

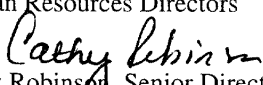
THE CALIFORNIA STATE UNIVERSITY  
Office of the Chancellor  
401 Golden Shore  
Long Beach, California 90802-4210  
(562) 951-4411

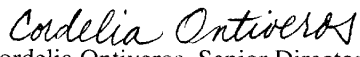
**Date:** September 19, 2000

**Code:** TECHNICAL LETTER  
HR/PCOS 2000-02

**To:** Vice Presidents, Academic Affairs  
Associate Vice Presidents/Deans of Faculty  
Human Resources Directors

**RESPONSE REQUIRED BY**  
**October 16, 2000**

**From:**   
Cathy Robinson, Senior Director  
Human Resources Administration

  
Cordelia Ontiveros, Senior Director  
Academic Personnel Services

**Subject:** **GRADUATE ASSISTANT CLASSIFICATION**

Human Resources has completed a review of the Graduate Assistant classification. A draft classification standard has been developed that includes changes recommended by the campuses. This memorandum addresses the proposed classification revisions, as well as potential policy changes. Your review and feedback are critical to the development of the final classification standard and any policy changes. So that the revised classification standard can be available as soon as possible, **your feedback is required by October 16, 2000.**

For your reference, Attachment A includes a revised draft classification standard, as well as the current classification standard.

We have noted below potential changes to the graduate assistant employment policy, and your feedback on these would be appreciated. Changes under consideration are:

- To afford more flexibility, a new 12-month graduate assistant classification may be created that would accommodate appointments that begin and end throughout the semester or quarter, depending on the particular assignment and the needs of the campus. If created, monthly pay rates would be established for the new classification.
- Appointments may be allowed in any fraction, not just limited to the current 1/4, 1/2, 3/4, and full time appointments, in the 12-month or AY classifications.
- The graduate assistant classification may become available for graduate students enrolled in classes during the summer. The existing summer bridge classification continues to be allowed for graduate students who are working in the summer and not taking classes.

(Over)

---

**Distribution:**

CSU Presidents  
Vice Chancellor, Human Resources  
Vice Presidents, Administration  
Payroll Managers

TECHNICAL LETTER  
HR/PCOS 2000-02

Page 2

- In place of the existing systemwide policy that “full time” for a graduate assistant is approximately 20 hours per week, it may be delegated to each campus to undertake its own assessment and to develop appropriate campus graduate assistant employment policies and procedures. Part of that campus process would include assessment of IRS Revenue Procedure 98-16, referenced in Technical Letter HR/Benefits 6600 98-05, available via Human Resources Administration’s web page at <http://www.calstate.edu/tier3/HR-Adm/98BenMemo.html>.
- In place of the existing systemwide restriction against concurrent appointment in another CSU classification, it may be delegated to each campus to develop appropriate policies and procedures, keeping in mind IRS Revenue Procedure 98-16.

Campus feedback on the draft classification standard and potential employment policy changes will be reviewed during October and November 2000. As appropriate, revisions will be made and reviewed with advisory groups as needed.

Thank you in advance for your time and effort in reviewing this draft. We look forward to hearing from you by **MONDAY, OCTOBER 16, 2000**. Your input is critical to ensure the new classification standard meets your campus’ needs. Please provide us with written comments via e-mail ([contiveros@calstate.edu](mailto:contiveros@calstate.edu)), regular mail, or fax (562-951-4954). If you have any questions regarding this technical letter, please contact Cordelia Ontiveros in Academic Personnel Services at (562) 951-4503.

CR/CO

Attachment

TECHNICAL LETTER  
HR/PCOS 2000-02  
Attachment A

**ATTACHMENT A**

**GRADUATE ASSISTANT CLASSIFICATION STUDY**  
**Draft and Current Classification Standard**

# Classification and Qualification



# STANDARDS

The California State University System

## Graduate Assistant

*Class Code 2355*

*Date Established 07-01-63*

*Date Revised TBD*

*Occupation Index Reference Q-1*

**-DRAFT-**

### **DEFINITION:**

Under immediate supervision, 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 class 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:

Assignments to positions in this class (1) provide graduate students with part-time employment offering practical experience in fields related to their advanced study; and (2) provide professional non-teaching assistance to faculty members.

Graduate Assistant positions may involve supervision of 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 of students in the use of equipment or other resources, research assistance, or help to the faculty in preparation of course materials, participating in the evaluation of students' work, tutoring of students, etc.

Graduate Assistants are 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, nor are they 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. 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.

### **Examples of Typical Activities:**

Incumbents of positions in this class: (1) assist in the instruction of students by conducting small discussion groups related to large lecture or TV courses and the like; supervising laboratory period, workshops, production courses or other course activities, or assisting during these times by handling equipment, performing demonstrations, etc.; maintaining office hours for the purpose of providing direct individual contact between student and graduate assistant or otherwise clarifying course material or course content for students; (2) provide 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 assist the faculty in the evaluation of student work and examinations; in the preparation of course

materials and aids, or in 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 graduate degree program of the university. Students enrolled in credential programs are not eligible for this position.



# TRUSTEES OF THE CALIFORNIA STATE UNIVERSITY AND COLLEGES

## Classification and Qualification Standards

Class Code: 2355  
Date Established: 7-1-63  
Date Revised: 1-1-78  
Occup. Index Ref: Q-1

### GRADUATE ASSISTANT

#### Definition:

Under immediate supervision, 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.

#### Distinguishing Characteristics:

The class 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:

Assignments to positions in this class (1) provide graduate students with part-time employment offering practical experience in fields related to their advanced study; and (2) provide professional non-teaching assistance to faculty members.

Graduate Assistant positions may involve supervision of 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), research assistance, or help to the faculty in preparation of course materials, participating in the evaluation of students' work, tutoring of students, etc.

Graduate Assistants are 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, nor are they 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.

#### Examples of Typical Activities:

Incumbents of positions in this class: (1) assist in the instruction of students by conducting small discussion groups related to large lecture or TV courses and the like; supervising laboratory period, workshops, production courses or other course activities, or assisting during these times by handling equipment, performing demonstrations, etc.; maintaining office hours for the purpose of providing direct individual contact between student and graduate assistant or otherwise clarifying course material or course content for students; (2) provide assistance to faculty conducting authorized research by collecting and arranging data, developing source materials, summarizing reports,

003683

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 assist the faculty in the evaluation of student work and examinations; in the preparation of course materials and aids, or in 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 instruct and train students.

and

**Experience:** Evidence of satisfactory achievement in previous academic work.

and

**Education:** Equivalent to completion of the requirements for the A.B. degree and registration in a graduate degree program of the college or university.

Work Week Group	Prem O/T	Shift Diff.	Employee Category
4D7	No	No	Miscellaneous

003004