

**STUDENT ACADEMIC APPOINTMENT Info. 2008-09
(GSR, GSI, Reader, Tutor)**

Policies and Procedures

If you are offered a Graduate Student Instructor (GSI),* Graduate Student Researcher (GSR), Reader, or Tutor position, you will need to **complete a "Student Academic Appointment Application."** You can obtain this form from your Area/Program Office, the Student Academic Services Office, or the Business Services Office. It is also available on the School's website: <http://gse.berkeley.edu/Admin/bsodocs.html>

The application process consists of several "steps" (including providing information on the starting and ending dates of your appointment, and the percent time you will be employed; obtaining the signature of the faculty member hiring you, and the approval of your Faculty Adviser). After **Steps 1AB, 2, and 3 have been completed, please submit the Appointment Application to Polly Ng, in the Business Services Office** (Rm. 1615 Tolman Hall), to begin the hiring process.

From there, your appointment application will be forwarded to staff in the Student Academic Services Office to verify your academic eligibility for the appointment (GPA, "I" grades, registration status, "normative time" progress). Please note that if you are far behind in your degree progress, there may be a delay (to give the Head Graduate Adviser time to contact you and/or your adviser, about the appointment). Once your academic eligibility has been approved, SAS staff will return the form to the Business Services Office for submission to payroll.

Graduate Division appointment requirements include:

1. Registration (i.e. payment of fees), and enrollment in at least 12 units, by the third week of the semester.
2. GPA of 3.1 or better, and no more than two grades of "Incomplete." In addition, students are expected to be in good academic standing, making satisfactory progress in their degree programs.

All first-time GSIs must meet the following Academic Senate requirements:

1. *Attend a one-day Teaching Conference for GSIs (on campus).*
2. *Take EDUC 380 – a pedagogy seminar (SAS staff automatically enroll first-time GSIs in this course).*
3. *Complete an online course on Professional Standards and Ethics in Teaching by the 4th week of class.*

In addition, first-time GSIs must complete the UAW "Membership Election" form.

Appointment Restrictions:

Students are not eligible to hold academic appointments while on "Filing Fee" status.

Students receiving the Dean's Normative Time Fellowship are not eligible to hold appointments during the semester(s) they receive the award.

Students receiving full fellowship support (stipend plus fees) are limited to 25% time per semester (or 50% time for one semester only).

Students placed on academic probation by the Grad Division are not eligible to hold an appointment.

Requests for exceptional appointments require the submission of a **"Request for Exception" form** (in addition to the appointment application), and the approval of the Head Graduate Adviser. Exception Request forms are available from your Area/Program office, the Student Academic Services Office, or the Business Services Office.

Appointments that require the submission of a Request for Exception form include:

- GPA below 3.1 and/or more than two grades of Incomplete;

* Prior to teaching, non-native speakers of English appointed for the first time as a GSI are required to demonstrate their proficiency in English. Please consult

- Percent time for all appointments held exceeds 50% (but not more than 75%). Note: During the winter intersession and summer break, appointments up to 100% time are allowed.
- GSI appointment exceeds Systemwide limit of 4 years in student teaching titles on all UC campuses
- GSI having full responsibility for a 100 level course;
- GSI, Reader, or Tutor assisting in 200 level course;
- GSI being promoted early from Step I to Step II.

Students should not begin working until their appointment application is approved.

Fee and SHIP Remission Programs/Fee Payment Procedures

(For salary/remission amounts, go to <http://www.grad.berkeley.edu/appointments>)

Graduate students appointed for 25% time or greater, for the entire semester, as a GSI, GSR (or combination of both titles) are eligible for **partial fee remission**, and full remission of the Student Health Insurance Premium (SHIP).

Graduate students with **GSR (only) appointments at 45% time or greater are eligible for full fee remission**, including non-resident tuition (if applicable), and remission of the Student Health Insurance Premium (SHIP).

Financial Aid recipients who qualify for fee remission need to report this (award) information to the Financial Aid Office.

SHIP enrollment information and Health Insurance Waiver forms may be obtained from the University Health Services at the Tang Center, 2222 Bancroft Way. <http://www.uhs.berkeley.edu/Students/insurance>

Fee Payment Procedures: Eligible students will receive a credit on their University CARS account in the amount of the remittable fees after the hiring department enters the appointment in the Human Resources Management System (HRMS). **Please note that students are responsible for making sure that their fees are paid by UCB deadlines.**

In most cases, fee payments are due before appointments are approved (the administrative process for fee remissions requires approximately 4 - 6 weeks from appointment entry in HRMS, to the appearance of a remission credit on your CARS account). If you have been assured of an appointment that will result in your receiving at least partial fee and SHIP remission, and your PAF information will be submitted to Payroll by the deadline, you can use the Deferred Payment Plan to pay registration fees. To use this option you need to:

Pay the full amount of the first installment (20% of fees). Usually all fee remissions are applied by the time the second fee installment is due. A \$40 charge is assessed under this option, but it is reimbursed for students who hold 45% time or greater GSR appointments (those eligible for full fee remission).

If you are unable to pay 20% of your fees by the deadline, you can get an emergency loan, through the campus Financial Aid Office, to cover this amount until your fee remission is credited to your CARS account. For more information see <http://students.berkeley.edu/fao/emergencyloans.html>

If you are subsequently not appointed to an eligible title, or lose eligibility during the course of the semester (e.g., your appointment ends early, or is reduced below 25% time), you must pay back the fee remission to the Cashier's Office. Failure to do so may result in loss of registration status.

Timesheets

GSIs are **not** required to submit timesheets, but timesheets **are** required for students holding GSR, Reader or Tutor appointments. Submission of late timesheets not only results in late receipt of paychecks, but it can also result in appointment separations due to payroll inactivity creating problems with fee remission. In some cases, this could result in a reversal of your fee remission by the Graduate Division. Check with the Business Services Office for timesheet forms, instructions and deadlines.

Appointment renewals must be submitted to the Business Services Office a minimum of one month in advance.