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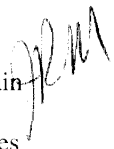
Date: September 5, 2001

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To: CSU Presidents

From: Jackie R. McClain
Vice Chancellor
Human Resources



Subject: Graduate Assistant Classification and Employment Policy

Human Resources is pleased to provide a revised Graduate Assistant Classification and Qualification Standard, which was updated to reflect the current range of work performed on campuses. The attached revised classification standard, effective August 31, 2001 (first day of the September pay period), includes both the academic year (AY) classification and a new monthly Graduate Assistant classification.

The Graduate Assistant employment policy also has been updated in response to campus suggestions, and the policy, effective August 31, 2001, regarding appointment of graduate assistants, is as follows:

- Incumbents in a Graduate Assistant classification must be registered in a CSU graduate degree program and enrolled in courses towards the completion of a graduate degree during the graduate assistant appointment period. Students enrolled in credential programs and students enrolled in graduate programs outside the CSU are not eligible for this classification.
- To afford more flexibility, a new monthly Graduate Assistant classification has been created to accommodate appointments that begin and end throughout the academic term, depending on the particular assignment and campus need. Monthly pay rates have been established for this new classification.
- Appointments, for both AY and monthly classifications, may be allowed in any fraction up to full time, as long as the fraction is exactly equivalent to a 2-decimal FTE without rounding. Appointments are not just limited to 1/4, 1/2, 3/4, and full time appointments.

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Distribution: (All with Attachment)

Vice Presidents, Academic Affairs
Vice Presidents, Administration
Associate Vice Presidents/Deans, Faculty Affairs
Graduate Deans
Human Resources Directors
Payroll Managers
Director, SOSS

- In recognition of Internal Revenue Code Section 3121(b)(10) and IRS Revenue Procedure 98-16, it continues to be systemwide policy that “full time” for a graduate assistant is approximately 20 hours per week.
- In place of the existing systemwide restriction against concurrent appointment in another CSU classification, it is now allowable for a graduate assistant to be appointed in another student classification, up to a combined total of approximately 20 hours per week.
- The Graduate Assistant classification is now available for graduate students enrolled in courses during the summer. The existing Bridge Student Assistant Classification (1874) continues to be available for graduate students as determined appropriate by campus employment policies in light of IRS Revenue Procedure 98-16.
- It continues to be the case that a graduate assistant should be required to meet his or her assignment without regard to the specific number of hours required, similar to faculty and other exempt employees. The salary rate is for the term of the assignment, not an hourly rate.
- A graduate assistant is paid to perform a body of work. In the event a graduate assistant has an extended absence or does not complete the assigned work, then salary would be docked.
- Since the Graduate Assistant classification is a student classification, graduate assistants are not provided benefits.

This memorandum is also available on the Human Resources Administration’s web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Questions regarding this information may be directed to Cordelia Ontiveros at (562) 951-4503 or via e-mail (contiveros@calstate.edu). Thank you.

CR/CO

Attachment

Classification and Qualification



STANDARDS

The California State University System

Graduate Assistant

*AY Class Code 2355
Monthly Class Code: 2325
Date Established 07-01-63
Date Revised: 08-31-2001*

DEFINITION:

Under immediate supervision, the Graduate Assistant assists a regular faculty member or the teaching staff with various professional and technical duties associated generally with the subjects or programs in which the assistant is doing graduate work. This work should not take precedence over the successful completion of the graduate degree program by the student in a timely manner.

DISTINGUISHING CHARACTERISTICS:

The Graduate Assistant is distinguished from those classes used for undergraduate student help in the instructional program who perform clerical or other routine tasks such as grading examinations, recording grades, etc., by the following:

- Graduate Assistants are provided part-time employment and practical experience in fields related to their advanced study.
- Graduate Assistants provide professional non-teaching assistance to faculty members.

Graduate Assistant work may involve supervising students in a classroom, workshop, or laboratory (where final responsibility for the class and its entire instruction, including the performance of the Graduate Assistant, is vested in a member of the faculty); training students in the use of equipment or other resources; assisting faculty with research and preparation of course materials; participating in the evaluation of students' work; tutoring students, and other related work.

Graduate Assistants are not responsible for: the instructional content of a course, selecting student assignments, planning of examinations, determining the term grade for students, instructing the entire enrollment of a course, or providing the entire instruction of a group of students enrolled in a course. Graduate Assistants may not be employed to assist in a course in which he/she is enrolled, nor should they be consulted regarding the grading of their peers.

Typical Activities:

Typical activities of Graduate Assistants may include: (1) assisting in the instruction of students by conducting small discussion groups related to large lecture or television courses and the like, supervising laboratory periods, workshops, production courses or other course activities, assisting by handling equipment, performing demonstrations, maintaining office hours to provide direct individual contact between student and graduate assistant, clarifying course material or course content for students; (2) providing assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports, searching the literature and compiling bibliographies, developing and operating research equipment, preparing and caring for research

materials, assisting in the conduct of experiments, etc.; and/or (3) generally assisting faculty in evaluating student work and examinations; preparing course materials and aids, or performing other functions requiring knowledge and background beyond that generally possessed by undergraduate assistants.

MINIMUM QUALIFICATIONS:

Knowledges and Abilities:

Knowledge of the subject matter of the discipline in which assigned.

Ability to relate well to others within the academic environment; ability to supervise, assist, and train students; and ability to assist faculty in the conduct of special projects/research within the discipline.

and

Experience:

For the initial appointment, evidence of satisfactory achievement in previous academic work. For subsequent appointment, evidence of satisfactory progress toward completion of the degree.

and

Education:

Equivalent to completion of the requirements for a Bachelor's degree and registration in a CSU graduate degree program. Students enrolled in credential programs are not eligible for this position.