

ESSENTIALS FOR FACULTY SUPERVISING ACADEMIC STUDENT EMPLOYEES (ASE)

I. THE UNION CONTRACT

In 1999, graduate students at the University of California voted to be represented by the Association of Student Employees, a union affiliated with the United Auto Workers. At UCSC, the UAW represents Teaching Assistants, Associates-In, and Teaching Fellows. (Course Assistants, Graduate Student Researchers, Readers and Tutors are not represented by the union at UCSC.) **Faculty are responsible for supervising Academic Student Employees under the umbrella of the union contract.** This fact sheet is designed to assist you with your responsibilities and to help avoid grievances.

II. APPOINTMENT SECURITY

The University retains control over the content of courses, the way courses are taught and who teaches them. The University also retains control over hiring decisions for teaching appointments. However, once an ASE has accepted an official written offer of employment, the ASE can be dismissed only for “Just Cause” or “Academic Ineligibility.” If an accepted position is no longer available, an ASE can be moved into an equivalent appointment or can be given equivalent compensation, but the ASE cannot be laid off because of low enrollment or lack of funds.

III. APPOINTMENT NOTIFICATION

The contract mandates specific procedures for appointment notification. Authority to hire ASE’s varies by division. You should inform department or division staff early of any hiring recommendations. You should be clear with ASE’s that any discussion of a job offer is informal – ASE appointments are contingent upon acceptance of a formal appointment letter. Consult with your Department Chair or Division Office BEFORE promising a job to a graduate student.

IV. WORK ASSIGNMENTS AND PERFORMANCE EVALUATION

The contract requires Faculty supervisors to communicate and document in writing the expected duties as part of the appointment process. The use of the **Supplemental Documentation form is required.** It provides a way to outline duties and performance expectations not contained in the Appointment Notification. Any significant changes in expectations must be communicated to the ASE in advance. The use of the Supplemental Documentation form is also an opportunity to launch an evaluation process by outlining the criteria on which an evaluation will be based. It is important to distinguish **evaluation of employment** from academic evaluations that might be part of a pedagogy course. **Your academic division or department can provide you with the Supplemental Documentation form and can provide appropriate templates for evaluations.**

V. WORKLOAD LIMITATIONS FOR 50% TEACHING ASSISTANT APPOINTMENTS

Teaching Assistants are normally hired at 50% time. TAs must not be assigned more work than can be completed in **220 hours** during the quarter. TAs should be able to accomplish their assignments in an average of **20 hours per week**. TAs must not be assigned to work more than **8 hours per day**. If a TA notifies you that the work assignment is likely to exceed the maximum hours, you **must** discuss the work assignment with the TA and either make modifications to the assignment, or request an increase in the TA’s appointment percent time.

Note: The contract focuses on the number of hours of work assigned, not the number of hours actually worked. It is the responsibility of the Faculty member to **assign** workload in compliance with the contract.

VI. LEAVES OF ABSENCE

TAs may be eligible for up to 4 weeks of paid leave of absence. Refer requests to your department.

VII. DEALING WITH PERFORMANCE PROBLEMS

The best way to avoid ASE performance problems is to be clear about expectations and to give clear and immediate feedback. While the contract permits a poorly performing ASE to be disciplined, the process is highly structured and can be time consuming. Please discuss any serious performance or conduct problems with your department chair and, if necessary, with your dean. Faculty should not discipline or dismiss an ASE without such consultation.