

# SUPERCEDED BY HR 2005-30

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
**401 Golden Shore**  
**Long Beach, CA 90802-4210**  
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**Date:** April 19, 2005

**Code:** HR 2005-17

**To:** CSU Presidents

**Supersedes:** HR 2002-06

**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 that reflects current appointment procedures during the summer and current information on the student FICA exemption. Additionally, for ease of reference, information on the Teaching Associate classification is provided.

The Teaching Associate employment policy, effective April 1, 2005, 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 appointment and pay information in both the PIMS and CMS systems match and are consistent.
- 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, if retirement membership qualifications are otherwise met, persons employed in Teaching Associate positions should be placed into CalPERS retirement membership. Campuses should follow the same procedures currently used for Lecturer positions.
- Teaching Associates appointed at half time or more may not be appointed concurrently in another classification.

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**Distribution:**

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Director, SOSS

- 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.
- During the summer, the Teaching Associate classification is available for graduate students enrolled in courses and for graduate students who will be continuing their enrollment in the fall term.
- Please refer to HR 2005-14 for information on the student FICA exemption as it applies to Teaching Associates under various circumstances.
- 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 Teaching Associate Classification and Qualification Standard is attached here for reference as Attachment B and is available on the web at <http://www.calstate.edu/HRAdm/Classification/index.shtml> under the category of Academic Student Employees (Unit 11). 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) 951-4503.

CR/CO

Attachments

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HR 2005-17  
ATTACHMENT A

COMPARISON OF TEACHING ASSOCIATES WITH OTHER CLASSES				
Effective: 4/1/2005				
	AY LECTURERS	AY TEACH'G ASSOC.	AY GRAD. ASST.	STUDENT ASST.
BENEFITS	(#2358)	(#2354)	(#2355)	(#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	YES*	YES*	YES*
MEDICARE COVERAGE	YES	YES*	YES*	YES*
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
PAY BASIS	MONTHLY	MONTHLY	MONTHLY	HOURLY
FLSA STATUS	E	E	N - unless a Grad Research Asst	N

\* If not eligible for student FICA exemption (refer to HR 2005-14).

	12-MO. LECTURERS	12-MO. TEACH'G ASSOC.	GA MO./GA WORK STUDY	STUDENT ASST.
BENEFITS	(#2359)	(#2353)	(#2325 and #2326)	(#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	YES*	YES*	YES*
MEDICARE COVERAGE	YES	YES*	YES*	YES*
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
PAY BASIS	MONTHLY	MONTHLY	MONTHLY	HOURLY
FLSA STATUS	E	E	N - unless a Grad Research Asst	N

\* If not eligible for student FICA exemption (refer to HR 2005-14).



## Teaching Associate

*AY Class Code: 2354*

*12-Month Class Code: 2353*

*Date Established: 06-01-91*

*Date Revised: 03-28-03*

### OVERVIEW:

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.

### 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 typically are 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, incumbents 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.