

## Academic Student Employee (ASE) Guidance for Supervising Instructors

The guidance below is intended for direct supervisors of student instructors employed by UCR who are covered by the ASE contract. Faculty and staff should use this as a quick reference for common issues and contact Graduate Division or Academic Personnel with questions or requests for clarification. Supervising student employees with union representation for the first time can be uniquely challenging, so this information is crucial for UCR associates to understand in their efforts to provide a safe and productive learning environment.

### What does the faculty supervisor need to be aware of?

All ASE titles are represented employees and their terms and conditions of employment are covered under contract, which can be found here: <https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>

### Workload

Graduate student employees may not work over 50% full-time equivalent (“FTE”). Once a student has worked the hours agreed to in their appointment letter, they cannot work any additional hours. If the hour cap is met before the quarter ends, the supervisor will be responsible to find ways to address any deficit other than requesting the student to work more hours. 50% FTE students may work an *average* of 20 hours per week, but not more than 8 hours per day, except for international students on J-1 status who may only work a *total* of 20 hours per week. Workload and FTE cap exception requests should be submitted to Graduate Division for review.

### Roles and Restrictions of ASE titles

Faculty supervisors should be mindful of the roles and restrictions of ASE titles. Below is a chart outlining the scope of each title:

Title	Workload Caps	Scope of Work
<b>Teaching Assistant (TA)</b>	50% FTE, 220 hours/quarter, 20 hours/week	Leads Discussion and Lab sections. Has office hours available to assist students in course. Grades assignments for the instructor. Attends all lectures, sections and labs as required by the instructor. TAs cannot teach the primary lecture section without direct supervision.
<b>Teaching Fellow</b>	50% FTE, 220 hours/quarter, 20 hours/week	Registered Grad Student advanced to candidacy for the doctorate or with appropriate professional maturity. Responsible for entire instruction of an undergraduate course under general supervision. Upper Division or graduate level appointments will require Academic Senate approval before appointment. See <a href="#">APM 410</a> for professional programs.
<b>Associate In_</b>	50% FTE, 220 hours/quarter, 20 hours/week	Conduct the entire instruction of a lower division course or a group of students in a lower division course. Must have a Master's degree or equivalent training and at least one year of teaching experience. May require Academic Senate approval before appointment If student does not have sufficient education or experience.
<b>Reader (Grader)</b>	50% FTE = 3 sections of more than 30 students/220 hours	Hired as a "course assistant" utilized for grading papers and exams. Readers are not to interact directly with students. Discussions about grading should only be done with other ASE titles or the supervising instructor.
<b>Tutor Remedial Tutor</b>	Not to exceed 50% FTE/220 hours per quarter	Tutors are primarily used in programs independent of a course. Mentor other students on the subject matter assigned.

## Supervision of Graduate Student Instructors

### *Setting the Expectations*

The Job Description for student employees is provided in the Graduate Student Employment Manual, but the expectations for the individual course or assignment is to be established by the supervising instructor using the [Description of Duties form](#), which will be provided to you by your department. These expectations should be centered on the specifics, such as required lecture attendance, lab and discussion responsibilities, what assignments to grade, when grading is due, and the frequency of office hours.

### *Communication and Oversight*

Regular communication or meetings between the supervising instructor and the student employee is highly encouraged to discuss workload, address issues, review student progress, and enhance the working relationship. **A once-a-month face-to-face meeting, at minimum, is required.** (*If circumstances do not allow for an in-person meeting, a phone call or virtual meeting may be appropriate.*)

Supervising instructors are responsible for the oversight of their student employee and taking the appropriate action to correct issues. When performance or conduct issues arise, supervising instructors should discuss the matter with the student employee directly or escalate the matter to their department Chair. The Dean's Office Academic Personnel team, central Academic Personnel Office, or Labor Relations are additional resources to support the supervising instructor. Should formal discipline or dismissal need to be administered, the department Chair should take point. Further information regarding the expectations for supervisors can be found here: [UCR Performance Management, Corrective Action, and Dismissal - Policy and Procedures for Non-Senate Academic Titles](#). Additional information and resources can be found here: <https://academicpersonnel.ucr.edu/employeerelations>.

## Leave and Childcare Reimbursement

Graduate Students may be eligible for different leaves and childcare benefits, such as:

- **Employment Leave** – Short- or long-term leave from employment but not academic activities: Students will be expected to attend classes while they are on leave to maintain fee-remission and salary eligibility.
  - Leave Policy: [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx\\_2010-2013\\_17\\_leaves\\_ta.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_17_leaves_ta.pdf)
- **Academic Leave Of Absence** – Taking a quarter off with no coursework, salary or fee remissions.
  - Leave of Absence Policy: [https://graduate.ucr.edu/regulations-and-procedures#leave\\_of\\_absence](https://graduate.ucr.edu/regulations-and-procedures#leave_of_absence)
- **Childcare reimbursement** - ASEs working more than 25% FTE are eligible to receive up to \$1,100 per quarter for expenses incurred caring for qualifying dependents.
  - Childcare Reimbursement Policy: [https://graduate.ucr.edu/academic-student-employee-ase#ase\\_child\\_care\\_reimbursement](https://graduate.ucr.edu/academic-student-employee-ase#ase_child_care_reimbursement)

Please contact Graduate Division or your Dean's Office Academic Personnel associate with any questions or concerns regarding leaves.

## Fee Remissions

The ASE contract guarantees Partial Fee Remissions and GSHIP to qualifying graduate students who work over 25% FTE. The amounts of the fee remissions can be found here: <https://graduate.ucr.edu/academic-student-employee-ase>.

If a student has more than one fee-remission eligible appointment, regardless of the home department's knowledge of the additional appointment, the student will be eligible for fee remissions if the combined appointment is over 25% FTE. Fee remissions and GSHIP will be covered in prorated amounts based on the percentage FTE in each appointment.