

420-4 **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.

420-10 **Criteria for Appointment**

- a. Readers will usually be graduate students; but qualified undergraduate students may be so employed, especially when graduate students are not available. Professional readers, not enrolled as students, may be employed to meet special needs, but only on an hourly basis.
- b. Readers should have maintained at least a 3.0 grade-point average in their previous academic work, and should have taken and received at least a “B” grade in the course or equivalent in which they are serving.

For students who have completed at least one full year of graduate work, the record of the year just past will be substituted for the undergraduate record. The appointing department will have the responsibility of ascertaining that these standards are maintained.

420-17 **Term of Appointment**

- a. In those cases in which a Reader is appointed for one academic year or less and paid on the basis of an annual stipend, the appointment is self-terminating unless the appointee is otherwise notified. Notice to this effect should be given on the employment form.
- b. The total length of service rendered in any one or any combination of the following titles may not exceed four years: Reader on annual stipend, Teaching Assistant, Teaching Fellow, and/or Associate. Under special circumstances, the Chancellor, upon recommendation of the department chairperson and the dean of the school or college, may authorize a longer period, but in no case for more than six years.

- c. The appointment of a Reader who is a registered student may not exceed half-time, nor may such appointment in combination with other employment in the University exceed half-time. Exception to this rule may be made by special approval of the individual case by the Chancellor, upon recommendation of the department chairperson and the Dean of the school or college.

420-18 Salary

Readers will be paid on the basis of either an hourly rate or an annual stipend. The annual stipend will be an academic-year half-time rate, and will be paid in ten equal monthly installments. Two levels will be established for both rates; the first level will be used for undergraduate students appointed as Readers, the second level for graduate students.

420-20 Conditions of Employment

- a. Service as a Reader is not credited toward sabbatical leave. Prior service in a rank which carries credit toward sabbatical leave is considered to have been interrupted by appointment as a Reader, and any accumulated credit of time thereby nullified.
- b. Readers, whether on hourly or annual appointment, will not be eligible for reimbursement of travel or removal expenses.
- c. Readers enrolled as students are excluded from the Retirement System. Others are included in the University of California Retirement System if they average half-time service or more in any continuous twelve-month period.

420-21 Class Size

While there is no specific limit to the size of classes for which Readers may be appointed, it is expected that the staff member giving the instruction will normally perform the reading without appointed Readers in a class of 30 students or less.

420-24 **Authority to Appoint**

Subject to the provisions of this policy statement, the department chair has authority to appoint and reappoint Readers.