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**Code: HR 2002-06
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To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: Teaching Associate Employment Policy and Classification Standard

Human Resources is pleased to provide an updated Teaching Associate employment policy. Additionally, for ease of reference, information on the Teaching Associate classification is provided.

The Teaching Associate employment policy, effective January 1, 2002, includes the following:

- Incumbents in a Teaching Associate classification must be registered in a CSU graduate degree program and enrolled in courses towards the completion of a graduate degree during the teaching associate appointment period. Students enrolled in credential programs and students enrolled in graduate programs outside the CSU are not eligible for this classification.
- Appointments may be allowed in any fraction less than full time, as long as the fraction is exactly equivalent to a 2-decimal FTE without rounding.
- Teaching Associates who are appointed at least half time for more than six months are eligible for benefits. Please refer to Attachment A for a comparison of the Teaching Associate with other classifications relative to eligibility for various benefits. Although the Teaching Associate positions require appointees also to be students, they are considered as career oriented and subject to PERS. If retirement membership qualifications are otherwise met, persons employed in Teaching Associate positions should be placed into PERS retirement membership. Campuses should follow the same procedures currently used for Lecturer positions.

Distribution: (All with Attachments)
Chancellor
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Associate Vice Presidents/Deans, Faculty Affairs
Graduate Deans
Human Resources Directors
Payroll Managers
Director, SOSS

- Teaching Associates appointed at half time or more may not be appointed concurrently in another classification.
- Teaching Associates appointed for less than half time may be appointed concurrently in another student classification, up to a combined total of approximately 20 hours per week. However, hours in another student classification do not count toward benefits eligibility in the Teaching Associate classification.
- The Teaching Associate classification is available for graduate students enrolled in courses during the summer. The existing Bridge Student Assistant Classification (1874) continues to be available as determined appropriate by campus employment policies in light of IRS Revenue Procedure 98-16.
- It continues to be the case that a Teaching Associate 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.

The Classification and Qualification Standard is attached here for reference (Attachment B). The Teaching Associate classification is intended for use in classifying positions that provide currently enrolled or admitted CSU graduate students with part-time teaching experience in fields related to their advanced study. Incumbents teach university courses and also may assist faculty or teaching staff with various professional and technical activities. The Teaching Associate - Academic Year classification (Class Code 2354) is to be used for those on the academic year schedule. The Teaching Associate-12 Month (Class Code 2353) classification may be used for appointments that do not coincide with the academic year calendar. Range A of each classification represents the salary range for CSU graduate students who are currently enrolled or admitted to master's degree programs, and Range B represents the salary range for CSU graduate students who are currently enrolled or admitted to doctoral degree programs.

This memorandum is also available on the Human Resources Administration's web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Questions regarding benefits may be directed to Human Resources Administration at (562) 951-4411. Other questions may be directed to Academic Human Resources at (562) 951-4425.

CR/CO

Attachments

COMPARISON OF TEACHING ASSOCIATES WITH OTHER CLASSES

ATTACHMENT A
HR Letter 2002-06

Effective: 01/01/2002

BENEFITS	AY LECTURERS (#2358)	AY TEACH'G ASSOC. (#2354)	AY GRAD. ASST. (#2355)	STUDENT ASST. (#1870)
HEALTH	YES	YES	NO	NO
DENTAL	YES	YES	NO	NO
VISION COVERAGE	YES	YES	NO	NO
LIFE INS.	YES	YES	NO	NO
HCRA	YES	YES	NO	NO
DEP CARE ACCT	YES	YES	NO	NO
PRE-TAX PARKING	NO	CAMPUS POLICY	NO	NO
PERS/FICA RETIREMENT	YES	YES	NO	NO
OBRA RETIREMENT	YES	NO	NO	NO
SICK LEAVE	YES	YES	NO	NO
VACATION	NO	NO	NO	NO
HOLIDAYS	NO	NO	NO	NO
PERSONAL HOLIDAY	YES	YES	NO	NO
WORKERS' COMP.	YES	YES	YES	YES
UNEMPLOYMENT INS.	YES	NO	NO	NO
MEDICARE COVERAGE	YES	NO	NO	NO
PAY BASIS	MONTHLY	MONTHLY	MONTHLY	HOURLY
WORK WEEK GROUP	E	E	E	N

BENEFITS	12-MO. LECTURERS (#2359)	12-MO. TEACH'G ASSOC. (#2353)	MO. GRAD. ASST. (#2325)	STUDENT ASST. (#1870)
HEALTH	YES	YES	NO	NO
DENTAL	YES	YES	NO	NO
VISION COVERAGE	YES	YES	NO	NO
LIFE INS.	YES	YES	NO	NO
HCRA	YES	YES	NO	NO
DEP CARE ACCT	YES	YES	NO	NO
PRE-TAX PARKING	NO	CAMPUS POLICY	NO	NO
PERS/FICA RETIREMENT	YES	YES	NO	NO
OBRA RETIREMENT	YES	NO	NO	NO
SICK LEAVE	YES	YES	NO	NO
VACATION	YES	YES	NO	NO
HOLIDAYS	YES	YES	NO	NO
PERSONAL HOLIDAY	YES	YES	NO	NO
WORKERS' COMP.	YES	YES	YES	YES
UNEMPLOYMENT INS.	YES	NO	NO	NO
MEDICARE COVERAGE	YES	NO	NO	NO
PAY BASIS	MONTHLY	MONTHLY	MONTHLY	HOURLY
WORK WEEK GROUP	E	E	E	N



Teaching Associate

*AY Class Code 2354
12-Month Class Code 2353
Date Established 06-01-1991
Date Revised 01-01-2002*

DEFINITION:

The Teaching Associate classification provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study. They teach university courses and may also assist faculty or teaching staff with various professional and technical activities. Work assignments are closely associated with their program of study or the academic department in which they are enrolled.

Range A represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to master's degree programs and (2) usually teach credit-bearing courses. Range B represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to doctoral degree programs, or hold a doctorate, and (2) usually teach credit-bearing courses.

DISTINGUISHING CHARACTERISTICS:

The Teaching Associate classification is distinguished from the Graduate Assistant and Student Assistant classifications by assignments that primarily involve classroom and laboratory instruction. Responsibility for a course may be vested in the Teaching Associate under the direct supervision of an appropriate faculty member.

Examples of Typical Duties:

(Note: Duties described in this classification standard are examples only; they are not necessarily descriptive of any one position. Individual positions may be assigned responsibility for other duties which require the skills, knowledge, experience, and education of this classification standard.)

Teaching Associates are typically responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students, and determining course grades. Also, they may assist faculty with field experience, supervision, simulation exercises, and/or research projects. Normally, incumbents in Range A are designated to teach courses at the lower division level, and incumbents in Range B are designated to teach courses at the lower and/or upper division level.

MINIMUM QUALIFICATIONS:

Knowledge and Abilities:

Knowledge of the subject matter of the discipline to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students.

Experience:

Evidence of satisfactory achievement in previous academic work.

Education:

Range A

Equivalent to or completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.

Range B

Equivalent to or completion of the requirements for a master's or doctorate degree and concurrent admission to or enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.