may be topical in nature or related to a specific course. Tutors may keep regularly scheduled drop-in hours for student consultation and tutoring. Tutors do not grade tests, papers, or other student assignments and do not work under the direct supervision of a faculty member. A Graduate Tutor will not be

given the responsibilities customarily accorded to a Teaching Assistant. Tutors are paid on an hourly basis for hours worked and recorded on their timesheet.

V. GRADUATE STUDENT RESEARCH TITLES

Students are employed in the following graduate student research title code currently in use on the Davis campus:

3282 Graduate Student Researcher

A. Benefits

1. Tuition and Fee remission

a. Graduate students must be appointed in a research title for at least 25% time for the full quarter in order to be eligible for a remission of tuition and fees, as well as non-resident supplemental tuition, when applicable. Students on Filing Fee are not eligible for a tuition and fee remission.

b. If an appointment is terminated, the student will receive a tuition and fee remission in proportion to the time employed. In no case will the tuition and fee remission exceed the tuition and fees charged by the Registrar. To simplify the process, the remission amount is tied to 4-week periods:

* If termination takes place between the first day of week 1 through the end of week 4, the student will receive 1/3 of the tuition and fee remission.

* If termination takes place between the first day of week 5 through the end of week 8, the student will receive 2/3 of the tuition and fee remission.

* If termination takes place between the first day of week 9 through the end of week 12, the student will receive the full tuition and fee remission.

2. Vacation

Graduate Student Research title codes are fiscal-year appointments and therefore eligible for vacation accrual and leave in accordance with [APM 730](#).

A student appointed in a GSR title less than six months, irrespective of percentage time of appointment, does not accrue vacation. A student appointed as a GSR for at least six months and at least 50% time accrues vacation

at a rate of 24 days per year (at a 100% time appointment). Actual accrual rate is based upon percentage time of appointment.

When a student is no longer in a vacation accruing title (separating or moving from an accruing to non-accruing title), all terminal vacation must be paid out to the student at the current rate.

3. Sick leave

In accordance with [APM 710](#), Graduate Student Research titles are not eligible for sick leave, but may be eligible for leaves of absence in accordance with APM Section V, Benefits and Privileges (<http://www.ucop.edu/academic-personnel/academic-personnel-policy/benefits-and-privileges/>).

B. Criteria for appointment

An appointee in these titles must meet the criteria outlined in III, above.

Each student appointed as a Graduate Student Researcher must receive from the hiring unit a written notice of appointment (hard copy or electronic mail). Appointment letters should contain the term of the appointment (start and end date), the salary/step, percentage of effort, the supervisor, the funding source and the location of work. (See Exhibit A for an example appointment letter.)

C. Graduate Student Researcher

1. Definition

A Graduate Student Researcher (GSR) is a graduate student who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator ([APM 112](#)). GSRs may not be assigned teaching, administrative, or general assistance duties. This does not exclude research-related duties such as quantitative analysis, bibliographic searches or summaries, text editing, lab projects, computer programming, and a reasonable amount of lab maintenance and cleaning.

2. Academic credit for research

It is permissible for departments to grant course 299 credit to students for work done as a Graduate Student Researcher, provided research performed is to meet the degree requirement.

3. Compensation plan

- a. There are ten salary steps in the GSR title. These steps are defined in the University of California Academic Salary Scales. These tables are maintained by the University of California Office of the President and can be accessed on the web (<http://www.ucop.edu/acadadv/acadpers/> or via Graduate Studies at <http://gradstudies.ucdavis.edu/facstaff>). Salary levels are adjusted by UCOP at the same time and generally in the same percentage as adjustments to other academic salaries, including those of faculty.

- b. To be competitive in recruiting the very best students, graduate programs require flexibility in the salary level they may offer graduate students employed as GSRs. Therefore, graduate programs are required to file a compensation plan for approval by the Dean of Graduate Studies outlining the rationale for the plan, the step in the title code they will use for initially hiring students and the program-specific qualifications students will need to meet. The compensation plan should also present the qualifications for students to advance to further steps in the title code and describe which steps the graduate program will use in the advancement process. Compensation plans must specifically identify percentage appointments by step during the academic year and during the summer. Graduate programs should review compensation plans on a regular basis, and no less than every three years, to ensure that salaries offered to students hired in this title are competitive. A copy of the currently approved compensation plan is on file with the Office of Graduate Studies and must also be filed with the appropriate lead dean's office for the graduate program.

- c. Programs not filing a compensation plan will use the default plan outlined below:

	Step	Percent
Initial appointment of students with a bachelor's degree only	III	50% academic year 80% summer

An appointee who has completed a master's program but has not yet advanced to candidacy for the doctoral degree	IV	50% academic year 80% summer
An appointee who has advanced to candidacy for the doctoral degree but who has not completed their dissertation research or filed the dissertation with the Office of Graduate Studies	V-VIII	50% academic year 80% summer

5. Layoff and Involuntary Reduction in Time

It is the responsibility of the supervisor/principal investigator to make reasonable efforts to ensure that potentially affected GSRs are informed of the date of possible layoffs or involuntary reductions in time as far in advance of the layoff or involuntary reduction in time date as is feasible, and in accordance with Section 145 of the Academic Personnel Manual (http://www.ucop.edu/academic-personnel/_files/apm/apm-145.pdf). Tuition and fee remission may be affected as noted in section V.A. (Benefits) above.

- a. The supervisor/principal investigator shall attempt to ascertain, at reasonable intervals, the likely ending date of a project or program. If a likely ending date is determined, potentially affected GSRs shall be promptly notified in writing.
- b. If, between reviews of project or program ending dates, the supervisor/principal investigator determines a likely ending date, or determines that there is a reasonable chance that a project or program will end prior to a date previously announced, potentially affected GSRs shall be promptly notified in writing.

6. Notice period

- a. In the event that layoff or involuntary reduction in time is determined to be necessary, the supervisor/principal investigator must give the GSR written notification of layoff or involuntary reduction in time. Except in extremely rare cases of financial emergency the supervisor shall provide notice to the GSR not less than 60 days prior to the separation date.
- b. If a financial emergency as described in [Standing Order 100.4.qq](#) has been declared, the

supervisor/principal investigator shall provide notice to the GSR not less than 30 days prior to the separation date.

- c. By exception, in the extremely rare occasion of financial emergency such as a stop work order or other immediate elimination of funding by an external agency, the supervisor/principal investigator may provide notice and terminate the GSR appointment with less than 30 days' notice to comply with the terms of the stop work order.

5. Corrective Action and Dismissal

Information regarding corrective action and dismissal of GSRs can be found in Section 150 of the Academic Personnel Manual (http://www.ucop.edu/academic-personnel/_files/apm/apm-150.pdf).

VII. FURTHER INFORMATION

- A. Additional related policy not cited elsewhere in this section includes:
 1. Academic Personnel Manual (<http://manuals.ucdavis.edu/apm/>):
 - a. [Section 561](#), Removal Expenses/Assistants.
 - b. [Section 720](#), Leaves of Absence/Holidays.
 - c. [Section 751](#), Leaves of Absence/Military Leave.
 2. TA Handbook (available from the Center for Academic Success, <http://cetl.ucdavis.edu/ta-guide/>).
 3. Graduate Studies Handbooks for Students, TA/AI's, and Adviser's (<http://gradstudies.ucdavis.edu/publications/>):
 - a. Payroll Deductions for Student Academic Teaching Appointments.
 - b. Graduate Student Health Insurance Program (GSHIP).
 - c. Tax Information for Graduate Students.
- B. Further information concerning policies and procedures may be obtained from the [Office of Graduate Studies](#).

Example of GSR Appointment Letter

Date

Student's Name
Address

Dear (Student Name)

I am pleased to offer you a Graduate Student Researcher (GSR) position for the (Fall, Winter, Spring, Summer) quarter(s) of the 20XX- 20XX academic year. Your appointment as a GSR will begin on [insert start date] and end on [insert end date]. You will be appointed as a GSR step [insert step] with an annual full-time rate of [insert salary]. Your appointment is assigned at [insert %] % of fulltime.

Your GSR appointment funding will come from [insert funding source]. Your primary worksite location is [insert place of employment]. Should you have questions regarding this appointment please discuss them with me or our department representative [insert name, phone, and email].

At UC Davis, a Graduate Student Researcher (GSR) is a graduate student who normally performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator. As a GSR you will be expected to: [insert reasonably detailed description of expectations, major responsibilities, goal, and techniques expected to be used in the research].

The UC Davis Office of Graduate Studies is the administrative home for graduate students. Relevant information for graduate student appointments can be found on the web at <http://gradstudies.ucdavis.edu/employment/index.html>. Your appointment entitles you to a remission of fees, tuition and nonresident supplemental tuition (if applicable) in accordance with university policy. However, early termination of the appointment may result in a reduced fee and tuition remission.

Graduate Student Researchers are considered academic student employees. The Academic Personnel Manual (APM) describes policies and procedures relevant to graduate student appointments. The APM describes established policy regarding your appointment. These sections are:

- UCD APM Appendix II-B: Appointment of Graduate Students to Academic Positions
- APM 730: Vacation Accrual and Leave
- APM Section V: Benefits and Privileges – Leaves
- UCD APM 145: Layoff and Involuntary Reduction in Time
- APM 150: Corrective Action and Dismissal

The APM is accessible via the web at the following URL: <http://manuals.ucdavis.edu/APM/apm-toc.htm>

This appointment letter constitutes the entire agreement for your appointment as a Graduate Student Researcher. If you have any understanding different from that presented here discuss your concerns with the supervisor or administrative contact and do not sign this document.

If you agree to accept this position as described in this letter, please print and sign your name at the bottom of this page indicating your acceptance of the appointment and return to [insert name]. A copy of this letter will be provided to you. Should you have any questions regarding your appointment, please feel free to contact [Insert name of contact person, phone and email]. I look forward to your response and to working with you.

Sincerely,

Name (faculty supervisor)
Title
E-Mail, phone

Signature of Prospective GSR

Date Signed

UC Davis Academic Personnel Manual

[APM Table of Contents](#) | [APM Home](#) | [UCD Manuals Home](#) | [UCD Home](#)
[Search the Policies](#) | [Register for Updates](#)

UCD APPENDIX II-B Appointment of Graduate Students and ~~Postgraduate Researchers~~ to Academic Positions

Date: ~~5/20/03~~—1/08/13
Supersedes: ~~5/20/03~~4/2/84—
Responsible Department: [Graduate Studies](#)

I. PURPOSE

This section outlines regulations governing appointment of matriculated graduate students to academic positions. On the Davis campus, graduate students are most commonly appointed to the following academic titles: Graduate Student Researcher (GSR), Acting Instructor (AI), Teaching Assistant (TA) Reader, and Tutor. The titles AI, TA, Reader and Tutor are covered by a collective bargaining agreement ~~between the University and the United Auto Workers~~ ([http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/complete_contract09.pdf](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/complete_contract09.pdf)). GSRs are not covered by ~~this~~ any agreement. ~~and policies for the appointment of nonstudents to the Postgraduate Researcher title.~~ This section should be used in conjunction with all other policies applicable to these titles.

II. GENERAL POLICIES AND REGULATIONS

A. A.—The Office of Graduate Studies has campus oversight responsibility for this section of the Academic Personnel Manual, for reviewing and monitoring appointments of graduate students in academic titles, ~~Postgraduate Researchers, and Visiting Postdoctoral Scholars~~, and ~~to~~ ensureing compliance with its provisions.

~~A-B.~~ Graduate sStudent appointments adhere to and abide by policies and procedures that have been established by the Academic Senate - Graduate Council, Academic Senate - Committee on Courses of Instruction, the Office of Graduate Studies, the Academic Personnel Affairs Office, and the Office of the President.

B. The Office of Graduate Studies reviews petitions for exception to policy regarding academic qualifications and quarters of appointments in the hiring of graduate students for academic appointments.

~~C.~~ The Office of Graduate Studies is responsible for generating and forwarding to deans' offices Post Audit Notification (PAN) reports related to graduate students' employment in academic titles. The reports provide the deans' offices and departments the information needed to assure that academic appointments to titles under the authority of Graduate Studies are consistent with policy and procedure.

- ~~CD~~. The Office of Graduate Studies maintains a central Web site (<http://gradstudies.ucdavis.edu/>) that provides information and services to graduate students, academic departments, and deans' offices with respect to employment in academic titles under the authority of Graduate Studies. The Web site also provides a central posting of available and potential positions.
- ~~ED~~. The deans of colleges and schools have responsibility for approving appointments of graduate students to academic positions consistent with all applicable policies.
- ~~FE~~. Employing departments shall ascertain that prospective appointees meet the eligibility requirements before allowing the appointee to begin service.

III. GRADUATE STUDENT ELIGIBILITY GENERAL REQUIREMENTS

A. Registration status

1. Any matriculated student must be a full-time registered graduate student (12 units) during the entire period of appointment to the titles covered in this section.
2. Course-Work-Only status. Students admitted to the University of California at Davis (~~UCD~~) on Course-Work-Only (CWO) status are limited to one ~~term~~quarter of eligibility for appointment in a student teaching or research title.
3. Filing Fee status. Graduate students on Filing Fee status may be appointed to a student academic title for a maximum of one quarter.
4. Planned Educational Leave (PELP). Appointment to a student academic title while on Planned Educational Leave Program (PELP) is not permitted.
5. In Absentia status. Graduate students may be appointed to a research title while registered In Absentia; appointment to a teaching title while registered In Absentia is not permitted.
6. Academic appointments after completion of degree. Registered and enrolled students who are degree recipients may hold a graduate student appointment through the end of the last month of the quarter in which they receive their terminal degree. Recipients of a fall terminal degree may work through December 31, winter terminal degree may work through March 30, and spring terminal degree may work through June 30.
7. Non-Students / Undergraduates. Graduate student academic appointments are reserved for UC Davis students. Undergraduate or non-UC Davis students may be hired as Teaching Assistants (TA) if the department has been

unsuccessful in recruiting a qualified Davis graduate student. The appointment of undergraduates or non students as TA will be approved only under rare and compelling circumstances. Approval for appointment of an Undergraduate or non-student TA must be obtained through the Academic Senate - Committee on Courses of Instruction.

Undergraduate students appointed to TA positions receive fee and tuition remission in accordance with the collective bargaining agreement between the University and the United Auto Workers:

[http://atyourservice.ucop.edu/employees/policies_employee_labor_re
lations/collective_bargaining_units/academicstudentemployees_bx/](http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/).

Approval for appointment of a non-student Reader must be approved by the Office of Graduate Studies through a Petition for Exception to Policy (PEP). The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified UC Davis academic graduate student for the position. The hiring department must verify the qualifications of the non-student for the position.

8. UC Intercampus Exchange Program students. Appointment of a graduate student from another UC campus into a teaching or research appointment must be approved by Graduate Studies using a Petition for Exception to Policy (PEP). The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified UC Davis academic graduate student for the position. Graduate students who are registered and enrolled in at least 12 units on another UC campus – even if they are not participating in the UC Intercampus Exchange Program – are eligible to hold graduate student academic appointments on the Davis campus, and they may be eligible to receive fee remissions. To hold an appointment at UC Davis, a student must be registered and enrolled in the corresponding term at their home UC campus. Graduate students who are registered and enrolled at other UC campuses and hold eligible appointments at Davis are also eligible for fee and tuition remission at an amount not to exceed that for a UC Davis academic graduate student. Davis hiring units must request through Student Accounting an inter-campus transfer of remissions via a financial journal.

7-9. Professional School students. Appointment of a student enrolled in a professional degree program (JD, MD, DVM, MBA) to a teaching or research title outside of the corresponding professional degree program must be approved by Graduate Studies using a Petition for Exception to Policy (PEP). The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified non-professional UC Davis academic graduate student for the position. Professional degree students appointed outside of their

programs receive fee and tuition remission at an amount not to exceed that remitted for an academic graduate student.

10. **Self-Supporting Program students.** Students enrolled in self-supporting programs may be appointed in a graduate teaching or research title that is funded by extramural or self-supporting degree program funds. Appointment of a student enrolled in a self-supporting graduate degree program to a teaching title in a state-supported program must be approved by Graduate Studies using a Petition for Exception to Policy (PEP). The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified UC Davis academic graduate student enrolled in a state-supported program for the position. Because students in self-supporting degree programs do not pay required University fees and tuition, they are not eligible for fee and tuition remission.

~~8-11.~~ **Education Abroad Program (EAP) students.** EAP students are admitted to UC Davis thus are eligible for student academic appointments.

~~2-~~ Matriculated graduate students may not transfer to a staff title as a means of avoiding registration requirements.

~~3.~~ Students in nonregistered status (Planned Educational Leave Program [PELP] or Filing Fee) will be allowed to hold an academic appointment for one quarter while on PELP or one quarter on Filing Fee status during their academic career.

4712. **Summer Registration.** Eligibility requirements apply to appointments in Fall, Winter, and Spring quarters only. Continuing graduate students do not need to be registered during the summer in order to hold an academic appointment. Incoming graduate students may be hired as a Graduate Student Researcher during the summer preceding their first fall term, provided they have filed a Statement of Intent to Register with Graduate Studies ~~(UCD Directive 03-037)~~. Appointments during summer sessions are not counted in calculating the quarters of employment.

B. GPA and student status requirement

1. **GPA and student standing.** The appointee must have a minimum cumulative grade point average of 3.00 in previous graduate work if a continuing student, or in the last two years of upper division work if a new graduate student, and be in good academic standing in order to be appointed to ~~these~~ AI, GSR, TA, Reader and Tutor titles.

2. **Academic Probation.** Graduate students may not be appointed while on Academic Probation due to low GPA, excessive units

of incomplete, failing or unsatisfactory grades, or while making unsatisfactory progress towards the degree. Exceptions to the GPA requirement require approval by the Office of Graduate Studies using a PEP and will normally be granted only for newly admitted students in their first or second quarter of enrollment.

3. Students with ~~sstaff titles~~ appointments. Graduate students may be hired in staff titles in accordance with Staff Personnel regulations. UC career employees who have become graduate students may maintain their career positions at up to 100%~~percent~~ time. However, once an employee accepts a student academic appointment or fellowship, he or she becomes subject to ~~UCD's~~ restrictions governing appointments and fellowships. UC career employees who become graduate students may also be eligible for the Reduced Fee Enrollment Program; questions regarding this program should be directed to Human Resources.

4. Volunteers. Students may not hold any graduate student academic title as volunteers. Academic appointees must be appropriately compensated through the Davis payroll system for their time and effort.

C. Standard dates of appointment

When appointing graduate students, standard pay dates ~~should~~ must be used in order for eligibility requirements to be determined and student benefits to be provided. Exceptions are only made for good cause and with prior approval from the Office of Graduate Studies. Academic student employees may have different service period and pay period dates. An ASE service period may begin at the start of the academic quarter and end three days after the end of the quarter, however, the pay periods will remain standard as listed below.

Fall quarter:	10/1 to 12/31
Winter quarter:	1/1 to 3/31
Spring quarter:	4/1 to 6/30
Summer:	7/1 to 9/30

Appointments may not take effect before the first day of the first quarter in which the appointee registers as a graduate student. New students entering in the fall quarter may begin ~~graduate academic~~GSR appointments on July 1 if they have submitted a Statement of Intent to Register (SIR) on or before that date, subject to all relevant appointment regulations. If the student has not submitted the SIR on or before July 1, the student may not be hired until the date that the SIR has been submitted. ~~The above is dependent on the student fulfilling all other relevant appointment regulations.~~

D. Percentage of appointment

1. Any single appointment or combination of appointments is not to exceed half-time (50%) during the academic year. ~~7~~ ~~except for periods between quarters, including the summer months, when an additional appointment may be added to increase the student to full time (100%) if funding is available.~~ Any single appointment or combination of appointments may not be less than 25%.

However, GSR appointments in the range of 1-20 percent time are permitted provided they supplement other compensation (e.g. a fellowship) that does not rise to the level of support expected by the graduate program; a PEP is not required. There may not be appointments ranging from 20.01-24.99 percent time.

2. Full-time enrolled graduate students in good academic standing, who are not international students on a F1 or J1 visa, are eligible to be appointed up to a maximum of 75% time if sufficient funding is available; a ~~PEP~~ Petition for Exception to Policy is not required. No student may be appointed in a graduate student title or combination of titles in excess of 75% time during a regular academic term.

3. ~~By exception, F~~full-time enrolled international students in good academic standing on a F1 or J1 visa may be appointed in excess of 50% time during a regular academic term with prior approval from Services for International Students and Scholars (SISS) and then only up to 75% time. The hiring unit is responsible for retaining the notice of approval by SISS.

4. Graduate students may be appointed up to 100% ~~percent~~ time during the ~~s~~Summer, ~~w~~Winter, and ~~s~~Spring breaks if funding is available. Registration in Summer Session classes is not required to hold an appointment during the ~~s~~Summer. However, continuing students who hold summer academic appointments must either have been registered for the previous ~~s~~Spring quarter or be registered for the following ~~f~~Fall quarter. Students who have withdrawn in ~~s~~Spring must be readmitted and register for ~~f~~Fall before they can hold a summer appointment.

~~1-5.~~ During the ~~s~~Summer break, appointments at greater than 50% ~~percent~~ may begin on the day following the last day of the ~~s~~Spring quarter, but must end no later September 30th. Appointments greater than 50% ~~percent~~ during the ~~w~~Winter break may begin on the day following the last day of the fall quarter, but must end prior to December 31st. Appointments greater than 50% during the spring break may begin on the day following the last day of the ~~w~~Winter quarter, but must end no later than March 30th.

~~2-6.~~ UC career employees who have become graduate students may maintain their career positions at up to 100% ~~percent~~ time.

E. Limits on quarters of employment

1. The number of quarters for which a graduate student may be appointed to academic titles is tied to normal academic progress.
- ~~2. Graduate students may be appointed a maximum of 9 quarters in one or a combination of academic titles prior to advancement to candidacy. Students should provide a copy of their certificate of advancement to candidacy to the hiring department when being appointed in their tenth quarter of registration or later.~~
2. Graduate students may be appointed for a maximum of 18 quarters in any combination of teaching titles (Teaching Assistant, Associate In_, and Reader) during regular academic quarters. No student may be employed beyond 18 quarters in any combination of teaching titles. (APM 410-17.c.)
3. Graduate students may be appointed for a maximum of 21 regular academic quarters in a research title (GSR). No student may be employed beyond 21 quarters in a research title.
4. Summer appointments are not included as quarters for purposes of computing the quarter limits.
5. Non-Renewal. It is within the university's sole discretion to appoint, reappoint, or not reappoint a graduate student employee. An academic student appointment is for one academic year or less, and is self-terminating. The term of appointment will be specified in the appointment notification.
- ~~3. Graduate programs may apply for blanket exceptions to this policy on behalf of their students. This exception is usually based upon curricular considerations that preclude students in the program from advancing to candidacy within 9 quarters.~~
- ~~4. Students may be appointed up to 15 quarters without petitioning for an exception to policy. The 15-quarter total eligibility limit applies separately to titles in the teaching series (Reader, Tutor, Nursery School Assistant, Community Teaching Fellows, Teaching Assistant, Associate In ___) and titles in the research series (Research Assistant, Student Postgraduate Researcher, Graduate Student Researcher). Appointments for quarters 16 through 18 will require a petition of exception to policy request prior to the student beginning the appointment.~~
- ~~5. A student may not be appointed to any combination of titles in the teaching series for more than 18 quarters.~~

~~A student may not be appointed to any combination of titles in the research series for more than 18 quarters.~~

F. Petitions for exception to policy (PEP)

1. Requests for appointments not meeting the academic eligibility requirements or exceeding quarters of appointment limitations for any position covered in this section should be directed to the appropriate ~~Graduate Program Liaison~~ Student Affairs Officer in the Office of Graduate Studies.
2. Requests for such exceptions should be submitted on the Petition ~~of~~ for Exception to Policy for Graduate Student Appointment form at <http://gradstudies.ucdavis.edu/forms/pep.pdf>.

G. Appointment materials

1. The following materials are required for all initial appointments:

New hire forms and documents as required by payroll and personnel systems.

Appointment notification letter

- ~~a. Hire Document (IDOC) in the Payroll/Personnel System (PPS), signed by employee with PAN comments attached.~~
- ~~b. State Oath of Allegiance, Patent Policy, and Patent Acknowledgment (UPAY 585). Order from Storehouse, Calcode 71443-180.~~
- ~~c. Employment Eligibility Verification (I-9). Order at <http://www.hr.ucdavis.edu/Forms/>.~~
- ~~d. Pay Disposition Form (UCDPAY 1). Available at <http://accounting.ucdavis.edu/Forms/>.~~
- ~~e. Withholding Allowance Certificate (Form W-4/DE-4). Order from Storehouse, Calcode 71443-172.~~
- ~~f. Personal Identification Number (PIN) Authorization (UPAY 874). Available at <http://www.hr.ucdavis.edu/Forms/>.~~
- ~~g. Biography for Academic Personnel (U 1501). Retain the biography in the department file. Order from Storehouse, Calcode 71443-104.~~

~~Note: The Schools of Medicine and Veterinary Medicine have slightly different biography form requirements. Contact the appropriate dean's office for information.~~

~~h. Graduate Student Eligibility Checklist (graduate students only). Retain in the department file. Available at <http://gradstudies.ucdavis.edu/forms/> <http://gradstudies.ucdavis.edu/salary/elig.pdf>.~~

~~i. Workers' Compensation Physician Designation. Available at <http://www.hr.ucdavis.edu/Forms/>. The student is not required to complete the form. Departments are required to ensure students have received the form.~~

~~2. The following materials may be required for rehire appointments:~~

~~a. Oath/Patent Acknowledgment (UPAY 585) if the original was not signed within one year of the rehire date.~~

~~b. Employment Eligibility Verification (I-9) if the original was signed more than three years prior to the rehire date.~~

~~c. Withholding Allowance Certificate (W-4/DE-4) only if the information in PPS is outdated.~~

~~d. Pay Disposition Form (UCDPAY 1) only if the information in PPS is outdated.~~

~~3. If the person being hired or rehired is a nonresident alien, these additional forms must be completed:~~

~~a. Statement of Citizenship Status. Available at <http://accounting.ucdavis.edu/TA/StatementCitizen.doc>.~~

~~b. Exemption from Withholding on Compensation for Independent (and Certain Dependent) Personal Services of a Nonresident Alien Individual (IRS Form 8233) if the appointee is subject to a tax treaty. Available at http://accounting.ucdavis.edu/Forms/TA_8233.pdf; instructions at http://accounting.ucdavis.edu/Forms/TA_i8233.pdf.~~

~~c. IRS Tax Treaty Statements Form if there is a tax treaty. Additional information is available at <http://www.ucop.edu/ucophome/cao/paycoord/taxevr.html>.~~

IV. GRADUATE STUDENT TEACHING TITLES CODES

Students employed in the following graduate student title codes, currently in use on the Davis campus, are members of ~~the a collective bargaining unit represented by the Association of Graduate Student Employees/United Auto Workers (AGSE/UAW),~~ effective April 1, 2000.

1501 Associate In ____ (Academic Year)
1506 Associate In ____ (Academic Year 1/9)
1511 Associate In ____ (Fiscal Year)
2286 Nursery School Assistant
2288 Remedial Tutor I
2289 Remedial Tutor II
2305 Community Teaching Fellow
2310 Teaching Assistant
2500 Reader - Non-Student
2850 Reader - Student
2860 Graduate Tutor

All appointments to ~~these~~ title codes covered by the collective bargaining agreement must be in accordance with the provisions of the contract between the University of California and AGSE/UAW must be in accordance with the provisions of the contract (available at http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_units/academicstudentemployees_bx/http://gradstudies.ucdavis.edu/facstaff/asemain.htm).

A. Benefits

1. Tuition and Fee remissions

- a. Provided the appointment is at least 25% for the entire quarter, appointees in these titles are eligible for partial tuition and fee remission in accordance with the UC and AGSE/UAW collective bargaining agreement. Students on ~~PELP or~~ Filing Fee are not eligible for a fee remission.
- b. If a student appointee terminates employment, the student will receive a fee remission in proportion to the time employed. In no case will the fee remission exceed the fees charged by the Registrar. To simplify the process, the remission amount is tied to 4-week periods:
 - * If termination takes place between the first day of week 1 through the end of week 4, the student will receive 1/3 of the fee remission.
 - * If termination takes place between the first day of week 5 through the end of week 8, the student will receive 2/3 of the fee remission.

- * If termination takes place between the first day of week 9 through the end of week 12, the student will receive the full fee remission.

2. Vacation

Of the above teaching titles, all except title code 1511 Associate In ____ (fiscal year), are academic-year titles and do not accrue vacation per [APM 730](#). Title code 1511 is a fiscal-year appointment and therefore appointees are eligible for vacation accrual and leave.

3. Sick leave

In accordance with [APM 710](#), these titles are not eligible for sick leave but may be eligible for leaves of absence in accordance with [APM Section V, Benefits and Privileges](#) (~~http://www.ucop.edu/acadadv/acadpers/apm/sec5_pdf.html~~) ~~the contract between the University of California and AGSE/UAW collective bargaining agreement~~ (available at <http://gradstudies.ucdavis.edu/facstaff/asemain.htm>).

B. Criteria for appointment

An appointee in these titles must meet the criteria outlined in III, above. ~~In addition, s~~Students may not simultaneously serve as a TA/AI and a Reader or Tutor for the same course. A student, regardless of student registration status, may not be employed in a non-student title or other academic title not reserved for students.

C. Teaching Assistant

See also [APM 410](#), Student Teachers.

1. Definition

A Teaching Assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of a ~~regular~~ faculty member.

2. Additional criteria for appointment

No student may serve as a ~~Teaching Assistant~~TA in a course in which he/she is enrolled [[Academic Senate Regulation 750\(E\)](#)].

D. Associate In ____

1. Definition

An Associate In ___ is a teacher employed temporarily to conduct the entire instruction of a lower division course or of a group of students in a lower division course. An Associate In ___ may conduct the entire instruction of an upper division course only with the prior written approval of the Chair of the Academic Senate Committee on Courses of Instruction [[Academic Senate Regulation 750\(B\)](#)].

2. Additional criteria for appointment

The minimum qualifications for appointment to the title Associate In ___ shall be in possession of a master's degree and at least one year of teaching experience, including any time served as a Teaching Assistant. Completion of 30 units of graduate work will be considered equivalent to completion of a master's degree.

~~Students may not simultaneously serve as a TA/AI and a Reader or Tutor for the same course.~~

E. Reader

See also [APM 420](#), Reader.

1. Definition

The title Reader is given to a student employed for the ability to render diverse services as a "course assistant," which will normally include the grading of student papers, and examinations. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant.

2. Additional criteria for appointment

~~a. Appointment of non-students as Readers may be approved on a case-by-case basis, but only if a qualified student is not available.~~

~~The request for exception must include assurances that the hiring department has made a concerted effort to first locate a qualified UC Davis academic graduate student for the position. The hiring department must verify the qualifications of the non-student for the position. A PEP is required.~~

ba. A student may not serve as a Reader in a course in which he/she is enrolled [[Academic Senate Regulation 750\(E\)](#)].

~~eb. A student on PELP or Filing Fee who has exhausted his/her one quarter of appointment may not be employed as a non-student Reader or Tutor.~~

~~Students may not simultaneously serve as a TA/AI and a Reader or Tutor for the same course.~~

F. Graduate Tutor

The Graduate Tutor is a full-time registered graduate student who works with individual students or small groups of students to assist them in their learning. Material covered may be topical in nature or related to a specific course. Tutors may keep regularly scheduled drop-in hours for student consultation and tutoring. Tutors do not grade tests, papers, or other student assignments and do not work under the direct supervision of a faculty member. A Graduate Tutor will not be given the responsibilities customarily accorded to a Teaching Assistant. Tutors are paid on an hourly basis for hours worked and recorded on their timesheet. ~~Students may not simultaneously serve as a TA/AI and a Reader or Tutor for the same course.~~

V. GRADUATE STUDENT RESEARCH TITLES CODES

Students are employed in the following graduate student research title codes currently in use on the Davis campus:

3282 Graduate Student Researcher
~~3241 Student Postgraduate Researcher~~
~~3282 Graduate Student Researcher~~
~~3299 Research Assistant~~

A. Benefits

1. Tuition and Fee remission

a. Graduate students must be appointed in a research title for at least 25% time for the full quarter ~~with the appointment effective within the first week of the quarter~~ in order to be eligible for a remission of tuition and fees, as well as non-resident supplemental tuition, when applicable. Students on ~~PELP or Filing Fee or In Absentia~~ are not eligible for a fee remission.

b. If ~~an student~~ appointeement is terminated ~~employment~~, the student will receive a fee remission in proportion to the time employed. In no case will the fee remission exceed the fees charged by the Registrar. To simplify the process, the remission amount is tied to 4-week periods:

- * If termination takes place between the first day of week 1 through the end of week 4, the student will receive 1/3 of the fee remission.
- * If termination takes place between the first day of week 5 through the end of week 8, the student will receive 2/3 of the fee remission.
- * If termination takes place between the first day of week 9 through the end of week 12, the student will receive the full fee remission.

2. Vacation

Graduate Student Research title codes are fiscal-year appointments and therefore eligible for vacation accrual and leave in accordance with [APM 730](#).

A student appointed in a GSR title less than six months, irrespective of percentage time of appointment, does not accrue vacation. A student appointed as a GSR for at least six months and at least 50% time accrues vacation at a rate of 24 days per year (at a 100% time appointment). Actual accrual rate is based upon percentage time of appointment.

When a student is no longer in a vacation accruing title, (separating or moving from an ~~accruing~~ accruing to non-~~accruing~~ accruing title), all terminal vacation must be paid out to the student at the current rate.

3. Sick leave

In accordance with [APM 710](#), Graduate Student Research titles are not eligible for sick leave, but may be eligible for leaves of absence in accordance with APM Section V, Benefits and Privileges (<http://www.ucop.edu/academic-personnel/academic-personnel-policy/benefits-and-privileges/>).

B. Criteria for appointment

~~See also [APM 410](#), Appendices A and B.~~

An appointee in these titles must meet the criteria outlined in III, above.

Each student appointed as a Graduate Student Researcher must receive from the hiring unit a written notice of appointment (~~letter~~hard copy or electronic mail). Appointment letters

should contain the term of the appointment (start and end date), the salary/step, percentage of effort, the supervisor, the funding source and the location of work. (See Exhibit A for example appointment letter.)

~~C. — Research Assistant~~

~~The Research Assistant title will no longer be used at UC Davis, effective Fall 2003.~~

~~1. — Definition~~

~~A Research Assistant is a graduate student with high scholarship standing who serves with or without salary but whose appointment must be part-time. This appointee does research under the direction of a faculty member and may or may not collaborate in the publication of research as determined by the faculty member directing the work (APM 112).~~

~~2. — Academic credit for research~~

~~It is permissible for departments to grant course 299 credit to students for work done on a Research Assistantship, provided research performed is to meet the degree requirement.~~

~~D. — Student Postgraduate Researcher~~

~~The Student Postgraduate Researcher title will no longer be used at UC Davis, effective Fall 2003.~~

~~See also APM 350, Postgraduate Research (____).~~

~~1. — Definition~~

~~a. — This title is not intended as an entry level into the professional research series, although it is possible to advance into that series when and if the appointee meets the qualifications (APM 350).~~

~~b. — Student appointments to this title are generally made only for students who are engaged in research.~~

~~2. — Criteria for appointment~~

~~Appointments to Steps I-VI in this title require the minimum of a bachelor's degree.~~

~~3. — Steps within title series~~

~~a. — There are ten steps within this title code. In order to establish campuswide equity in the use of~~

~~these steps, the Office of Graduate Studies follows these criteria:~~

~~Step I—an appointee with a bachelor's degree, with less than one year of graduate study and without extensive appropriate work experience.~~

~~Step II—an appointee with one year or more of graduate study or extensive appropriate work experience, but without a master's degree.~~

~~Step III—an appointee who has completed a master's program but has not yet been advanced to candidacy for the Ph.D. degree.~~

~~Step IV—an appointee who has been advanced to candidacy for the Ph.D. degree.~~

~~Step V—an appointee who has completed all requirements for the Ph.D. degree, but who has no more than two years of postdoctoral employment.~~

~~Step VI—an appointee who holds the Ph.D. degree and has at least one year of postdoctoral employment.~~

~~Steps VII-X require a doctorate or its equivalent.~~

~~A student is not eligible for appointment to Steps VI-X.~~

~~b. Appointees are eligible for consideration for merit increase after two years in a particular step or after completion of academic progress that would entitle them to the higher step. Specific procedures for merit recommendations may vary among colleges and schools. Contact the appropriate dean's office for instructions.~~

~~c. Graduate students who have completed a professional degree in medicine or veterinary medicine ordinarily enter the series at Step IV and reach Step VI after completion of a master's degree or advancement to candidacy for the Ph.D. degree.~~

EC. Graduate Student Researcher

1. Definition

A Graduate Student Researcher (GSR) is a graduate student who performs research related to the student's degree program in an academic department or research unit under the direction of a faculty member or authorized principal investigator (APM 112). ~~Effective Fall 2003, the Graduate~~

~~Student Researcher replaces both the Research Assistant title and the Student Postgraduate Researcher title at UC Davis. GSRs may not be assigned teaching, administrative, or general assistance duties. This does not exclude research-related duties such as quantitative analysis, bibliographic searches or summaries, text editing, lab projects, computer programming, and a reasonable amount of lab maintenance and cleaning.~~

2. Academic credit for research

It is permissible for departments to grant course 299 credit to students for work done as a Graduate Student Researcher, provided research performed is to meet the degree requirement.

3. Compensation plan

~~a. Graduate programs (departmentally based or graduate groups) are required to create a compensation plan for their students and submit it to their dean's office, or the appropriate "lead dean" if a group-based program, for approval and provide the Office of Graduate Studies with a copy.~~

a. There are ten salary steps in the GSR title. These steps are defined in the University of California Academic Salary Scales. These tables are maintained by the University of California Office of the President and can be accessed on the web (<http://www.ucop.edu/acadaadv/acadpers/> or via Graduate Studies at <http://gradstudies.ucdavis.edu/facstaff>). Salary levels are adjusted by UCOP at the same time and generally in the same percentage as adjustments to other academic salaries, including those of faculty.

b. To be competitive in recruiting the very best students, graduate programs require flexibility in the salary level they may offer graduate students employed as GSRs. Therefore, graduate programs are required to file a compensation plan for approval by the Dean of Graduate Studies outlining the rationale for the plan, the step in the title code they will use for initially hiring students and the program-specific qualifications students will need to meet. The compensation plan should also present the qualifications for students to advance to further steps in the title code and describe which steps the graduate program will use in the advancement process. Compensation plans must specifically identify percentage appointments by step during the academic year and during the summer. Graduate programs should review compensation plans on a regular basis, and no less than every three years, to ensure that salaries

offered to students hired in this title are competitive. A copy of the currently approved compensation plan is on file with the Office of Graduate Studies and must also be filed with the appropriate ~~staff in the~~ lead dean's office for the graduate program.

~~b. The compensation plan must incorporate the following items:~~

- ~~1) The rationale for their plan.~~
- ~~2) The initial step in the title code for hiring.~~
- ~~3) Qualifications the student needs to meet to be hired, over and above those specified in this document.~~
- ~~4) Qualifications the student needs to meet in order to advance to a higher step in the title, if specified.~~

~~e. Graduate programs should review the plans on a regular basis for adequacy and update them as required. Updated plans ~~Plans must be submitted to the appropriate dean's office for approval and a copy provided to the Office of Graduate Studies.~~~~

~~dc. Programs not filing a compensation plan will use the default plan outlined below: and begin students at Step I.~~

	<u>Step</u>	<u>Percent</u>
<u>Initial appointment of students with a bachelor's degree only</u>	<u>III</u>	<u>50% academic year</u> <u>80% summer</u>
<u>An appointee who has completed a master's program but has not yet advanced to candidacy for the doctoral degree</u>	<u>IV</u>	<u>50% academic year</u> <u>80% summer</u>

<u>An appointee who has advanced to candidacy for the doctoral degree but who has not completed their dissertation research or filed the dissertation with the Office of Graduate Studies</u>	<u>V-VIII</u>	<u>50% academic year 80% summer</u>
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4. Layoff and Involuntary Reduction in Time

a. It is the responsibility of the supervisor/principal investigator to make reasonable efforts to ensure that potentially affected GSRs are informed of the date of possible layoffs or involuntary reductions in time as far in advance of the layoff or involuntary reduction in time date as is feasible, and in accordance with Section 145 of the Academic Personnel Manual (http://www.ucop.edu/academic-personnel/_files/apm/apm-145.pdf). Tuition and fee remission may be affected as noted in section V.A. (Benefits) above.

1. The supervisor/principal investigator shall attempt to ascertain, at reasonable intervals, the likely ending date of a project or program. If a likely ending date is determined, potentially affected GSRs shall be promptly notified in writing.

2. If, between reviews of project or program ending dates, the supervisor/principal investigator determines a likely ending date, or determines that there is a reasonable chance that a project or program will end prior to a date previously announced, potentially affected GSRs shall be promptly notified in writing.

b. Notice period

1. In the event that layoff or involuntary reduction in time is determined to be necessary, the supervisor/principal investigator must give the GSR written notification of layoff or involuntary reduction in time. Except in extremely rare cases of financial emergency the supervisor shall provide notice to the GSR not less than 60 days prior to the separation date.

2. If a financial emergency as described in Standing Order 100.4.qq has been declared, the

supervisor/principal investigator shall provide notice to the GSR not less than 30 days prior to the separation date.

3. By exception, in the extremely rare occasion of financial emergency such as a stop work order or other immediate elimination of funding by an external agency, the supervisor/principal investigator may provide notice and terminate the GSR appointment with less than 30 days' notice to comply with the terms of the stop work order.

5. Corrective Action and Dismissal

Information regarding corrective action and dismissal of GSRs can be found in Section 150 of the Academic Personnel Manual (http://www.ucop.edu/academic-personnel/_files/apm/apm-150.pdf).

Step I ~~an appointee with a bachelor's degree, with less than one year of graduate study and without extensive work experience.~~

Step II ~~an appointee with one or more years of graduate study or extensive appropriate work experience but without a master's degree.~~

Step III ~~an appointee who has completed a master's degree but not yet advanced to candidacy.~~

Step IV ~~an appointee who has advanced to candidacy for the Ph.D. degree.~~

Step V ~~an appointee who has advanced to candidacy for the Ph.D. degree and has completed at least one year of dissertation research.~~

Steps VI-X ~~an appointee who has completed dissertation research but has not completed the final defense of the dissertation or filed appropriate documentation of completion of requirements for the degree with the Office of Graduate Studies.~~

VI. NONSTUDENT TITLE CODES

The Office of Graduate Studies is responsible for oversight of nonstudents employed in the following title codes currently in use on the Davis campus.

3240 Postgraduate Researcher
3252 Postdoctoral Scholar — Employee
3253 Postdoctoral Scholar — Fellow
3254 Postdoctoral Scholar — Paid Direct

3370 ~~Visiting Postdoctoral Scholar~~

~~A. Postgraduate Researchers~~

~~As of January 1, 2010, this title will be retired. No new appointments, or reappointments may be made in this title after January 1, 2004 (APM 390 Appendix A).~~

~~See APM 350, Postgraduate Research (____).~~

~~1. Definition~~

- ~~a. Appointees to this position are engaged in research.~~
- ~~b. This title is not an entry level into the professional research series, although it may be possible to advance into that series when and if the appointee meets the qualifications (APM 350).~~
- ~~c. Students may not be appointed to this title, including those students in a nonregistered status.~~

~~2. Criteria for appointment~~

- ~~a. There are 17 steps within this title. In order to establish campuswide equity in the use of these steps, the Office of Graduate Studies follows these criteria:~~

~~Step I—an appointee with a bachelor's degree, with less than one year of graduate study and without extensive appropriate work experience.~~

~~Step II—an appointee with one year or more of graduate study or extensive appropriate work experience, but without a master's degree.~~

~~Step III—an appointee who has completed a master's program but has not yet been advanced to candidacy for the Ph.D. degree.~~

~~Step IV—an appointee who has been advanced to candidacy for the Ph.D. degree.~~

~~Step V—an appointee who has completed all requirements for the Ph.D. degree, but who has no more than two years of postdoctoral employment.~~

~~Step VI—an appointee who holds the Ph.D. degree.~~

~~Steps VII-XVII require a doctorate or its equivalent and at least one year of postdoctoral employment.~~

- ~~b. Appointments into Steps VII-XVII require prior approval from the Associate Dean Programs, Office of Graduate Studies.~~
- ~~e. Appointees are eligible for consideration for merit increase after one year in a particular step or after completion of academic progress that would entitle them to a higher step. Specific procedures for merit recommendations may vary among colleges and schools. Contact the appropriate dean's office for instructions.~~
- ~~d. Appointees in the School of Veterinary Medicine who have completed a professional degree may be appointed as follows:~~

~~Step XI an appointee who has completed the DVM or equivalent, but less than one year toward a master's degree.~~

~~Step XII an appointee who has completed the DVM or equivalent, with more than one year of graduate school or extensive experience.~~

~~Step XIII an appointee who has a Ph.D. and at least one year of postdoctoral employment.~~

- ~~e. Petitions for exception to policy for nonstudent title codes need to be submitted in letter format from a faculty member to the Associate Dean Programs, Office of Graduate Studies.~~

~~3. Benefits~~

- ~~a. The nonstudent Postgraduate Researcher title is a fiscal year appointment and therefore eligible for vacation accrual and leave in accordance with APM 730.~~
- ~~b. This title is eligible to accrue sick leave in accordance with APM 710. An appointee to this title may also be eligible for leaves of absence in accordance with APM Section V, Benefits and Privileges.~~
- ~~e. Depending upon the length and percentage of appointment, appointees to the nonstudent Postgraduate Researcher title may be eligible for medical, dental, vision, and retirement benefits.~~

~~Contact the Benefits Office for further information.~~

~~B. Visiting Postdoctoral Scholar~~

~~As of January 1, 2010, this title will be retired. No new appointments or reappointments may be made in this title after January 1, 2004 (APM 390 Appendix A)~~

~~See UCD Policy and Procedure Manual Section 210-65, Postdoctoral Study, and Academic Personnel Manual Section UCD-230, Appointment to Visiting (Postgraduate Research) Postdoctoral Positions.~~

~~C. Postdoctoral Scholar Employee, Fellow, Paid Direct~~

~~See APM 390, Appointment and Promotion Postdoctoral Scholars for policy relating to these titles.~~

VII. FURTHER INFORMATION

A. Additional related policy not cited elsewhere in this section includes:

1. Academic Personnel Manual (<http://manuals.ucdavis.edu/apm/>):
 - a. [Section 561](#), Removal Expenses/Assistants.
 - b. [Section 720](#), Leaves of Absence/Holidays.
 - c. [Section 751](#), Leaves of Absence/Military Leave.
 2. TA Handbook (available from the ~~Teaching Resources Center~~[Center for Academic Success](http://cetl.ucdavis.edu/ta-guide/), <http://cetl.ucdavis.edu/ta-guide/>).
 3. Graduate Studies Handbooks for Students, TA/AI's, and Adviser's (<http://gradstudies.ucdavis.edu/publications/>):
 - a. Payroll Deductions for Student Academic Teaching Appointments.
 - b. Graduate Student Health Insurance Program (GSHIP).
 - c. Tax Information for Graduate Students.
- B. Further information concerning policies and procedures may be obtained from the [Office of Graduate Studies](#).