

GSI and Reader Policies and Procedures

IAS Teaching Program Guidelines for Program Chairs on GSI / Reader Hires

IASTP hires GSIs and readers three times of the year: for Fall, for Spring, and for Summer. While we provide the following information here to the entire faculty who teach in IASTP, program chairs specifically are asked to:

- a) ensure that faculty teaching in their majors, both current and future, understand these guidelines
- b) create a workload template for each course in their major (if appropriate, in consultation with the faculty who normally teach these courses)

Graduate Division requires each department to identify a Faculty Adviser for GSI Affairs. In IASTP, this position is currently held by Alan Karras. The campus has asked all Faculty Advisers for GSI Affairs to clearly identify themselves to faculty and GSIs and to serve as the point of contact for issues related to GSI hiring, supervision, training, and mentoring. In addition to the material provided here, the following 3 websites are important resources for GSI Affairs:

<http://www.grad.berkeley.edu/policies/ggp/ggp.pdf>

<http://www.grad.berkeley.edu/policies/pdf/apptknow.pdf>

http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/index.html

GSI Application and Hiring Process

IASTP posts GSI positions on-line at <http://iastp.berkeley.edu/GSIResGen.php>

Graduate students interested in serving as GSIs must apply directly to IASTP using the [application form](#) provided on our website. Their applications are checked by the Curriculum Coordinator for the following issues before they are forwarded to faculty instructors:

- a) incompletes and academic standing;
- b) other campus appointments that may mean total employment of a student exceeds 50% for a semester;
- c) other issues which impact employment of the student as a GSI such as exceeding the number of semesters of eligibility, fellowships which impact employability, etc.

Faculty instructors are expected to make timely decisions about their GSI hires and then forward their **recommendations** to the Curriculum Coordinator no later than 4 weeks prior to the start of the term. Please note that instructors may not make employment offers to students; they only may make recommendations to the hiring unit (in this case IASTP). It is important for instructors to not make verbal or written offers to GSIs directly. Such offers may only come from IASTP.

Faculty should notify the Curriculum Coordinator of their recommendations by email. The email should contain the name of the student, the course for which they are making the recommendation, and the percentage of time (25% for each section) they are recommending the student be hired. After the faculty recommendation is received and prior to the issuance of an offer, the Curriculum Coordinator again will verify the following:

- a) incompletes and academic standing (if substantial time has elapsed between the application and faculty decision);
- b) other campus appointments that may mean the total employment of a student exceeds 50% for a semester. Graduate Division calls this the 50% rule. IASTP may consider exceptions to the 50% rule only in rare and unusual cases. The exception first must be approved by the IASTP Faculty Adviser for GSI Affairs who retains the discretionary authority to deny such exception requests. If the exception is approved, the student will be required to obtain approval from their head graduate advisor. After receiving approval

from the head graduate advisor, IASTP will begin the process of an exceptional hire. To submit such an exception, IASTP may also need to inquire about a student's immigration status, since foreign students are not permitted by law to exceed 50% employment during the semester and to verify that any financial assistance received by the student does not restrict additional earnings.

The offer letter will follow a template provided by Human Resources and is supplemented with additional information specific to the position.

Campus mandates include:

- a) graduate students must be registered in 12 units of coursework by the third week of the semester;
- b) listing of fee remission structures;
- c) GSI pedagogy training requirement (detailed below);
- d) International Students from non-English speaking countries must pass the Speak/OPT Test.

Additional IASTP mandates include:

- a) GSIs must be in physical residence at UC Berkeley for the duration of the course, no less than from the first day of instruction to three days after the final examination;
- b) a supplemental workload agreement between GSI and instructor for each course.

GSI Pedagogy Training: IASTP's GSI pedagogy training policy is as follows:

For GSIs who have not taught before on the UC Berkeley campus and/or have not taken a 300 level course before on the UC Berkeley campus, we expect full compliance with Graduate Division guidelines, which are the following:

- a) Attendance at the Teaching Conference for New GSIs - offered each semester by the [GSI Teaching and Resource Center](#);
- b) For first-time international GSIs, attendance at the Teaching Conference for International GSIs offered each semester by the [GSI Teaching and Resource Center](#); and successful passing of the SPEAK/OPT test;
- c) Completion of the [Online Course on Professional Standards and Ethics in Teaching](#) module by the end of the third week of teaching;
- d) Completion of the [Online Course on Sexual Harassment](#) module by the end of the third week of teaching;
- e) Enrollment in a semester-long 300-level course on teaching (in this case IAS 301 taught by Professor Alan Karras).

For all GSIs teaching in IASTP regardless of whether or not they have taught before in the IASTP or elsewhere on campus

- a) Mandatory completion of [FERPA \(Federal Family Educational Rights and Privacy Act\)](#) training by the end of the third week of classes if two years have expired since you last completed a FERPA course. The course is offered through the UCB Learning Center. You will need to authenticate with your CalNet ID and passphrase. Once on the main UCB Learning Center page, search for "FERPA" to locate and/ or to take the course.
- b) Completion of the [Online Course on Sexual Harassment](#) by the end of the third week of teaching if two years has expired since last completion;

Supplemental Workload Agreement: A supplemental workload agreement is a simple contract between a faculty instructor and the GSI. It clarifies the workload expectations for a class. Human Resources recommends that such a contract be developed for each class and provided as a supplement to the offer letter. Program chairs have the responsibility of creating and maintaining these workload agreements and providing them to the Curriculum Coordinator in a timely fashion each time changes are made. Such agreements typically list the following:

- a) *Percentage appointment and total hours worked:* The GSI contract requires that students with 50% appointments spend no more than 340 hours per semester (including final exams) on their teaching. In addition, there may be no more than 77 hours worked over the limit of 20 per week. In other words, if there

are weeks where students work more than 20 hours (e.g. midterm week or finals week), they must notify the relevant faculty instructor or program chair and indicate the total number of hours that they have worked over the 20 hour cap. Appointments for 25% are appropriately scaled to reflect the decrease in FTE.

b) *Breakdown of hours:* Keeping in mind the calculations provided above, what is the workload expectation for the following categories? The listing of these expectations will clarify for a GSI the amount of work they are expected to do in each category. Since this varies from course to course, so do workload agreements.

- Attending lecture
- Reading course materials
- Attending and leading discussion sections
- Preparing for discussion sections
- Exam and paper preparation
- Grading of each paper and/or exam
- Office Hours
- Responding to e-mail and/or working on b-space
- Preparing to give a lecture in the class (if applicable)
- Attendance at GSI meetings with instructor

Here is a sample template based on examples provided by Human Resources for a 50% GSIship. Please note that it is important to create different templates for different types of classes. The contract also requires GSIs to be informed in writing of any substantial changes to information contained in the supplemental documentation. The supplemental documentation will also ask GSIs to inform their faculty supervisor as soon as they feel they are not able to stay within the recommended workload guidelines.

- Attend weekly meeting with instructor: 1 hour/ wk
- Teach two discussion sections: 2 hours/ wk
- Preparation for sections: 3 hours/ week
- Reading for the course: 2 hours/ week
- Email with students/ bSpace: 2 hours/ week
- Office hours (formal meetings + informal meetings/e-meetings): with students: 2 hours/ week
- Additional administrative duties (e.g. bspace, copying): 0.5 hour/ week
- Preparing answer keys for exams: 10 hours/semester
- Grading (50-55 students x midterm): 25 hours/semester
- Grading (50-55 students x short paper assignment): 25 hours/ semester

Mentoring of GSIs: The campus policy on the mentoring of GSIs is provided at:
<http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf>

Note that the campus encourages faculty to include the details of their mentoring of GSIs in the “academic advising” section of annual bio-bibliographies. Departmental policies and practices regarding the mentoring of GSIs are also now included as a query in the external reviews of departments.

Reader Application and Hiring Process

Reader Application and Hiring Process: During the week prior to the start of classes, faculty instructors that do not teach courses with discussion sections but have enrollment levels that support the approval of readers (45 students or more) may contact the Curriculum Coordinator. If budgetary resources are available, they will be asked to promptly identify potential readers and to forward those names to her. A reader may be assigned to a class that has at least 45 students by the third week of enrollment; this means that classes with enrollment higher than 45, and where the

attrition rate will not bring enrollment below 45, will be identified for reader hires.

Please note that instructors may not make employment offers to students; they make **recommendations** to the hiring unit (in this case IASTP). It is important for instructors to not make verbal or written offers to readers directly. Such offers must come from IASTP and only after various conditions are verified.

Faculty should notify the Curriculum Coordinator of their recommendations by email. The email should contain the name of the student, their contact information, and the course for which they are making the recommendation. Such offers must come from IASTP and only after required conditions have been verified. The Curriculum Coordinator will verify the following:

Registered students:

- a) At least a 3.0 grade-point average;
- b) No more than two Incompletes;
- c) Must be in good academic standing (i.e., may not be on academic probation or had their degree candidacy lapse);
- d) Must have received at least a B grade in the course or another course equivalent to the one in which they are serving;
- e) Graduate students must be registered and enrolled in at least twelve units no later than the end of the third week of classes.
- f) other campus appointments that may mean the total employment of a student exceeds 50% for a semester. Graduate Division calls this the 50% rule. IASTP may consider exceptions to the 50% rule only in rare and unusual cases. The exception first must be approved by the IASTP Associate Director who retains the discretionary authority to deny such exception requests without sending it to Graduate Division. Then the an exception must be requested by IASTP from Graduate Division. No appointment letter can be issued until Graduate Division provides final approval for the exception and there is no guarantee that Graduate Division will provide approval. To submit such an exception, IASTP may also need to inquire about a student's immigration status, since foreign students are not permitted to exceed 50% employment during the semester and we need to verify that any financial assistance received by the student does not restrict additional earnings.

Non-registered students: As the hiring unit, IASTP has a strong preference for registered UC Berkeley students to be hired as readers. In the rare and unusual cases where a non-student is hired, the program chair, in consultation with the Faculty Adviser for GSI Affairs, has to grant an exception and has to do so on the basis that the pool of UC Berkeley students did not yield a qualified reader. To be eligible, a non-registered student:

- a) Must have maintained at least a 3.0 grade-point average in their previous academic work;
- b) Must have received at least a B grade in the course or another course equivalent to the one in which they are serving.

Preliminary Reader offers will be issued by the end of the first week of classes. Readers who have been recommended by faculty may attend classes during this first week but they must not do any additional work, e.g. grade or hold office hours, until they have received and accepted the offer letters issued by IASTP.

The offer letter will follow a template approved by Human Resources and include:

- a) information on salary rates and hours;
- b) listing of the job duties of readers, e.g. grading, attending class, and holding office hours that relate directly to the grading of assignments. Please note that by campus guidelines and definition of a reader, they cannot perform "teaching duties."

This preliminary offer will guarantee a minimum number of hours for which the reader will be paid over the course of the semester. By the end of the third week of classes, the offer will be amended to show the exact amount that the reader will be paid. This amendment will reflect the actual enrollment levels in the class. Please note that the formula used for compensating readers is the following: Readers are paid 80 base hours to cover such activities as attending class, reading course materials, discussing exam and/or paper results with students. In addition, for each

enrolled student a reader is paid a total of 2 hours to cover time needed to grade exams and/or papers at an hourly rate set by the campus. Enrollment is calculated based upon enrollment on Friday of the third week of instruction.

Readers may be expected to do some or all of the following

- a) Attend lecture
- b) Read the course materials
- c) Meet with the instructor before and/or after each graded assignment to develop grading matrix
- d) Grade each paper and/or exam
- e) Hold office hours for students directly before and/or after to discuss exam material and expectations

GSAI Appointments

In rare cases, program chairs may wish to hire a doctoral candidate as the instructor for a course. In order to do so, it is necessary to demonstrate that the available pool of lecturers are not able or willing to teach the course, i.e. that there is no loss of work to Unit 18 members or potential members. It is also necessary to seek formal approval from the Committee on Courses and Instruction (COCI) for such an appointment. Therefore, the request for a Graduate Student Acting Instructor must be submitted to COCI a minimum of 4 weeks prior to the semester for which the appointment is being sought. This approval process can be lengthy and cannot be completed at the last minute. Also, COCI is willing to consider such requests only when it can be shown that the teaching of this course is of central relevance to the dissertation work of the doctoral candidate you are recommending to teach.

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