

GRADUATE STUDENT
EMPLOYMENT HANDBOOK
for
TEACHING ASSISTANTS
AND ASSOCIATES IN_



April 2013

Preface

SEVERAL OFFICES AT THE UNIVERSITY OF CALIFORNIA, DAVIS HAVE CONTRIBUTED TO THE DEVELOPMENT OF THIS DOCUMENT. THESE OFFICES INCLUDE THE TEACHING RESOURCES CENTER, THE OFFICE OF STUDENT JUDICIAL AFFAIRS, THE OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY, THE FINANCIAL AID OFFICE, THE SEXUAL HARASSMENT EDUCATION PROGRAM, THE OFFICE OF THE GENERAL COUNSEL, THE GRADUATE STUDENT ASSOCIATION, THE ASSOCIATED GRADUATE STUDENT EMPLOYEES (AGSE/UAW), AND THE OFFICE OF GRADUATE STUDIES.

THE POLICIES AND PROCEDURES IN THIS HANDBOOK ARE SUBJECT TO CHANGE BASED ON THE LATEST CONTRACT BETWEEN THE UNIVERSITY OF CALIFORNIA AND THE AGSE/UAW (THE UNION FOR TAs, READERS, TUTORS AND ASSOCIATES IN_). IN THE EVENT THAT THESE POLICIES CONFLICT WITH THE CONTRACT, THE LANGUAGE OF THE CONTRACT SUPERSEDES THE LANGUAGE IN THIS HANDBOOK.

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I. Administration of Graduate Studies

UC Davis Campus Organization

THE DAVIS CAMPUS, HEADED BY CHANCELLOR LINDA KATEHI ([HTTP://CHANCELLOR.UCDAVIS.EDU](http://chancellor.ucdavis.edu)), CONSISTS OF THE UNDERGRADUATE COLLEGES OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES, BIOLOGICAL SCIENCES, ENGINEERING, AND LETTERS AND SCIENCE. PROFESSIONAL STUDIES ARE CONDUCTED IN THE SCHOOLS OF EDUCATION, LAW, MEDICINE, VETERINARY MEDICINE, AS WELL AS IN THE GRADUATE SCHOOL OF MANAGEMENT AND THE BETTY IRENE MOORE SCHOOL OF NURSING. THE OFFICE OF GRADUATE STUDIES ([HTTP://GRADSTUDIES.UCDAVIS.EDU](http://gradstudies.ucdavis.edu)) ADMINISTERS ACADEMIC GRADUATE PROGRAMS FOR ALL SCHOOLS AND COLLEGES. THE DAVIS DIVISION OF THE ACADEMIC SENATE ([HTTP://ACADEMICSENATE.UCDAVIS.EDU](http://academicenate.ucdavis.edu)) DETERMINES FOR THIS CAMPUS THE CONDITIONS FOR CERTIFICATES AND DEGREES (SUBJECT TO THE APPROVAL OF THE REGENTS) AND AUTHORIZES AND SUPERVISES ALL COURSES OF INSTRUCTION AT DAVIS.

The Graduate Council

GENERAL POLICIES AND PROCEDURES PERTAINING TO GRADUATE STUDIES FOR THE UNIVERSITY OF CALIFORNIA ARE ESTABLISHED BY THE UNIVERSITYWIDE COMMITTEE ON GRADUATE AFFAIRS. THE GRADUATE COUNCIL ([HTTP://GRADSTUDIES.UCDAVIS.EDU/GRADCOUNCIL](http://gradstudies.ucdavis.edu/gradcouncil)), A STANDING COMMITTEE OF THE UC DAVIS ACADEMIC SENATE, DETERMINES GENERAL POLICY ON GRADUATE AFFAIRS FOR THE UC DAVIS CAMPUS, INCLUDING SETTING GRADUATE ADMISSION CRITERIA FOR QUALIFIED APPLICANTS, AS WELL AS CRITERIA FOR APPOINTMENT OF TEACHING ASSISTANTS (TAs) AND GRADUATE STUDENT RESEARCHERS (GSRs).

The Office of Graduate Studies

THE OFFICE OF GRADUATE STUDIES ([HTTP://GRADSTUDIES.UCDAVIS.EDU](http://gradstudies.ucdavis.edu)), IN COOPERATION WITH THE GRADUATE COUNCIL, ADMINISTERS GRADUATE PROGRAMS AT UC DAVIS. ITS RESPONSIBILITIES INCLUDE: GRADUATE RECRUITMENT AND RETENTION, GRADUATE ADMISSIONS, GRADUATE STUDENT ACADEMIC AND POSTDOCTORAL APPOINTMENTS, AND STUDENT SUPPORT. CAMPUS RESEARCH IS ADMINISTERED BY THE OFFICE OF RESEARCH ([HTTP://WWW.RESEARCH.UCDAVIS.EDU](http://www.research.ucdavis.edu)).

Departments and Graduate Groups

SPECIFIC GRADUATE PROGRAMS ON THE UC DAVIS CAMPUS ARE ORGANIZED AND ADMINISTERED EITHER BY DEPARTMENTS OR GRADUATE GROUPS. THE DEPARTMENTS ARE GENERALLY STRUCTURED ALONG BROAD DISCIPLINARY LINES (E.G., PSYCHOLOGY, POLITICAL SCIENCE, PHYSICS). GRADUATE GROUPS, ON THE OTHER HAND, ARE TYPICALLY INTERDISCIPLINARY IN NATURE AND THEIR FACULTY IS USUALLY HOUSED IN MANY DIFFERENT DEPARTMENTS ACROSS CAMPUS AND BEYOND. THE GRADUATE GROUPS PROVIDE ADDITIONAL VARIETY IN THE GRADUATE PROGRAMS OFFERED AT UC DAVIS, ESPECIALLY IN CROSS-DISCIPLINARY AREAS OF STUDY AND RESEARCH. AT UC DAVIS, 58% OF ALL GRADUATE PROGRAMS OF STUDY ARE GROUP BASED AND 42% ARE DEPARTMENTALLY BASED. (IN THIS HANDBOOK REFERENCES TO DEPARTMENTAL OR DEPARTMENT CHAIR RESPONSIBILITIES ALSO ARE APPLICABLE TO GRADUATE GROUPS THAT APPOINT TEACHING ASSISTANTS.)

The Graduate Student Association

THE GRADUATE STUDENT ASSOCIATION (GSA) ([HTTP://GSA.UCDAVIS.EDU](http://gsa.ucdavis.edu)) INCLUDES ALL STUDENTS ENROLLED BY THE OFFICE OF GRADUATE STUDIES. THE EXECUTIVE COUNCIL OF THE GSA IS COMPOSED OF A CHAIR, EXTERNAL CHAIR, VICE CHAIR, TREASURER, SECRETARY, PUBLIC RELATIONS OFFICER AND CAMPUS ORGANIZING DIRECTOR, ALL OF WHICH SERVE A ONE-YEAR TERM BEGINNING JULY 1. THE COUNCIL INITIATES AND IMPLEMENTS SERVICES FOR GRADUATE STUDENTS, REPRESENTS STUDENT VIEWS TO ACADEMIC SENATE COMMITTEES, AND NOMINATES STUDENTS TO ADMINISTRATIVE ADVISORY COMMITTEES.

THE VICE CHAIR SITS ON THE GOVERNING BOARD FOR THE UC STUDENT BODY PRESIDENT'S COUNCIL, WHICH IS THE GOVERNING BOARD FOR THE UC STUDENT LOBBY. THE VICE CHAIR

ALSO REPRESENTS GRADUATE STUDENT VIEWS TO THE OFFICE OF THE PRESIDENT AND THE BOARD OF REGENTS. THE CHAIR PRESIDES OVER MEETINGS AND HANDLES CAMPUS AFFAIRS.

THE GRADUATE STUDENTS IN EACH DEPARTMENT OR GRADUATE GROUP MAY FORM THEIR OWN AFFILIATED GRADUATE STUDENT ASSOCIATIONS (E.G., THE ENGLISH GRADUATE STUDENT ASSOCIATION OR EGSA). THE GSA ENCOURAGES THE FORMATION OF THESE SATELLITE GROUPS AND RELIES ON THEM TO IDENTIFY STUDENTS WILLING TO SERVE ON ADMINISTRATIVE ADVISORY COMMITTEES AND TO PROVIDE INPUT ON ISSUES OF INTEREST TO THE GRADUATE STUDENT BODY. REPRESENTATIVES FROM THESE DEPARTMENTAL GSAs CAN VOTE AT THE GSA GENERAL ASSEMBLY MEETINGS HELD THREE TIMES EACH QUARTER. THE GENERAL ASSEMBLY CAN OVERRULE ACTIONS TAKEN BY THE EXECUTIVE COUNCIL.

AGSE/UAW

THE ASSOCIATION OF GRADUATE STUDENT EMPLOYEES (AGSE), INTERNATIONAL UNION, UNITED AUTOMOBILE, AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW), AFL-CIO IS RECOGNIZED AS THE EXCLUSIVE REPRESENTATIVE FOR MATTERS WITHIN THE SCOPE OF REPRESENTATION FOR ALL EMPLOYEES WITHIN THE ACADEMIC STUDENT EMPLOYEE UNIT AS CERTIFIED BY THE PUBLIC EMPLOYMENT RELATIONS BOARD (PERB) IN PETITION NUMBER SF-R-806-H (DAVIS). THE CURRENT CONTRACT CAN BE VIEWED AT [HTTP://WWW.HR.UCDAVIS.EDU/POLICIES](http://www.hr.ucdavis.edu/policies).

II. Policies and Duties Governing TA Appointments

UNLESS SPECIFICALLY REFERENCED IN THE COLLECTIVE BARGAINING AGREEMENT, BASIC POLICIES GOVERNING THE APPOINTMENT AND DUTIES OF TEACHING ASSISTANTS (TAs) ARE FOUND IN THE UC DAVIS *ACADEMIC POLICY MANUAL*, “II. APPOINTMENT AND PROMOTION”, “APM-410 STUDENT-TEACHERS” ([HTTP://MANUALS.UCDAVIS.EDU/APM/APM-TOC.HTM](http://manuals.ucdavis.edu/apm/apm-toc.htm)) AND IN THE UCOP *ACADEMIC POLICY MANUAL* ([HTTP://WWW.UCOP.EDU/ACADADV/ACADPERS/APM/SEC2-PDF.HTML](http://www.ucop.edu/acadadv/acadpers/apm/sec2-pdf.html)).

What is a Teaching Assistant and What is an Associate In_?

A TEACHING ASSISTANT (TA) IS A FULL-TIME REGISTERED GRADUATE STUDENT, CHOSEN FOR EXCELLENT SCHOLARSHIP AND TEACHING PROMISE, SERVING AN APPRENTICESHIP UNDER THE ACTIVE TUTELAGE AND SUPERVISION OF A REGULAR FACULTY MEMBER.

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 FINAL RESPONSIBILITY FOR THE COURSE’S ENTIRE INSTRUCTION, INCLUDING THE PERFORMANCE OF TEACHING ASSISTANTS, HAS BEEN ASSIGNED. STUDENTS APPOINTED TO THE TITLE TEACHING ASSISTANT RECEIVE A MONTHLY STIPEND RELATED TO THE PERCENTAGE OF APPOINTMENT TIME.

THE TITLE ASSOCIATE IN_ IS ASSIGNED TO A GRADUATE STUDENT OF EXCELLENT SCHOLARSHIP AND TEACHING PROMISE, WHO IS TEMPORARILY EMPLOYED AS THE INSTRUCTOR OF AN ENTIRE LOWER DIVISION COURSE OR GROUP OF STUDENTS IN A LOWER DIVISION COURSE. AN ASSOCIATE IN_ SHOULD BE COMPETENT TO CONDUCT INSTRUCTION INDEPENDENTLY AND WITHOUT SUPERVISION. STUDENTS APPOINTED TO THE TITLE ASSOCIATE IN_ RECEIVE A FIXED MONTHLY STIPEND RELATED TO THE PERCENTAGE OF APPOINTMENT TIME.

Announcement of Available Positions

ADVERTISEMENTS FOR AVAILABLE TEACHING ASSISTANTSHIPS ARE POSTED ON [HTTP://GRADSTUDIES.UCDAVIS.EDU/EMPLOYMENT](http://gradstudies.ucdavis.edu/employment) AND WITHIN INDIVIDUAL DEPARTMENTS AND SCHOOLS.

FOR FURTHER INFORMATION REGARDING THE ANNOUNCEMENT OF AVAILABLE TASHIPS, REFER TO ARTICLE 22, "POSTING," OF THE COLLECTIVE BARGAINING AGREEMENT AT [HTTP://WWW.HR.UCDAVIS.EDU/POLICIES](http://www.hr.ucdavis.edu/policies).

Criteria for Appointment

EACH PROPOSED APPOINTMENT OR REAPPOINTMENT AS A TEACHING ASSISTANT IS SUBJECT TO VERIFICATION BY THE HIRING DEPARTMENT THAT THE FOLLOWING CONDITIONS HAVE BEEN MET:

- APPOINTEE MUST POSSESS A BACHELOR'S DEGREE.
- APPOINTEE MUST HAVE A CURRENT MINIMUM OVERALL GPA OF 3.0.
- APPOINTEE MAY NOT BE ENROLLED IN THE COURSE IN WHICH S/HE IS A TA.
- APPOINTEE SHOULD BE REGISTERED AS A GRADUATE STUDENT IN FULL-TIME RESIDENCE. APPOINTMENT AS A TA WHILE ON NON-REGISTERED STATUS (FILING FEE) IS ALLOWED FOR ONE QUARTER SINCE MATRICULATION. APPOINTMENTS BEYOND THIS ONE-QUARTER ALLOWANCE REQUIRE APPROVAL OF A PETITION FOR EXCEPTION TO POLICY PRIOR TO THE BEGINNING OF THE APPOINTMENT PERIOD.

EACH DEPARTMENT MAY HAVE ADDITIONAL SPECIFIC REQUIREMENTS THAT MUST ALSO BE SATISFIED.

Appointment Requirements for International Teaching Assistants

UNIVERSITY POLICY REQUIRES INTERNATIONAL GRADUATE STUDENTS TO TAKE THE **SPEAK** TEST OF ORAL ENGLISH PROFICIENCY BEFORE THEY BEGIN DUTIES AS TEACHING ASSISTANTS OR ASSOCIATES IN_. THE **SPEAK** TEST REQUIRES NO PREPARATION, ALTHOUGH IT IS RECOMMENDED TO BECOME FAMILIAR WITH THE TEST FORMAT PRIOR TO TAKING THE TEST. THE EXAM ITSELF REQUIRES APPROXIMATELY 30 MINUTES. THE TESTING PROCEDURE IS EXPLAINED AND A SAMPLE TEST BOOKLET IS PROVIDED WHEN THE STUDENTS PRE-REGISTER. EXAM SCORES ARE SENT TO DEPARTMENTS FOR CONSIDERATION IN MAKING TA HIRING AND ASSIGNMENT DECISIONS, THEREFORE THE EARLIER THE TEST IS TAKEN, THE MORE USEFUL IT CAN BE.

WAIVERS FROM THE EXAM MAY BE GRANTED TO INTERNATIONAL STUDENTS FROM ENGLISH-SPEAKING COUNTRIES (ROUTINELY) OR TO THOSE WHO HAVE STRONG ENGLISH-SPEAKING BACKGROUNDS (E.G., FOREIGN STUDENTS FROM NON-ENGLISH-SPEAKING COUNTRIES WHO HAVE BEEN EDUCATED EXTENSIVELY IN ENGLISH-SPEAKING INSTITUTIONS). TO APPLY FOR A WAIVER, THE APPOINTING DEPARTMENT CHAIR SHOULD SUBMIT A SHORT WRITTEN REQUEST TO GRADUATE ADMISSIONS IN GRADUATE STUDIES – NOT THE CENTER FOR EXCELLENCE IN TEACHING AND LEARNING – REQUESTING A **SPEAK** TEST WAIVER, IDENTIFYING THE STUDENT AND EXPLAINING THE JUSTIFICATION FOR WAIVER. INTERNATIONAL STUDENTS WHO COMPLETE THE EXAM WILL BE GIVEN "INTERNATIONAL TA PAN ATTACHMENT" VOUCHERS THAT MUST BE SUBMITTED TO THEIR DEPARTMENT.

THE CENTER FOR EXCELLENCE IN TEACHING AND LEARNING HAS SCHEDULED DATES FOR THE **SPEAK** EXAM THROUGHOUT THE YEAR TO HELP INTERNATIONAL GRADUATE STUDENTS MEET THEIR **SPEAK**-TEST REQUIREMENT. SEE [HTTP://TRC.UCDAVIS.EDU/?PAGE_ID=115](http://trc.ucdavis.edu/?page_id=115) [HTTP://CETL.UCDAVIS.EDU/EGW/SPEAK-TESTS/SPEAK-TEST-DATES](http://cetl.ucdavis.edu/egw/speak-tests/speak-test-dates). STUDENTS MUST PRE-REGISTER IN PERSON FOR THE EXAM AT THE CENTER FOR EXCELLENCE IN TEACHING AND LEARNING, 17 WELLMAN HALL. IF YOU HAVE QUESTIONS REGARDING THE **SPEAK** TEST, PLEASE CONTACT THE CENTER FOR EXCELLENCE IN TEACHING AND LEARNING ([HTTP://TRC.UCDAVIS.EDU](http://trc.ucdavis.edu) AND [HTTP://CETL.UCDAVIS.EDU/EGW/SPEAK-TESTS](http://cetl.ucdavis.edu/egw/speak-tests)).

Term of Appointment

A TA OR AI APPOINTMENT IS FOR ONE ACADEMIC YEAR OR LESS, AND IS SELF-TERMINATING. THE TERM OF APPOINTMENT WILL BE SPECIFIED IN THE APPOINTMENT NOTIFICATION. ALTHOUGH STUDENTS MAY BE ELIGIBLE FOR REAPPOINTMENT IN SUCCEEDING YEARS, THEY

MAY ONLY BE APPOINTED A MAXIMUM OF NINE ACADEMIC QUARTERS (FROM THE DATE OF MATRICULATION) PRIOR TO ADVANCEMENT TO CANDIDACY. AFTER ADVANCEMENT, STUDENTS MAY BE APPOINTED AS TA/AIS UP TO THE MAXIMUM OF 15 QUARTERS (INCLUDING ANY QUARTERS PRIOR TO ADVANCEMENT TO CANDIDACY). IN NO CASE MAY AN INDIVIDUAL BE APPOINTED TO A TA/AI FOR MORE THAN 18 QUARTERS FROM THE DATE OF MATRICULATION WITHOUT SPECIAL APPROVAL OF THE DEAN OF GRADUATE STUDIES. SUMMER APPOINTMENTS ARE EXCLUDED FROM THESE LIMITS.

APPOINTMENT TO THE TITLE OF TEACHING ASSISTANT MAY NOT EXCEED HALF-TIME (50%). THIS APPOINTMENT IN COMBINATION WITH OTHER APPOINTMENTS WITHIN THE UNIVERSITY ALSO CANNOT EXCEED HALF-TIME. ALTHOUGH THE ACTUAL TIME SPENT ON TA RELATED DUTIES OFTEN VARIES SOMEWHAT FROM WEEK TO WEEK, GRADUATE STUDENTS APPOINTED TO HALF-TIME TASHIPS SHOULD EXPECT TO DEVOTE ON AVERAGE 20 HOURS PER WEEK. THIS INCLUDES SUCH DUTIES AS PREPARATION, CLASSROOM AND LABORATORY TEACHING, OFFICE CONSULTATION, GRADING, READING STUDENT PAPERS, AND SO ON. FOR MORE INFORMATION REGARDING THE WORKLOAD OF A TA, PLEASE SEE ARTICLE 31, "WORKLOAD" OF THE COLLECTIVE BARGAINING AGREEMENT AT [HTTP://WWW.HR.UCDAVIS.EDU/POLICIES](http://www.hr.ucdavis.edu/policies).

Responsibilities of Appointment

THE TA IS UNDER THE ACTIVE DIRECTION AND SUPERVISION OF A REGULAR MEMBER OF THE FACULTY TO WHOM FINAL RESPONSIBILITY FOR THE COURSE'S ENTIRE INSTRUCTION HAS BEEN ASSIGNED.

Teaching Assistants may be given responsibility for:

- PREPARING AND DELIVERING A LECTURE OR LECTURES RELATED TO A GIVEN TOPIC, AS PART OF THE COURSE CURRICULUM.
- PREPARING INDIVIDUAL EXAM QUESTIONS.
- CONDUCTING DISCUSSION, LABORATORY OR QUIZ SECTIONS.
- COMMENT ON AND GRADE STUDENT ASSIGNMENTS.

Teaching Assistants should not be responsible for:

- THE INSTRUCTIONAL CONTENT OF THE ENTIRE COURSE.
- SELECTION OF STUDENT ASSIGNMENTS FOR THE ENTIRE COURSE.
- PLANNING AN ENTIRE EXAMINATION.
- DETERMINING THE TERM GRADE FOR STUDENTS.
- INSTRUCTING THE ENTIRE ENROLLMENT OF COURSE.

THE SELECTION, SUPERVISION AND TRAINING OF ALL TAs IS AN IMPORTANT RESPONSIBILITY OF THE DEPARTMENT, AND IN PARTICULAR OF THE DEPARTMENT CHAIRPERSON. EACH TA WILL RECEIVE A WRITTEN NOTIFICATION (EITHER LETTER OR E-MAIL) OF APPOINTMENT AS SOON AS PRACTICABLE AFTER A HIRING DECISION IS MADE. THIS APPOINTMENT NOTIFICATION WILL INCLUDE, BUT NOT BE LIMITED TO, THE FOLLOWING INFORMATION:

- APPLICABLE APPOINTMENT TITLE
- APPOINTMENT PERCENTAGE (OR RANGE OF HOURS)
- EFFECTIVE DATES OF EMPLOYMENT
- SALARY/WAGES, HEALTH AND/OR OTHER APPLICABLE BENEFITS OR DEDUCTIONS
- HIRING UNIT AND CONTACT WITHIN THE HIRING UNIT
- RESPONSE REQUIREMENTS
- STATEMENT THAT THE POSITION IS COVERED BY A COLLECTIVE BARGAINING AGREEMENT AND THE WEB SITE OF THE CONTRACT.

DEPARTMENTS ARE TO PROVIDE TAs WITH A WRITTEN NOTICE (LETTER OR E-MAIL) OF SUPPLEMENTAL INFORMATION. THIS SUPPLEMENTAL NOTICE WILL PROVIDE THE FOLLOWING INFORMATION:

- FACULTY MEMBER OR SUPERVISOR TO WHOM THE TA WILL REPORT
- THE LOCATION WHERE THE WORK WILL TAKE PLACE, IF KNOWN
- CLASS ASSIGNMENT, IF APPLICABLE
- SPECIFIC DUTIES THAT MAY BE REQUIRED

OTHER INFORMATION, WHICH MAY BE DEEMED APPROPRIATE, MAY ALSO BE INCLUDED IN THIS NOTICE. THIS NOTICE WILL BE PROVIDED PRIOR TO THE COMMENCEMENT OF A TERM OR AS SOON AS PRACTICABLE, THEREAFTER.

FACULTY MEMBERS SUPERVISING TAs MAY PROVIDE WRITTEN EVALUATIONS OF EACH TA'S PERFORMANCE. THESE EVALUATIONS WILL BE KEPT AS PART OF THE TA'S DEPARTMENTAL EMPLOYMENT FILE AND ARE TO BE USED BY THE DEPARTMENT WHEN CONSIDERING THAT TA FOR REAPPOINTMENT. UPON REQUEST, TAs MAY REVIEW THEIR EVALUATIONS AND THEIR EMPLOYMENT FILE UNDER THE TERMS AND CONDITIONS OF THE COLLECTIVE BARGAINING AGREEMENT. TAs MAY SUBMIT WRITTEN COMMENTS THAT WILL ALSO BECOME PART OF THEIR EMPLOYMENT FILE. TAs WITH UNSATISFACTORY TEACHING EVALUATIONS MAY BE REAPPOINTED ONLY AS AN EXCEPTION.

FOR FURTHER INFORMATION, PLEASE REFER TO THE FOLLOWING ARTICLES OF THE COLLECTIVE BARGAINING AGREEMENT: ARTICLE 2, "APPOINTMENT NOTIFICATION"; ARTICLE 10, "EMPLOYMENT FILE(S) AND EVALUATIONS"; AND ARTICLE 12, "GRIEVANCE AND ARBITRATION." THE COLLECTIVE BARGAINING AGREEMENT MAY BE ACCESSED AT [HTTP://WWW.HR.UCDAVIS.EDU/POLICIES](http://www.hr.ucdavis.edu/policies).

Service Period and Pay Period

IT IS IMPORTANT TO UNDERSTAND THAT THERE IS A DIFFERENCE BETWEEN THE DATES OF THE SERVICE PERIOD AND THE DATES OF THE PAY PERIOD. THE SERVICE PERIOD OF A TA BEGINS ON THE FIRST DAY OF THE QUARTER AND EXTENDS THROUGH THE LAST DAY OF THE QUARTER. TAs ARE EXPECTED TO BE AVAILABLE TO COMPLETE THEIR DUTIES THROUGHOUT THIS PERIOD. TAs ARE PAID IN THREE EQUAL INSTALLMENTS PER QUARTER. THESE INSTALLMENTS ARE PAID ONLY AFTER THE APPOINTMENT. THUS, IF YOU ARE HIRED TO TEACH FOR THE FALL QUARTER (WHICH USUALLY BEGINS THE LAST WEEK OF SEPTEMBER AND ENDS THE SECOND WEEK IN DECEMBER), YOU WILL NOT RECEIVE A PAYCHECK UNTIL NOVEMBER 1, AND WILL CONTINUE TO RECEIVE PAYCHECKS ON DECEMBER 1 AND JANUARY 2. ALL THREE PAYCHECKS WILL BE IN EQUAL AMOUNTS. FOR CONVENIENCE OF RECORD KEEPING THE PAY PERIOD INDICATED ON YOUR IDOC (INTERNAL DOCUMENT, SIGNED BY THE TA AT TIME APPOINTMENT IS ENTERED INTO PPS) FOR FALL QUARTER BEGINS OCTOBER 1 AND ENDS DECEMBER 30, FOR WINTER QUARTER BEGINS JANUARY 1 AND ENDS MARCH 30, AND FOR SPRING QUARTER BEGINS APRIL 1 AND ENDS JUNE 30. SEE THE UC DAVIS ACADEMIC CALENDAR AT [HTTP://REGISTRAR.UCDAVIS.EDU/HTML/ACADEMIC_CALENDAR.HTML](http://registrar.ucdavis.edu/html/academic_calendar.html).

IN SUMMARY, TEACHING ASSISTANTS ARE EXPECTED TO BE AVAILABLE AND CARRY OUT THEIR TA DUTIES FROM THE BEGINNING THROUGH THE END OF THE QUARTER. EXCEPTIONS SHOULD BE APPROVED BY THE SUPERVISING FACULTY PRIOR TO THE BEGINNING OF THE QUARTER OF APPOINTMENT.

Fee Remission

ACCORDING TO THE TERMS OF THE COLLECTIVE BARGAINING AGREEMENT, GRADUATE STUDENTS HIRED AS TAs, ASSOCIATES IN_, READERS OR TUTORS, AT 25% OR MORE OF FULL-TIME FOR A GIVEN TERM ARE ELIGIBLE TO PARTICIPATE IN THE UNIVERSITY'S PARTIAL FEE REMISSION PROGRAM FOR THE EDUCATIONAL AND REGISTRATION FEES. PLEASE NOTE THAT THESE GRADUATE STUDENTS WILL STILL BE RESPONSIBLE FOR PAYING FOR SOME LOCAL CAMPUS FEES. FOR DETAILS, REFER TO ARTICLE 11, "FEE REMISSION" IN THE COLLECTIVE BARGAINING AGREEMENT AT [HTTP://WWW.HR.UCDAVIS.EDU/POLICIES](http://www.hr.ucdavis.edu/policies).

GRADUATE STUDENTS WHO ARE EMPLOYED AS TAs, ASSOCIATES IN_, READERS OR TUTORS AT 25% TIME OR MORE OF FULL-TIME FOR A GIVEN TERM ARE ELIGIBLE TO RECEIVE GRADUATE STUDENT HEALTH INSURANCE PROGRAM (GSHIP) PREMIUM REMISSION FOR THE STUDENT HEALTH INSURANCE PROGRAM. AN ASE IS ELIGIBLE TO RECEIVE ONLY ONE GSHIP PREMIUM REMISSION PER TERM. FOR DETAILS, PLEASE REFER TO ARTICLE 13, "HEALTH BENEFITS," IN THE COLLECTIVE BARGAINING AGREEMENT AT [HTTP://WWW.HR.UCDAVIS.EDU/POLICIES](http://www.hr.ucdavis.edu/policies).

Nonresident Tuition Fellowships (NRTFs)

UNLIKE REGISTRATION AND EDUCATION FEES, NONRESIDENT TUITION IS NOT SUBJECT TO FEE DEFERRALS, OR REMISSION. FELLOWSHIPS PAYING NONRESIDENT TUITION MAY BE AVAILABLE THROUGH YOUR GRADUATE PROGRAMS.

TA Loan Fund

THE TA LOAN FUND IS AN ADVANCE AGAINST SALARY FOR STUDENTS WITH TAs, GSRs, OR READERSHIPS. STUDENTS WHO HAVE A SUMMER APPOINTMENT MAY BORROW UP TO ONE MONTH'S SALARY BEGINNING JULY 1. STUDENTS WITH ACADEMIC YEAR APPOINTMENTS MAY BORROW UP TO ONE MONTH'S SALARY BEGINNING SEPTEMBER 1.

REPAYMENT IS THE RESPONSIBILITY OF THE STUDENT. THE STUDENT CAN EITHER MAKE A LUMP SUM PAYMENT OR PAY IN EQUAL INSTALLMENTS OVER A MAXIMUM OF SIX MONTHS. THE LOANS ARE INTEREST-FREE IF PAID WITHIN SIX MONTHS, THEREAFTER INTEREST IS CHARGED AT THE RATE OF 1% PER MONTH ON THE UNPAID BALANCE OF THE LOAN.

THE TA LOAN FUND IS ADMINISTERED BY THE FINANCIAL AID OFFICE AS PART OF THE SHORT-TERM LOAN PROGRAM ([HTTP://FINANCIALAID.UCDAVIS.EDU/INDEX.HTML](http://financialaid.ucdavis.edu/index.html)). APPLICANTS COMPLETE A SHORT-TERM LOAN APPLICATION AND REQUEST THE HIRING DEPARTMENT TO COMPLETE THE "DEPARTMENTAL VERIFICATION" SECTION.

APPLICANTS ARE TO BRING THE COMPLETED FORM TO THE FINANCIAL AID OFFICE, 1100 DUTTON HALL, BETWEEN 8:30 AND 9:30 MONDAY THROUGH FRIDAY.

Removal (Moving) Expenses

TAs WHO ARE APPOINTED AT 50% TIME FOR THE FULL ACADEMIC YEAR AND WHO COME TO DAVIS FROM OUTSIDE CALIFORNIA, MAY RECEIVE PARTIAL COMPENSATION FOR THEIR MOVING EXPENSES. REIMBURSEMENT IS BASED ON THE APPROXIMATE AIR MILES FROM THE POINT OF ORIGIN TO THE DAVIS CAMPUS AND INCLUDES A DOLLAR CAP. APPLICATIONS FOR REIMBURSEMENT OF MOVING EXPENSES MAY BE MADE TO THE OFFICE OF THE PROVOST THROUGH THE TA'S DEPARTMENT PRIOR TO THE EXPENDITURE.

TA Tax Status

BY LAW, THE UNIVERSITY IS OBLIGED TO WITHHOLD TAXES FROM TA STIPENDS. THE OFFICE OF GRADUATE STUDIES CANNOT GIVE PROFESSIONAL ADVICE ON TAX OR OTHER LEGAL MATTERS, AND THE UNIVERSITY WILL NOT BE PARTY TO DISCUSSIONS WITH THE INTERNAL REVENUE SERVICE ON BEHALF OF ANY INDIVIDUAL. YOU SHOULD CONTACT YOUR LOCAL OFFICE OF THE INTERNAL REVENUE SERVICE OR STATE FRANCHISE TAX BOARD FOR MORE INFORMATION OR SPECIFIC TAX-RELATED ADVICE.

Fair Share

THE UNIVERSITY DEDUCTS EITHER AGSE/UAW UNION DUES OR A "FAIR SHARE" SERVICE FEE ON A MONTHLY BASIS. IF YOU ELECT TO JOIN THE AGSE/UAW, YOUR MONTHLY UNION DUES WILL AUTOMATICALLY BE DEDUCTED AND REMITTED TO THE UNION. IF YOU DO NOT JOIN THE UNION, THE UNIVERSITY WILL DEDUCT WHAT IS KNOWN AS A "FAIR SHARE FEE." FOR MORE INFORMATION, SEE THE GOVERNMENT CODE, SECTION 3584(A) AT [HTTP://WWW.CALFAC.ORG/SB645.HTML](http://www.calfac.org/SB645.html).

III. Training Guidelines

Office of the President

SINCE 1974, THE OFFICE OF THE PRESIDENT OF THE UNIVERSITY OF CALIFORNIA HAS ACTIVELY PROMOTED THE FORMULATION OF CAMPUS PROGRAMS FOR THE ORIENTATION, TRAINING, AND EVALUATION OF TEACHING ASSISTANTS. GUIDELINES FOR THE DEVELOPMENT OF CAMPUS PROGRAMS SUGGEST THAT:

- ALL TAs SHOULD RECEIVE TRAINING IN INSTRUCTIONAL TECHNIQUES APPROPRIATE TO THEIR DISCIPLINES.
- BOTH TAs AND FACULTY SHOULD PARTICIPATE IN THE PLANNING OF TA TRAINING PROGRAMS.
- THE PROGRAMS SHOULD EMPHASIZE ACTIVITIES IN SUCH A WAY THAT THE TEACHING ASSIGNMENT OF THE TA BECOMES IN EFFECT AN INTERNSHIP.
- THE TA TRAINING PROGRAM SHOULD INCLUDE A COMPONENT OF EVALUATION OF TEACHING. THIS EVALUATION SHOULD INCLUDE SELF-EVALUATION, EVALUATION BY THE SUPERVISING FACULTY MEMBER(S), AND EVALUATION BY STUDENTS IN THE COURSES TAUGHT BY TAs.
- TRAINING IS PART OF THE PAID ASSIGNMENT.

Graduate Council

ALL FIRST-TIME TEACHING ASSISTANTS AT UC DAVIS ARE REQUIRED TO ATTEND A CAMPUSWIDE TA ORIENTATION ([HTTP://TRC.UCDAVIS.EDU/?PAGE_ID=360](http://trc.ucdavis.edu/?page_id=360)). THIS ORIENTATION INTRODUCES NEW TAs TO TEACHING AT UC DAVIS, WHAT IS EXPECTED OF TAs, AND WHAT TAs CAN EXPECT IN TERMS OF INSTRUCTIONAL SUPPORT AND TA TRAINING. IN ADDITION, INDIVIDUAL DEPARTMENTS OFFER SPECIFIC TRAINING PROGRAMS TO ACQUAINT TAs WITH DEPARTMENTAL POLICIES AND PRACTICES. DEPARTMENTS THAT REQUIRE ATTENDANCE AT A COMPREHENSIVE ORIENTATION OF THEIR OWN MAY EXEMPT TAs FROM THE MANDATORY ATTENDANCE REQUIREMENT FOR THE CAMPUSWIDE ORIENTATION.

Health and Safety

WHILE TEACHING ASSISTANTS DON'T FILL A SUPERVISORY ROLE AND ARE NOT RESPONSIBLE FOR DETERMINING THE TERM GRADE FOR A STUDENT, THEY DO ACT AS ROLE MODELS AND MENTORS FOR THEIR STUDENTS. TAs MUST HAVE TRAINING ON HOW TO RECOGNIZE HAZARDS ASSOCIATED WITH THEIR TA DUTIES AND HOW TO PROTECT THEMSELVES FROM THOSE HAZARDS. THIS TRAINING SHOULD ALSO INCLUDE AN EMPHASIS ON MODELING SAFE BEHAVIOR; INCLUDING BUT NOT LIMITED TO, CONSISTENTLY WEARING APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT, DEMONSTRATING CONCEPTS AND TASKS USING SAFE WORK PRACTICES, AND INSISTING THAT STUDENTS FOLLOW REQUIRED SAFETY RULES.

Equal Opportunity

THE UNIVERSITY OF CALIFORNIA IS AN EQUAL OPPORTUNITY INSTITUTION, IN TERMS OF BOTH EMPLOYMENT AND STUDENT ADMISSIONS. ANY VIOLATION OF THIS STANDARD IS A VIOLATION OF UNIVERSITY POLICY AND OF STATE AND FEDERAL LAW. THIS POLICY PERTAINS TO ALL ASPECTS OF THE UNIVERSITY COMMUNITY AND APPLIES EQUALLY TO THE HIRING OF TEACHING ASSISTANTS AS WELL AS TO HOW THOSE TAs MUST DEAL WITH THEIR STUDENTS.

Standards of Conduct

ENROLLMENT TO ATTEND UC DAVIS IS VOLUNTARY AND STUDENTS WHO ATTEND THIS CAMPUS ASSUME AN OBLIGATION TO BEHAVE IN A MANNER THE UNIVERSITY DEEMS APPROPRIATE. STUDENTS ARE THEREFORE ACCOUNTABLE FOR UPHOLDING UNIVERSITY STANDARDS, AS WELL AS CIVIL AND CRIMINAL LAWS. BEHAVIOR THAT THREATENS SAFETY, VIOLATES PERSONAL RIGHTS, IS CRIMINAL IN NATURE, OR IS COUNTER TO THE BASIC PURPOSE OF THE UNIVERSITY WILL NOT BE TOLERATED.

ANY STUDENT WHO IS ACTING IN A DISRUPTIVE, ABUSIVE, OR THREATENING MANNER SHOULD BE ASKED TO CEASE THAT BEHAVIOR AND MAY BE TOLD TO LEAVE A CLASS SETTING BY THE INSTRUCTOR IN CHARGE OF THAT SECTION. IF THE STUDENT REFUSES TO STOP THE OFFENDING BEHAVIOR OR REFUSES TO LEAVE THE CLASS THEN THE INSTRUCTOR SHOULD REQUEST ASSISTANCE FROM THE UNIVERSITY POLICE (PHONE 911). NEVER ATTEMPT TO

CONFRONT A STUDENT PHYSICALLY. THE STUDENT'S BEHAVIOR MAY ALSO BE REPORTED TO STUDENT JUDICIAL AFFAIRS ([HTTP://SJA.UCDAVIS.EDU](http://SJA.UCDAVIS.EDU)) AND TO YOUR DEPARTMENT. FOR FURTHER INFORMATION, PLEASE REFER THE *UC DAVIS POLICY AND PROCEDURE MANUAL* ([HTTP://MANUALS.UCDAVIS.EDU](http://MANUALS.UCDAVIS.EDU)), SECTION 290-09, "VIOLENCE IN THE WORKPLACE".

IV. Sexual Harassment

THE UNIVERSITY OF CALIFORNIA IS COMMITTED TO CREATING AND MAINTAINING A COMMUNITY WHERE ALL INDIVIDUALS WHO PARTICIPATE IN UNIVERSITY PROGRAMS AND ACTIVITIES CAN WORK AND LEARN TOGETHER IN AN ATMOSPHERE FREE OF HARASSMENT, EXPLOITATION, OR INTIMIDATION. EVERY MEMBER OF THE COMMUNITY SHOULD BE AWARE THAT THE UNIVERSITY PROHIBITS SEXUAL HARASSMENT AND SEXUAL VIOLENCE, AND THAT SUCH BEHAVIOR VIOLATES BOTH FEDERAL LAW AND UNIVERSITY POLICY. THE UNIVERSITY'S POLICY ON SEXUAL HARASSMENT MAY BE FOUND AT [HTTP://MANUALS.UCDAVIS.EDU/PPM/400/400-20.PDF](http://MANUALS.UCDAVIS.EDU/PPM/400/400-20.PDF). ADDITIONAL INFORMATION ABOUT SEXUAL HARASSMENT, INCLUDING HOW TO PREVENT OR REPORT IT, MAY BE FOUND AT [HTTP://HDAPP.UCDAVIS.EDU/INDEX.HTML](http://HDAPP.UCDAVIS.EDU/INDEX.HTML).

THE UC DAVIS COMMUNITY WILL TAKE WHATEVER STEPS ARE NECESSARY TO PROTECT ITS FACULTY, STAFF, AND STUDENTS FROM SEXUAL HARASSMENT.

Tips for Instructors on Preventing and Responding to Sexual Harassment Problems

TAS AND INSTRUCTORS ARE MISUSING THEIR POWER, AND PROBABLY VIOLATING POLICY, IF THEY:

- PRESSURE A STUDENT TO SPEND TIME WITH THEM OUTSIDE THE ACADEMIC SETTING, INCLUDING URGING A STUDENT TO GET ROMANTICALLY AND/OR SEXUALLY INVOLVED.
- TOUCH A STUDENT WHEN AND WHERE THE STUDENT DOESN'T WANT TO BE TOUCHED.
- ASK A STUDENT FOR SEXUAL FAVORS IN EXCHANGE FOR A BETTER GRADE, RECOMMENDATION OR OTHER ACADEMIC BENEFIT.

TAS AND INSTRUCTORS MAY BE MISUSING THEIR POWER IF THEY:

- MAKE PERSONAL JOKES OR COMMENTS ABOUT STUDENTS.
- ASK A STUDENT PERSONAL QUESTIONS WHICH MAKE THE STUDENT UNCOMFORTABLE.

THE FOLLOWING TIPS ARE SUGGESTED BY UC DAVIS TAS AND INSTRUCTORS AND BASED UPON THEIR OWN EXPERIENCES. YOU CAN PREVENT MISUNDERSTANDINGS – AND INCREASE YOUR OWN PERSONAL SAFETY – IF YOU:

- SCHEDULE YOUR OFFICE HOURS WHEN YOU KNOW OTHERS ARE LIKELY TO BE IN THE BUILDING (GENERALLY MONDAY-FRIDAY, 8:00 A.M.-5:00 P.M.).
- STICK TO YOUR OFFICE HOURS AND ASK STUDENTS TO MAKE AN APPOINTMENT TO SEE YOU.
- DO NOT GIVE OUT YOUR HOME NUMBER OR ADDRESS, AND CONSIDER NOT LISTING THEM IN THE CAMPUS OR COMMUNITY DIRECTORY.
- IMPOSE SOME LIMITS ON HOW MUCH YOU SHARE WITH YOUR STUDENTS ABOUT YOUR PERSONAL LIFE, OUTSIDE INTERESTS, ETC.
- LET STUDENTS KNOW **IN ADVANCE** IF AN UPCOMING ASSIGNMENT, LECTURE, OR CLASS ACTIVITY CONTAINS SEXUALIZED MATERIAL. IT MAY ALSO HELP TO EXPLAIN TO THEM WHY IT'S INCLUDED IN THE COURSE. IF YOU'RE TEACHING A CLASS WHERE THE COURSE CONTENT IS SEXUAL BY DEFINITION (HUMAN SEXUALITY, REPRODUCTIVE BIOLOGY, ETC.), ENSURE THAT YOUR APPROACH IS PROFESSIONAL, AND HOLD STUDENTS TO A SIMILAR STANDARD.

IF YOU HAVE CONCERNS ABOUT A PARTICULAR STUDENT OR THE INTERACTIONS AMONG STUDENTS:

- DOCUMENT INCIDENTS OR INTERACTIONS WHICH FEEL INAPPROPRIATE TO YOU. BRIEF NOTES TO YOURSELF ABOUT WHAT HAPPENED, WHEN AND WHERE ARE SUFFICIENT.
- TELL THE INSTRUCTOR (IF YOU'RE A TA).

- CONSULT WITH COLLEAGUES. OTHER TAs OR INSTRUCTORS MAY HAVE HAD SIMILAR EXPERIENCES WITH THE SAME STUDENT.
- AVOID BEING ALONE WITH THE STUDENT, IF DOING SO MAKES YOU FEEL UNCOMFORTABLE.
- CONSULT WITH THE SEXUAL HARASSMENT EDUCATION PROGRAM (530-752-9255) OR STUDENT JUDICIAL AFFAIRS (530-752-1128).

IF ANYONE REPORTS SEXUAL HARASSMENT TO YOU, YOU SHOULD CALL THE SEXUAL HARASSMENT EDUCATION PROGRAM AT (530) 752-9255 TO CONSULT.

Consensual Relationships with Students

ON THIS TOPIC, THE UNIVERSITY OF CALIFORNIA FACULTY CODE OF CONDUCT CONTAINS LANGUAGE WHICH ALSO APPLIES TO TEACHING ASSISTANTS AND AIs.

“THE INTEGRITY OF THE FACULTY-STUDENT RELATIONSHIP IS THE FOUNDATION OF THE UNIVERSITY’S EDUCATIONAL MISSION. THIS RELATIONSHIP VESTS CONSIDERABLE TRUST IN THE FACULTY MEMBER, WHO, IN TURN, BEARS AUTHORITY AND ACCOUNTABILITY AS MENTOR, EDUCATOR, AND EVALUATOR. THE UNEQUAL INSTITUTIONAL POWER INHERENT IN THIS RELATIONSHIP HEIGHTENS THE VULNERABILITY OF THE STUDENT AND THE POTENTIAL FOR COERCION. THE PEDAGOGICAL RELATIONSHIP BETWEEN FACULTY MEMBER AND STUDENT MUST BE PROTECTED FROM INFLUENCES OR ACTIVITIES THAT CAN INTERFERE WITH LEARNING CONSISTENT WITH THE GOALS AND IDEALS OF THE UNIVERSITY...”

THEREFORE, IT IS CONSIDERED UNACCEPTABLE CONDUCT FOR YOU TO ENTER INTO A ROMANTIC OR SEXUAL RELATIONSHIP WITH ANY STUDENT FOR WHOM YOU HAVE, OR SHOULD REASONABLY EXPECT TO HAVE IN THE FUTURE, ACADEMIC RESPONSIBILITY (INSTRUCTIONAL, EVALUATIVE, OR SUPERVISORY). IT IS ALSO UNACCEPTABLE TO EXERCISE ACADEMIC RESPONSIBILITY (INSTRUCTIONAL, EVALUATIVE, OR SUPERVISORY) FOR ANY STUDENT WITH WHOM YOU HAVE A ROMANTIC OR SEXUAL RELATIONSHIP.

IF SUCH SITUATIONS ARISE, CALL THE SEXUAL HARASSMENT EDUCATION PROGRAM (530-752-9255) FOR ASSISTANCE IN ADDRESSING AND RESOLVING POTENTIAL CONFLICTS OF INTEREST.

V. Grievance Procedures for Student Issues

Grievances Involving Faculty Members and TAs

TAs AND FACULTY MEMBERS SOMETIMES EXPERIENCE DIFFICULTIES OR CONFLICTS. THE COLLECTIVE BARGAINING AGREEMENT PROVIDES A MECHANISM FOR FILING A GRIEVANCE AND SEEKING THE RESOLUTION OF GRIEVANCES FOR TAs. YOU SHOULD REFER TO ARTICLE 12, “GRIEVANCE AND ARBITRATION” OF THE COLLECTIVE BARGAINING AGREEMENT AT [HTTP://WWW.HR.UCDAVIS.EDU/POLICIES](http://www.hr.ucdavis.edu/policies) FOR DETAILS.

Grievances Involving Students and TAs

Grades

IF THERE IS A QUESTION CONCERNING THE GRADE ASSIGNED FOR WORK IN A CLASS, THE FIRST STEP IS FOR THE STUDENT TO MEET WITH THE INSTRUCTOR AND REQUEST AN EXPLANATION OF THE COURSE GRADING POLICY AND THE COMPUTATION OF THE GRADE. UNDER ACADEMIC SENATE REGULATIONS, AN INSTRUCTOR MAY NOT REASSESS A STUDENT’S WORK OR CHANGE THE GRADE. WITH FEW EXCEPTIONS, GRADES ARE FINAL ONCE THE INSTRUCTOR HAS SUBMITTED THEM.

THE EXCEPTIONS ARE WHEN A CLERICAL ERROR HAS BEEN MADE OR WHEN A PROCEDURAL ERROR HAS AFFECTED THE STUDENT'S GRADE. (PROCEDURAL ERRORS CAN INCLUDE ILLEGAL DISCRIMINATION OR ARBITRARY OR DIFFERENTIAL TREATMENT). CLERICAL ERRORS ARE USUALLY RESOLVED BY MEANS OF A PETITION FILED BY THE INSTRUCTOR.

IF THE STUDENT ALLEGES PROCEDURAL ERROR (INAPPROPRIATE GRADING POLICY, UNAUTHORIZED RESCHEDULING OF EXAM, INSTRUCTOR'S FAILURE TO FOLLOW OWN GRADING POLICY, ETC.) S/HE MAY PETITION THE ACADEMIC SENATE COMMITTEE ON GRADE CHANGES TO REVIEW THE MATTER. THIS COMMITTEE, LIKE THE INSTRUCTOR, HAS NO AUTHORITY TO REASSESS STUDENT WORK, BUT IF IT CAN BE ESTABLISHED THAT A PROCEDURAL ERROR WAS MADE, THE COMMITTEE DOES HAVE THE AUTHORITY TO ALTER THE GRADE. IF THE ALLEGED PROCEDURAL ERROR INVOLVES A CLAIM OF ILLEGAL DISCRIMINATION OR ARBITRARY TREATMENT, THE GRADE CHANGE COMMITTEE WILL DIRECT THE STUDENT TO FILE A FORMAL GRIEVANCE UNDER *UC DAVIS POLICY AND PROCEDURE MANUAL* ([HTTP://MANUALS.UCDAVIS.EDU](http://manuals.ucdavis.edu)) SECTION 280-05, THE POLICY FOR "STUDENT COMPLAINTS OF PROHIBITED DISCRIMINATION, HARASSMENT AND ARBITRARY TREATMENT".

TO FILE A PETITION WITH THE COMMITTEE ON GRADE CHANGES, THE STUDENT SHOULD FILE A WRITTEN PETITION WITH THE OFFICE OF THE UNIVERSITY REGISTRAR ([HTTP://REGISTRAR.UCDAVIS.EDU](http://registrar.ucdavis.edu)) OR CONTACT THE DEPUTY OF GRADE CHANGES IN THE REGISTRAR'S OFFICE.

Discrimination

IF GRADING OR OTHER TREATMENT IS BELIEVED TO BE THE RESULT OF ILLEGAL BIAS, DISCRIMINATION OR ARBITRARY TREATMENT, THE STUDENT MAY SEEK INFORMAL ASSISTANCE OR MAY FILE A FORMAL GRIEVANCE UNDER *UC DAVIS POLICY AND PROCEDURE MANUAL* ([HTTP://MANUALS.UCDAVIS.EDU](http://manuals.ucdavis.edu)) SECTION 280-05. IF THE STUDENT FILES A FORMAL GRIEVANCE, A REVIEWER WILL BE ASSIGNED BY STUDENT JUDICIAL AFFAIRS (SJA) TO CONDUCT AN ADMINISTRATIVE REVIEW AND PREPARE A WRITTEN REPORT FOR DECISION BY SJA. CONTACT STUDENT JUDICIAL AFFAIRS ([HTTP://SJA.UCDAVIS.EDU](http://sja.ucdavis.edu)) FOR FURTHER INFORMATION ABOUT THIS PROCESS.

Faculty Misconduct Under the Faculty Code of Conduct

STUDENTS WHO BELIEVE THAT THEY HAVE BEEN THE VICTIM FACULTY MISCONDUCT MAY FILE AN ADMINISTRATIVE GRIEVANCE WITH THE UNIVERSITY SEEKING RELIEF FROM THE ALLEGED WRONGFUL CONDUCT. STUDENTS FILING SUCH A GRIEVANCE HAVE THE BURDEN OF PROVING THAT VIOLATION OF THE FACULTY CODE OF CONDUCT HAS OCCURRED AND HAS CAUSED HARM TO THE STUDENT. SUCH A GRIEVANCE IS SEPARATE FROM ANY PETITION FILED WITH THE GRADE CHANGE COMMITTEE.

STUDENTS, STAFF, OR FACULTY WHO BELIEVE A FACULTY MEMBER HAS VIOLATED THE FACULTY CODE OF CONDUCT, *ACADEMIC PERSONNEL MANUAL* (APM) SECTION 015, MAY FILE A COMPLAINT WITH THE CHANCELLOR'S OFFICE. THE CHANCELLOR'S OFFICE MAY APPOINT AN INVESTIGATOR, AND/OR MAY REFER THE MATTER TO THE VICE PROVOST FOR ACADEMIC PERSONNEL AND/OR THE COMMITTEE ON PRIVILEGE AND TENURE FOR ACTION. CONTACT THE OFFICE OF THE VICE PROVOST FOR ACADEMIC PERSONNEL ([HTTP://ACADEMICPERSONNEL.UCDAVIS.EDU](http://academicpersonnel.ucdavis.edu)) FOR FURTHER INFORMATION ABOUT THIS PROCESS.

Access to Employment Files and Evaluations

UNDER ARTICLE 10 (A)(2) "EMPLOYMENT FILES" IN THE COLLECTIVE BARGAINING AGREEMENT ([HTTP://WWW.HR.UCDAVIS.EDU/POLICIES](http://www.hr.ucdavis.edu/policies)), DEPARTMENTS WILL PROVIDE THE STUDENT WITH HIS/HER TA EVALUATIONS, WHICH THE STUDENT MAY WISH TO INCLUDE IN FACULTY POSITION APPLICATION PACKETS.

Access to and Disclosures from Student Records

UNDER *UC DAVIS POLICY AND PROCEDURE MANUAL* ([HTTP://MANUALS.UCDAVIS.EDU](http://manuals.ucdavis.edu)) SECTION 320-21, STUDENTS HAVE THE RIGHT TO INSPECT AND REVIEW RECORDS PERTAINING TO

THEMSELVES IN THEIR CAPACITY AS STUDENTS, AND TO REQUEST CORRECTIONS OF RECORDS WHICH ARE INACCURATE. IN ADDITION, FACULTY AND STAFF ARE LIMITED IN THE KIND OF INFORMATION, WHICH THEY CAN DISCLOSE FROM STUDENT RECORDS. IF QUESTIONS OR CONFLICTS ARISE OVER ACCESS TO OR DISCLOSURE OF INFORMATION CONTAINED IN STUDENT RECORDS, CONTACT STUDENT JUDICIAL AFFAIRS ([HTTP://SJA.UCDAVIS.EDU](http://sja.ucdavis.edu)).

Accommodation for Disabilities

STUDENTS WHO BELIEVE THEY HAVE BEEN THE VICTIMS OF DISCRIMINATION ON THE BASIS OF DISABILITY OR THAT THEY HAVE NOT RECEIVED APPROPRIATE ACCOMMODATION FOR THEIR DISABILITY MAY SEEK INFORMAL ASSISTANCE FROM THE STUDENT DISABILITY CENTER ([HTTP://SDC.UCDAVIS.EDU](http://sdc.ucdavis.edu)). STUDENTS MAY FILE FORMAL GRIEVANCES FOR DISCRIMINATION ON THE BASIS OF DISABILITY UNDER *UC DAVIS POLICY AND PROCEDURE MANUAL* ([HTTP://MANUALS.UCDAVIS.EDU](http://manuals.ucdavis.edu)) SECTIONS 280-05 WITH STUDENT JUDICIAL AFFAIRS ([HTTP://SJA.UCDAVIS.EDU](http://sja.ucdavis.edu)).

STUDENTS SHOULD REFER TO *UC DAVIS POLICY AND PROCEDURE MANUAL APPLYING TO CAMPUS ACTIVITIES, ORGANIZATIONS AND STUDENTS, SECTION 140, "GUIDELINES APPLYING TO NONDISCRIMINATION ON THE BASIS OF DISABILITY."*

IF YOU FEEL THAT YOU HAVE BEEN THE VICTIM OF A DISCRIMINATORY POLICY OR PRACTICE OR DID NOT RECEIVE APPROPRIATE ACCOMMODATION FOR A DISABILITY, IN YOUR ROLE AS A TA OR AI, YOU SHOULD REFER TO ARTICLE 20, "NON-DISCRIMINATION IN EMPLOYMENT" IN THE COLLECTIVE BARGAINING AGREEMENT AT [HTTP://WWW.HR.UCDAVIS.EDU/POLICIES](http://www.hr.ucdavis.edu/policies).

Additional Information and Suggestions

AS A TA, YOU SHOULD BE AWARE THAT STUDENTS MAY RAISE OBJECTIONS TO INSTRUCTOR PRACTICES, INCLUDING FINAL EXAM SCHEDULING FOR A DATE OTHER THAN THAT SET IN THE *CLASS SCHEDULE AND REGISTRATION GUIDE* ([HTTP://REGISTRAR.UCDAVIS.EDU/CSRG](http://registrar.ucdavis.edu/csrg)), SUDDEN OR ARBITRARY CHANGES IN COURSE REQUIREMENTS, FAILURE TO ACCOMMODATE DISABILITIES, OR DISCRIMINATORY TREATMENT OF INDIVIDUALS OR GROUPS. WHEREVER POSSIBLE, YOU ARE ENCOURAGED TO DISCUSS THE MATTER WITH THE COMPLAINING STUDENT, CALMLY AND OBJECTIVELY. WHILE INSTRUCTORS ARE NORMALLY GIVEN WIDE LATITUDE IN COURSE CONTENT AND STRUCTURE, FACULTY DO HAVE CERTAIN RESPONSIBILITIES UNDER THE FACULTY CODE OF CONDUCT AND CAMPUS RULES AND POLICIES, AND NEED TO BE SENSITIVE TO STUDENT CONCERNS IF DECISIONS OR RULES ARE PERCEIVED TO BE UNFAIR OR ARBITRARY. IF THERE IS A REASON TO FEEL SUCH A DISCUSSION BETWEEN THE FACULTY AND THE STUDENT WOULD BE UNPRODUCTIVE, OR IF THE FACULTY MEMBER AND STUDENT ARE UNABLE TO RESOLVE THEIR DIFFERENCES IN AN INFORMAL DISCUSSION, STUDENTS SHOULD CONTACT THE DEPARTMENT CHAIR.

BEFORE MEETING WITH THE INSTRUCTOR AND/OR DEPARTMENT CHAIR, STUDENTS SHOULD PREPARE A WRITTEN ACCOUNT OF THE ISSUES, PROVIDING AS MANY DETAILS AND SUPPORTING DOCUMENTS AS POSSIBLE. IF THE ISSUE DOES NOT RELATE TO STUDENT RECORDS, DISABILITY, DISCRIMINATION, FACULTY MISCONDUCT, OR SEXUAL HARASSMENT (FOR WHICH FORMAL GRIEVANCE PROCEDURES EXIST), AND IS STILL UNRESOLVED AFTER MEETING WITH THE INSTRUCTOR/DEPARTMENT CHAIR, THE STUDENT MAY FILE A GRIEVANCE WITH THE STUDENT-FACULTY RELATIONSHIPS COMMITTEE OF THE ACADEMIC SENATE ([HTTP://ACADEMICSENATE.UCDAVIS.EDU](http://academicenate.ucdavis.edu)). THIS ADVISORY COMMITTEE MAY MAKE RECOMMENDATIONS TO AN OFFICE THAT HAS AUTHORITY TO RESOLVE THE MATTER.

BECAUSE STRICT TIME LIMITS APPLY TO MANY OF THESE FORMAL PROCESSES, IT IS RECOMMENDED THAT STUDENTS AND FACULTY CONSULT ADVISORY OFFICES PROMPTLY.

Reporting Academic Misconduct

ACADEMIC HONESTY IS ESSENTIAL TO PRESERVE THE INTEGRITY AND EXCELLENCE OF A UC DAVIS EDUCATION. UNDER THE UC DAVIS CODE OF ACADEMIC CONDUCT, FACULTY SHARE RESPONSIBILITY FOR ENCOURAGING ACADEMIC HONESTY. ACADEMIC SENATE REGULATIONS REQUIRE FACULTY TO REPORT VIOLATIONS BECAUSE CENTRALIZED REPORTING IS ESSENTIAL FOR FAIR AND IMPARTIAL ADMINISTRATION OF THE CODE OF ACADEMIC CONDUCT AND TO ENSURE THAT REPEAT OFFENDERS ARE IDENTIFIED AND PENALIZED ACCORDINGLY.

WHEN

IF YOU SUSPECT ACADEMIC MISCONDUCT, INVESTIGATE THE MATTER AND, IF POSSIBLE, DISCUSS IT WITH THE STUDENT(S) INVOLVED (UNLESS YOU FEEL UNCOMFORTABLE DOING SO). IF THE STUDENT DENIES RESPONSIBILITY AND YOU ARE PERSUADED THAT THERE WAS INDEED NO ACADEMIC MISCONDUCT, THAT ENDS THE MATTER. IF, HOWEVER, THE STUDENT ADMITS THE VIOLATION OR IF THE STUDENT DENIES THE MISCONDUCT BUT YOU RETAIN YOUR SUSPICION, REFER THE MATTER TO STUDENT JUDICIAL AFFAIRS ([HTTP://SJA.UCDAVIS.EDU](http://SJA.UCDAVIS.EDU)).

HOW

TO REPORT SUSPECTED MISCONDUCT, WRITE A BRIEF MEMO GIVING YOUR NAME, THE CLASS TITLE AND NUMBER, AND A DESCRIPTION OF THE CIRCUMSTANCES GIVING RISE TO YOUR SUSPICIONS. ENCLOSE COPIES OF ANY RELEVANT DOCUMENTS (FOR EXAMPLE, EXAMS, PAPERS OR THE COURSE SYLLABUS). KEEP ORIGINALS AND/OR COPIES OF ANY SUPPORTING DOCUMENTS IN A SECURE LOCATION.

WHERE

SUSPECTED ACADEMIC MISCONDUCT SHOULD BE REPORTED TO STUDENT JUDICIAL AFFAIRS ([HTTP://SJA.UCDAVIS.EDU](http://SJA.UCDAVIS.EDU)), WHICH HAS RESPONSIBILITY FOR ADMINISTERING STUDENT DISCIPLINE ON CAMPUS. ALL DISCIPLINARY ACTION TAKEN BY THE STUDENT JUDICIAL AFFAIRS OR ANY HEARING BODY OPERATES BY DELEGATION FROM THE CHANCELLOR.

WHAT HAPPENS

ONCE A WRITTEN REPORT IS RECEIVED, THE STUDENT IS INFORMED BY LETTER OF THE REFERRAL AND INSTRUCTED TO MAKE AN APPOINTMENT WITH STUDENT JUDICIAL AFFAIRS. NEITHER YOU NOR ANY STUDENT WITNESS WILL BECOME INVOLVED IN A FORMAL HEARING UNLESS YOU SO CHOOSE. IN THE VAST MAJORITY OF CASES, THE STUDENT ADMITS THE VIOLATION AND THE CASE IS RESOLVED INFORMALLY BY AN AGREEMENT BETWEEN THE REFERRING PARTY, THE STUDENT AND STUDENT JUDICIAL AFFAIRS.

WHAT DISCIPLINE IS IMPOSED?

IF THE STUDENT ADMITS THE VIOLATION, THE INFORMAL PROCESS INCLUDES SANCTIONS, USUALLY RANGING FROM DISCIPLINARY PROBATION TO DISMISSAL. ALTHOUGH MOST FIRST OFFENSES DO NOT RESULT IN THE STUDENT'S REMOVAL FROM THE UNIVERSITY, FIRST-TIME OFFENDERS MAY BE SUSPENDED OR DISMISSED IF THERE ARE AGGRAVATING CIRCUMSTANCES, SUCH AS CONSPIRACY OR PREMEDITATION. FOR REPEAT OFFENDERS, SUSPENSION OR DISMISSAL IS IMPOSED. SUSPENSION AND DISMISSAL ARE NOTED ON TRANSCRIPTS, AND SUCH DISCIPLINARY RECORDS ARE RETAINED PERMANENTLY. LESS SEVERE DISCIPLINARY ACTION DOES NOT APPEAR ON TRANSCRIPTS, BUT THE DISCIPLINARY FILES ARE MAINTAINED FOR UP TO FIVE YEARS. ALL DISCIPLINARY RECORDS ARE CONFIDENTIAL. THE DISCIPLINE IMPOSED IS DESIGNED TO HELP THE STUDENT LEARN FROM THE EXPERIENCE. STUDENTS ARE OFTEN REFERRED TO CAMPUS RESOURCES SUCH AS THE LEARNING SKILLS CENTER ([HTTP://LSC.UCDAVIS.EDU](http://LSC.UCDAVIS.EDU)) AND COUNSELING AND PSYCHOLOGICAL SERVICES ([HTTP://WWW.CAPS.UCDAVIS.EDU](http://WWW.CAPS.UCDAVIS.EDU)) TO HELP ENSURE THAT THEY DO NOT REPEAT THEIR MISCONDUCT.

WHAT IF THE STUDENT DENIES THE VIOLATION?

IF THE STUDENT DENIES THE VIOLATION, YOU MAY CHOOSE TO HAVE THE MATTER DECIDED BY A FORMAL HEARING. YOU WILL BE CONSULTED BEFORE ANY DECISION IS MADE TO DISMISS A CASE OR REFER IT FOR HEARING. ONLY A SMALL NUMBER OF CASES REQUIRE FORMAL HEARINGS BEFORE STUDENT-FACULTY PANELS THAT DETERMINE WHETHER THERE IS ENOUGH EVIDENCE TO FIND THAT A VIOLATION OCCURRED AND RECOMMEND SANCTIONS.

WHAT ABOUT THE STUDENT'S GRADE?

UNDER ACADEMIC SENATE REGULATION 550

([HTTP://ACADEMICSENATE.UCDAVIS.EDU/CERJ/MANUAL/DD_REGS.HTM](http://academicenate.ucdavis.edu/cerj/manual/dd_regs.htm)), THE INSTRUCTOR MAY ASSIGN A GRADE OF "O" OR "F" TO THE EXAMINATION OR ASSIGNMENT ON WHICH CHEATING, PLAGIARISM, OR OTHER ACADEMIC DISHONESTY OCCURRED. IF THE STUDENT ADMITS A VIOLATION OF THE CODE OF ACADEMIC CONDUCT NOT INVOLVING DISHONESTY (E.G. TALKING DURING AN EXAM BUT NOT SHARING ANSWERS), THE FACULTY MEMBER MAY ASSIGN AN APPROPRIATE GRADE PENALTY. NO GRADE PENALTY MAY BE IMPOSED, HOWEVER, UNTIL A STUDENT ADMITS MISCONDUCT OR IS FOUND IN VIOLATION AFTER A HEARING. WHILE A DISCIPLINARY MATTER IS PENDING, DO NOT REPORT A FINAL GRADE FOR THE ACCUSED STUDENT. INSTEAD, LEAVE THE GRADE COLUMN BLANK, AND WRITE "EVALUATION INCOMPLETE" IN THE MEMORANDA SECTION. THIS IS NOT A REGULAR "I" OR INCOMPLETE GRADE, AND IT TELLS THE REGISTRAR'S OFFICE NOT TO EXPECT A GRADE FOR THE STUDENT UNTIL THE DISCIPLINARY MATTER HAS BEEN RESOLVED.

VI. Conclusion: The Value of Being a TA or AI

IN ADDITION TO BEING A SOURCE OF INCOME AND A WAY OF DEFRAYING THE COSTS OF GRADUATE SCHOOL, SERVING AS A TA OR AI IS AN IMPORTANT PART OF THE PROFESSIONAL DEVELOPMENT OF A GRADUATE STUDENT. AS AN APPRENTICE TEACHER, YOU HAVE THE OPPORTUNITY FOR “HANDS-ON” LEARNING OF TEACHING SKILLS, JUST AS THE GRADUATE STUDENT RESEARCHER HAS THE OPPORTUNITY TO LEARN RESEARCH SKILLS “HANDS-ON.” SERVING AS A TA OR AI GIVES YOU THE OPPORTUNITY TO DEVELOP YOUR PROFESSIONAL SKILLS IN TEACHING, INTERPERSONAL INTERACTIONS, MENTORING, AND EVALUATION, AMONG OTHERS.

YOUR EXPERIENCE AS A TA OR AI WILL BE AN IMPORTANT CONTRIBUTION TO YOUR FIRST FULL-TIME FACULTY POSITION. IF YOU WOULD LIKE TO SEEK ADDITIONAL TRAINING OPPORTUNITIES, THE CENTER FOR EXCELLENCE IN TEACHING AND LEARNING ([HTTP://TRC.UCDAVIS.EDU](http://trc.ucdavis.edu)) PROVIDES WORKSHOPS, SEMINARS, AND ONE-ON-ONE ASSISTANCE. THE COMPANION DOCUMENT TO THIS HANDBOOK IS THE *UC DAVIS TA GUIDE TO INSTRUCTION*, WHICH CAN BE FOUND AT [HTTP://TRC.UCDAVIS.EDU/?PAGE_ID=397](http://trc.ucdavis.edu/?page_id=397).