

STUDENT ACADEMIC APPOINTMENT Info. 2018
GSI, GSR, 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 the Business Services Office. It is also available on the School’s website: <https://gse.berkeley.edu/bso-payroll-and-personnel-forms>.

The application process consists of several "steps" which are listed on the form. **After you have completed Steps 1AB, 2, and 3 on the form, please submit the Appointment Application to Junko Kiross, 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 behind in your degree progress, there will 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.

Student Academic Appointment Application form submission deadline dates:

Summer Break Appointment for GSR only: 4/11/18 (New hire and rehire students need to submit the application form. Continuous students need to send an appointment email request.)

Fall Semester 2018 Appointment: 5/4/18 (All students need to submit the application form.)

STUDENTS SHOULD NOT BEGIN WORKING UNTIL THEIR APPOINTMENT FORM IS APPROVED.**Graduate Division requirements include: (also see:**

<http://graddashboard.berkeley.edu/appointments/appointments-eligibility/>

1. Enrollment in at least 12 units, and payment of registration fees/tuition. (NOTE: Fees/tuition due August 15th).

If an appointment application is received after August 15th, the student will be responsible for paying (at least) 20% of fees in order to get registered on time (this amount will be reimbursed once your appointment is processed and your fee remission is credited to your CARS account.)

If you are unable to pay 20% of your fees, 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://financialaid.berkeley.edu/short-term-emergency-loan>

2. GPA of 3.0 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. Enroll in an approved pedagogy course (see: <http://gsi.berkeley.edu/basics-for-gsis/pedagogy-course/>)
3. Complete an online course on Professional Standards and Ethics in Teaching by the 4th week of class.

First-time GSIs must complete the UAW “Membership Election” form, and attend a UAW Orientation.

Appointment Restrictions:

Students on “Filing Fee” status are not eligible to hold academic appointments.

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

Students receiving the Dean’s Normative Time Fellowship are not eligible to hold appointments for both semesters they receive the award. One 25% time appointment is allowed (for one semester).

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

NEW: Students can work as GSI for a maximum of 8 semesters in GSE courses (doesn’t apply to non-GSE courses).

* 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 the GSI Teaching & Resource Center website for information: <http://gsi.berkeley.edu/lpp/index.html>

Exceptional Appointment Requests

These requests require the submission of a "Request for Exception" form (in addition to the appointment application), and the approval of the Head Graduate Adviser. Students requesting an exception must be making good progress toward their degree. Requests are reviewed on a case-by-case basis. Exception forms are available from your Area/Program office, the Student Academic Services Office, the Business Services Office, or the School's website: https://gse.berkeley.edu/sites/default/files/exception_form_headadvisor_0.pdf

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

- Percent time for all appointments held exceeds 50% (but not more than 75%). Note: Requests to work more than 50% time during the academic year may only be approved once and only for one semester (Exception: Federal regulations prohibit foreign students from working more than 50% time during the academic year). During the winter intersession and summer break, appointments up to 100% time are allowed without an exception.
- GSI, Reader, or Tutor (not advanced to doctoral candidacy) assisting in 200 level course.
- GSI being promoted early from Step I to Step II, or from Step II to Step III.

Fee and SHIP Remission Programs/Fee Payment Procedures

(For salary/remission amounts, go to <http://graddashboard.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 (<https://uhs.berkeley.edu/insurance/ship-benefits>).

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 Payroll System. 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 takes approximately 2-3 weeks from the time you submit your appointment application to the department office until the fee remission credit appears on your CARS account). For this reason, if we have not received your appointment application paperwork by August 15th (the due date for regulation fees/tuition) you will need to pay at least 20% of the registration fees/tuition. To do this you can use the Deferred Payment Plan. Under this option a \$40 charge is assessed, but it's 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://financialaid.berkeley.edu/short-term-emergency-loan>.

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.

Revised 3/23/15