

## **Graduate School of Education – GSI & Reader Allocations (Revised 12/1/2008)**

Requests to Area chairs and Program Directors for information regarding temporary instructional staffing needs (e.g. lecturers, GSI's and readers) are made each January by the Dean's Office and used in budget planning for the following academic year.

Please take these guidelines into consideration when identifying staffing needs and submitting annual Instructional Staffing Information.

The Graduate School of Education's GSI and Reader allocations are made with consideration of the needs of the course, available funding within the Dean's Office, and in accordance with the following workload guidelines for a 3-unit course:

- GSIs who satisfy the criteria for appointment as an instructor of an **upper division** course may be appointed at the rate of .25 GSI FTE for every 25 students.
  
- GSIs who are responsible for teaching undergraduate **discussion sections** attached to a lecture course may be appointed at the rate of .25 GSI FTE for every 50 students.
  
- A graduate student who satisfies the eligibility criteria for assisting in a **200 level course** may be appointed at a level of .25 GSI FTE for every 20 students.
  
- Readers may be assigned to courses having an enrollment of at least 45 students.
  
- Appointments of GSIs and Readers other than listed above will be considered on a case-by-case basis.