

410-4 **Definitions**

a. **Teaching Assistant**

A Teaching Assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of a regular faculty member.

b. **Teaching Fellow**

A Teaching Fellow is a registered graduate student in full-time residence who has advanced to candidacy for the doctorate, or otherwise has achieved appropriate professional maturity, and who has been chosen because of competence to conduct the entire instruction of a group of students in a lower division course under the general supervision of a regular faculty member.

410-10 **Criteria**

Basic criteria to be considered in the appointment of teaching assistants and teaching fellows are embodied in the definitions of these titles in APM - 410-4 above. A national, or even world-wide search should be made to obtain the best candidates; and full regard should be given to the potential abilities of the candidates to move forward into careers of scholarship at a high level of performance.

In addition to the requirement that an appointee to the title of Teaching Assistant or Teaching Fellow be a registered graduate student in full-time residence, each proposed appointment or reappointment is subject to certification by the Dean of the Graduate Division that the following conditions have been met:

a. **Teaching Assistant**

- (1) Maintenance of a qualifying grade-point average (as established by the Chancellor) in previous academic work. After a year or more of graduate work, the graduate record will be substituted for the candidate's undergraduate record in appraising scholarly performance.
- (2) Current enrollment in an adequate program of graduate study.

b. **Teaching Fellow**

- (1) Advancement to candidacy for the doctorate, and
- (2) At least two years of teaching experience (including that of a teaching assistantship) in or outside the University.
- (3) If the appointment is to a teaching fellowship in a professional school, the following conditions may be substituted for those stated in (1) and (2) above:
 - (a) A Master's degree in the field offered by the professional school, and
 - (b) At least two years of teaching or appropriate professional experience, and
 - (c) Maintenance of a grade-point average as established by the Chancellors.

410-12 **Exceptions**

Appointment to the title of Teaching Assistant or Teaching Fellow in exception to the conditions in APM - 410-10-a and -b above may be made only by special approval of the individual case by the Chancellor, upon recommendation of the department chair and the dean of the school or college.

410-17 **Term of Appointments**

- a. A student teacher appointment is for one academic year or less, and is self-terminating unless the appointee is otherwise notified. Notice to this effect is to be given on the employment form.
- b. Appointment to the title of Teaching Assistant or Teaching Fellow may not exceed half-time, nor may such appointment in combination with other employment within the University exceed half-time. (Those employed half-time should be expected to devote, during instructional and examination periods, sixteen to twenty hours per week to such work including time spent in preparation, classroom and laboratory teaching, office consultation, and reading student papers.) Exception to this rule may be made only by special

approval of the individual case by the Chancellor, upon recommendation of the department chair and the dean of the school or college.

- c. 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 chair and the dean of the school or college, may authorize a longer period, but in no case for more than six years.

410-18 Salary

Authorized salary scales established for these titles are issued by the Office of the President.

410-20 Conditions of Employment

a. Teaching Assistant

A Teaching Assistant is not responsible for the instructional content of a course, for selection of student assignments, for planning of examinations, or for determining the term grade for students. Neither is the Teaching Assistant to be assigned responsibility for instructing the entire enrollment of a course or for providing the entire instruction of a group of students enrolled in a course. The Teaching Assistant is responsible only for the conduct of recitation, laboratory, or quiz sections under the active direction and supervision of a regular member of the faculty to whom responsibility for the course's entire instruction, including the performance of Teaching Assistants, has been assigned.

b. Teaching Fellow

Subject to the general supervision of a faculty member designated in catalogues and published schedules as "in charge" of the course, a Teaching Fellow should be competent to provide the entire instruction of a lower division course to a group of students, and normally should be given such assignments. Assignment to conduct instruction in an upper division or graduate course or course section may not be made except with the approval of the Committee on Courses of Instruction (Regulations of the Academic Senate, 750).

c. Teaching Assistant or Teaching Fellow

Upon individual application, the non-resident tuition fee may be waived by the Dean of the Graduate Division for graduate students appointed to Teaching Assistantships, Teaching Fellowships and University Fellowships under the jurisdiction of the Graduate Council that are paid from intramural funds.

- d. For provisions governing removal expense allowances of student teachers, see [APM - 561](#).
- e. For provisions governing sabbatical leave credit for student teachers, see [APM - 740-11-e, -h, and -i](#).

410-24 Authority

- a. Upon certification of satisfaction of the conditions stated in APM - 410-10 above by the Dean of the Graduate Division, the department chair, acting upon nominations made by department members, is authorized to appoint teaching assistants and teaching fellows.
- b. The Chancellor, acting upon the recommendations of the department chair and endorsement of the dean of the school or college, is authorized to approve appointments of Teaching Assistants and Teaching Fellows involving those exceptions stated in APM - 410-12 and 410-17 above.

410-25 Supervision and Review

- a. The selection, supervision and training of all student teachers is an important responsibility of the teaching department, and in particular of the department chair. All candidates for appointment and reappointment should be subjected to careful review and recommendation, either by the department as a whole or by a responsible committee.
- b. In order to ascertain the quality of the student teacher's work and to make improvements when necessary, the faculty member who is responsible for the instruction of each course in which sections are assigned to student teachers should periodically visit the recitation and laboratory sections of the course.

Office of the President
April 13, 1966

CHANCELLORS:

Re: **Employment of Teaching Assistants and Research Assistants**

The Administrative Manual (Section 68-17)* states:

“Appointment to the title of teaching assistant or teaching fellow may not exceed half-time, nor may such appointment in combination with other employment within the University exceed half-time . . . Exception to this rule may be made only by special approval of the individual case by the Chief Campus Officer, upon recommendation of the department chairman and the dean of the school or college.”

“Other employment within the University” as used in the above phrase includes employment in any academic or non-academic capacity by University Extension, by the Lawrence Radiation Laboratory, and on extramurally financed projects administered by the University.

The same rule and the same procedure for granting exceptions apply to research assistants as to teaching assistants during a period in which they are counted as full-time students.

You are also reminded of Vice President Hitch’s memorandum of September 27, 1965:

“Students employed at the University for more than 50% time cannot be counted as full-time students.”

Clark Kerr

cc: Vice President Hitch
Dean Sheats
Dean Hoos
Director McMillan

*Now APM - 410-17

Office of the Vice President
June 30, 1966

CHANCELLORS:

Re: **Employment of Teaching Assistants and Research Assistants**

The following questions have been raised by the Chancellor of one campus, and we believe that you may be interested in our reply to them:

1. "May students be employed as Teaching Assistants and/or Research Assistants (or in any combination of these and other academic or nonacademic titles) for more than 50% for periods when they are not actually registered as students?"

They may not be employed as Teaching Assistants when they are not registered students; they may be employed more than 50% time as Research Assistants or as nonacademic employees during the summer.

2. "May students be employed for more than 50% of full time for inter-quarter periods?"

Students may be employed as Research Assistants (or in a nonacademic position) during an inter-quarter period for more than 50%.

3. "May students be similarly employed during other periods of 'academic recess'?"

It is our understanding that under the Quarter calendar there will be no periods of academic recess. (The Christmas and Master recesses will fall between Quarters.) In this regard, however, students should not be permitted to work in excess of 50% time in any month which includes an academic and administrative holiday (Thanksgiving, Memorial Day, etc.).

4. "What combination of academic and nonacademic employment during a regular quarter in excess of 50 percent time will serve to discount a full quarter's enrollment as a student?"

Employment of a student above 50% time in any one month that falls entirely within a regular quarter will result in a loss of the 100% student status. For example, a 50% Teaching Assistant who accepts employment as a Laboratory Helper for a few hours in October will lose the 100% student status. The 50% Teaching Assistant who is employed full time as a Laboratory Helper from December 18, 1966 to January 2, 1967 may retain the 100% student status.

These questions have been discussed with members of Vice President Hitch's staff, and they concur with the above interpretations.

H. R. Wellman

cc: Vice President Taylor
University Dean Hoos
Mr. Keller
Mr. Johnson

bcc: Academic Personnel

Copies sent to all Chancellors except Los Angeles.