

Graduate students are a crucial part of the higher education workforce. They teach courses, conduct sections, read & grade papers, evaluate exams, & perform other duties in support of undergraduate instruction.

Since 1969, graduate student employees across the USA have been forming unions & negotiating with their employers. 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, & Teaching Fellows. (Course Assistants, Graduate Student Researchers, Readers & Tutors are not represented by the union at UCSC.)

TAs, Associates-In & Teaching Fellows have the right to bargain over their terms & conditions of employment, including wages, benefits, workload, grievance procedures, & other important issues. **Faculty are responsible for supervising TAs under the umbrella of the union contract.** This includes assigning appropriate duties, monitoring the workload, & managing performance.

HIRING TAs

TA opportunities are announced on departmental websites & on the Graduate Division's website. While Faculty may recommend the hire of a particular graduate student, a job offer is not official until a formal appointment letter is issued & accepted by the student. Authority to hire TAs varies by division. Contact your department for information regarding TA appointments.

WORKLOAD

Teaching Assistants are normally hired at 50% time. Faculty **must not** assign 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**, but may be required to work more than 20 hours on occasion. The total number of hours assigned beyond 20 per week may not total more than 50 hours per quarter, & should stay within the 220-hour overall maximum. In addition, TAs with an appointment of 50% or less shall not be assigned to work more than **8 hours** in any one day.

Alleged violations of daily, weekly or quarter maximum hours are subject to the grievance & arbitration procedure. Grievances not resolved within 3 days may be submitted directly to arbitration. Arbitration shall be held within 14 days. The decision is limited to whether the TA's appointment was increased &/or the work assignment was modified.

ASSIGNMENTS

An important part of managing the workload is defining & discussing the expectations & the details of the job with the TA at the start of the quarterly assignment. The use of a **supplemental documentation form is strongly recommended.** The form is designed to assist with identifying & communicating the requirements of the job such as, to...

- Attend lectures
- Assign students to sections
- Keep records of students in sections
- Instruct __ sections per week
- Hold __ office hours per week
- Attend TA/instructor meetings/trainings
- Read/evaluate __ papers per student
- Read/evaluate __ exams per student
- Proctor __ exams

- Prepare drafts of narrative evaluations (*The Faculty member is ultimately responsible for narrative evaluations.*)

Contact your department to obtain the supplemental documentation form.

JOB SECURITY

If the TA has accepted a formally offered position, & the position is no longer available, the TA must be placed in another equivalent position or must receive equivalent compensation. Only a TA who becomes academically ineligible may be removed without pay from an appointment.

PERFORMANCE EVALUATION

Regular feedback & communication with your TA is encouraged. Faculty may give the TA an employment evaluation, which is a written assessment of the TA's employment performance. Your academic division or department can advise you on the use of evaluations & can provide the proper template.

TAs may be disciplined or dismissed for just cause. Please discuss any serious performance or conduct problems with your department chair &, if necessary, with your dean.

LEAVES

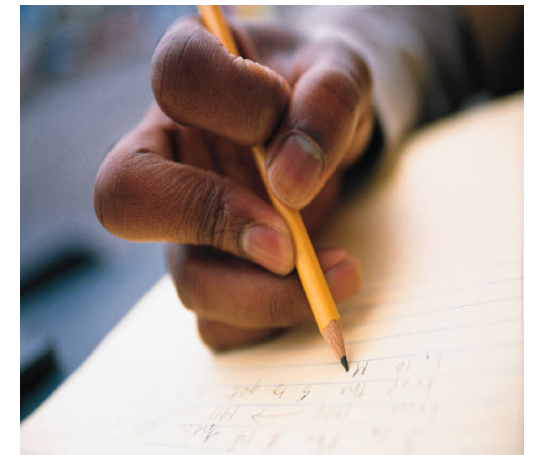
- Short-term paid medical & family leave (up to 2 days per quarter)
- Long-term paid medical & family leave (up to 4 weeks for childbearing; up to 2 weeks for serious health conditions & baby bonding per year)
- Bereavement Leave (up to 3 days per occurrence)
- Leaves can be combined for a maximum of 4 weeks of leave during the academic year.
- Leaves may not exceed the end date of an appointment.

SUPERVISING

TEACHING

ASSISTANTS

The Essentials



RESOURCES

The Union Contract

http://atyourservice.ucop.edu/employees/policies/labor_relations/bargaining_updates/ase/agreement.html

Graduate Studies Handbook

<http://graddiv.ucsc.edu/regulations/handbook.php>

Academic Human Resources

<http://www2.ucsc.edu/ahr>

Services for TAs

<http://ic.ucsc.edu/CTE/TAs.html>

Labor Relations

http://shr.ucsc.edu/topics/employee-labor-relations/coll-barg-units/bx_academic-student-employees.htm

UCSC Labor Relations

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