

GRADUATE DIVISION
Graduate & Research Affairs

TEACHING ASSOCIATE AND GRADUATE ASSISTANT HANDBOOK

2009-2010

Welcome to San Diego State University,

As part of Graduate and Research Affairs, the Division of Graduate Affairs is the administrative unit responsible for overseeing the policies that govern graduate and post-baccalaureate studies at San Diego State University.

We are pleased you have been selected and are willing to serve as a Teaching Associate (TA) or Graduate Assistant (GA). To make your experience more pleasant, and to ensure that the proper requirements and guidelines are met, this handbook has been created, and we hope that it will serve as a useful resource for you.

There is information on the requirements for holding the various positions, the consequences should you fail to meet them, and the reparations possible to return to good standing. What follows here immediately are the detailed descriptions of those issues which are common to both Teaching Associates and Graduate Assistants followed by sections specific to TA and GA positions. Holding a position in your department requires that many other areas in the university are involved, i.e., Human Resources, Academic Affairs, Immigration, and the union that represents you.

We will keep the lines of communication open and will work with you to see that your education is enhanced through your work as a TA or GA.

At anytime in your graduate career, should you have any questions, we remind you that the graduate advisor of your program is a primary resource for you. Also, all of us in the Office of Graduate and Research Affairs are here to help answer any questions you might have. Accordingly, please feel free to contact us at any point if you have questions or need forms that are required for you to file various requests with the Graduate Division. We are located in Student Services East, (SSE-1410). We are open Monday through Friday from 8:00 AM to 4:30 PM and may be reached at 619-594-4163. We wish you a successful academic and professional career.

Sincerely,

Chris Glembotski, Ph.D.
Associate Dean of Graduate Affairs, San Diego State University

TEACHING ASSOCIATE AND GRADUATE ASSISTANT HANDBOOK

2009-2010 Edition

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IMPORTANT CONTACTS

THIS IS THE FIRST THING YOU SHOULD KNOW ABOUT ACCEPTING A TA OR GA POSITION AT SDSU.

"Teaching Associate and Graduate Assistant appointments for graduate students at San Diego State University are supportive of but secondary to one's graduate studies. Although such duties must be carried out in a responsible manner, the University has limits on the time, length, and level of the appointment to help assure this subordinate assignment does not interfere with the primary purpose of obtaining a graduate degree."

From the Statement of Terms and Conditions (STC)

The contract a student signs upon acceptance of his/her position.

ABOUT THE POSITIONS

The **Teaching Associate** (TA) classification provides currently enrolled or newly 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. The TA classification is distinguished from the Graduate Assistant classification by assignments that primarily involve classroom and laboratory instruction. Responsibility for a course may be vested in the TA under the direct supervision of an appropriate faculty member.

The **Graduate Assistant** (GA) provides graduate students with part-time employment and practical experience in fields related to their advanced study. They provide professional non-teaching assistance to faculty members. GA 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 GA, 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.

Who May Apply?

A student must be admitted to and registered at SDSU in a masters or doctoral degree-seeking program. Non-degree-seeking post-baccalaureate students and credential-seeking students are ineligible. Departmental nomination for any position represents a faculty, department, or graduate adviser judgment as to the candidate's probable success, both as a student and in the appointed position. Convenience to a department is not sufficient reason for an appointment.

Where May You Work?

TAs are required to teach in the academic department in which they are seeking their degree.

GAs must work in a program or field that is closely related to their degree program. There are a few degree programs that are interdisciplinary, where a student may work in one of a number of departments even though he or she is pursuing a degree in the other. (Please refer to the Graduate Bulletin for more information on Interdisciplinary Studies.) In rare cases, and only to obtain a NRTW (non-resident tuition waiver), a student may procure a campus job, such as through Aztec Shops or at the ARC (Aztec Recreation Center), should a department position not be available to him/her. But these are exceptional circumstances and contingent on the department hiring that student in the next year. A letter of support from the supervisor and the graduate adviser is required when the student petitions for this opportunity.

CRITERIA FOR THE POSITIONS

1. Enrollment each semester in at least six units of coursework that fulfills degree requirements, except during a semester wherein the student is only enrolled in 799A (Thesis)
2. Continuing as a regularly matriculating student
3. Maintaining a 3.0 GPA in all program-related coursework
4. Timely completion of all departmental exams and research assignments
5. Advancement to Candidacy by the third semester filed by the graduate adviser (Doctoral students follow timelines set by their programs.)
6. An official Program of Study filed by with Graduate Affairs the graduate adviser by the end of the second semester of a 30- or 36-unit program, or by the end of the fourth semester if in a 48- or 60-unit program
7. The removal of all conditions set in the admissions process as of the deadline set by the adviser or department and never later than the third semester of appointment
8. Proof of proficiency in the English language, if required

GPA REQUIREMENTS

All students (including doctoral and JDP students) must maintain a minimum 3.0 GPA, as indicated in the Graduate Bulletin, to secure the position.

TAs: If a TA's GPA drops below 3.0, a letter of support must be sent from the from the Graduate Adviser or department chair to the Graduate Dean to continue the TA position in the following semester. A student will be given one semester's grace to bring the GPA to a 3.0 or higher. Otherwise, the student will be subject to dismissal from the position. If a TA's GPA drops below 2.85, the TA is placed on academic probation. In this case, the student is subject to dismissal from the position.

GAs: If a GA's GPA drops below 3.0, a letter of support from the Graduate Adviser or department chair must be submitted to Graduate Dean to continue the GA position in the following semester. A student will be given one semester's grace to bring the GPA to a 3.0 or higher. Otherwise, the student will be subject to dismissal from the position. I f a GA's GPA drops below 2.85, the GA is placed on academic probation. With the support of the adviser or the department chair and the student's own written acceptance of the condition to bring the GPA to a 3.0 or higher, the student may be allowed to continue in the GA position.

TERM LIMITS

Masters students are allowed to be a TA or GA for four semesters if they are pursuing a program of 30 units. For those pursuing a program requiring more than 30 units, five semesters are allowed.

"Graduate Division regulations usually do not allow appointments to extend beyond two academic years for candidates in master's programs requiring 36 units or less."

Statement of Terms and Conditions (STC)

Extra semesters may be permitted. To add extra semesters, the Graduate Adviser must complete a [Petition to Extend Teaching Associate or Graduate Assistant Term Limits](#) and attach it to the STC before returning it to Graduate Affairs. Approval of the petition is at the discretion of the Graduate Dean. Doctoral and JDP students are allowed to be a **TA** for as long as five years. In special circumstances and with the support of the department, the student may be appointed for up to seven years maximum.

CONCURRENT APPOINTMENT

Per CSU coded memo 2005-29, TAs or GAs appointed for less than half-time may be appointed concurrently in another student classification, up to a combined total of 50% (half time) or approximately 20 hours per week while enrolled in classes.

WORK HOURS

Regardless of the number of hours you are assigned to the department or grant, the priority of the University is that you have the best possible opportunity to pursue your education. Work hours should not interfere with your course load or prohibit your progress toward earning your degree.

COURSE LOAD

"Graduate Division students must be enrolled in at least six units of courses listed on their official program during each semester they hold an appointment, except during their terminal semester, when they must be enrolled in at least one course listed on their official Program of Study (POS)." Statement of Terms and Conditions (STC)

In the entering and second semesters, prior to a Program of Study (POS) being created, a minimum course load of six units is required. In some cases, particularly with international students, a minimum of ten units is required. Please check with the International Student Center (594-1982) if this is a concern to you. **International students note:** Federal Regulation Code (Title 8) section 214.2 (f), the **maximum** number of hours a foreign student with an F-1 Visa may work is twenty (20) hours/week while the university is in regular session. International students may work up to 40 hours/week when the university is not in session or during annual vacation periods or summer.

EXCESS LOAD

"The maximum total of assigned load and registered units is 15 per semester including all appointments a student may carry as a Teaching Associate, Graduate Assistant, or other University employee. Excess course units may not be accepted on the student's official degree program without authorization in advance from Graduate Affairs."

Statement of Terms and Conditions (STC)

A student wishing to carry excess courses must complete an Excess Study Load form, obtain all appropriate signatures and turn the document in to the Graduate Division *prior* to the add/drop deadline. The form is available on the Graduate Affairs web site under Current Students, then Forms. Any course load in excess of the above limitations may only be allowed with specific recommendation of the department chair and the approval of the Associate Dean of Graduate Affairs. **This form does not authorize extra TA or GA work, only extra course work towards the student's degree.** Graduate students who enroll for more units than authorized may be denied credit on their official programs of study for the excess number of units completed.

Non-Resident Tuition Waiver (NRTW) Program

PURPOSE

The purpose of the Non-Resident Tuition Waiver (NRTW) is to serve as a **recruitment** tool to assist departments in attracting high caliber students from out of state or other countries. A portion of these awards is used as a means to increase the overall number of graduate students enrolling at SDSU.

NRTW DEFINITION

A NRTW applies to international and domestic non-residents. The waiver exempts these students from paying the non-resident fee (\$372/unit). Those receiving the waiver must pay the same fees (registration and student fees) as California residents. The tuition waiver program is authorized by the California Education Code (589707) and limits the number of waivers to no more than 25% of the university's non-resident population. The use of the tuition waiver program is at the discretion of the university and must adhere to certain criteria established by Chancellor's Office Executive Order (#605) and policies of the SDSU's Office of Graduate and Research Affairs. The University President authorizes the awarding of tuition waivers for highly qualified and desirable students up to the maximum allowed. **At least 75% of non-residents must pay out of state fees.**

CRITERIA

To qualify for a NRTW, **all of the following criteria must be satisfied:**

- a) Be a **new** international student or **new** domestic non-resident in good standing at his/her previous university, and have strong academic potential;
- b) Be a continuing international student who had previously been recruited with a NRTW and in good standing. Students previously here on international exchange programs may be eligible if they matriculate into a program as a new recruit;
- c) Maintain a minimum GPA of 3.0. If the GPA during fall/spring semester is less than 3.0 and the student is doing satisfactory work, a special request can be made in writing by the department chair to have the NRTW continue during the following semester. The student should also submit a note stating that their TA/GA assignment did not negatively affect their academic performance and that they understand that they must achieve a 3.0 overall by the end of spring semester to have the NRTW the following year. **No student will receive a subsequent year's appointment if their overall GPA is less than 3.0;**
- d) Be employed on campus (TA/GA) 50% and enrolled in at least 6 units (or thesis); for those unable to be employed 50%, they must be enrolled in at least 10 units and employed on campus at least 5 hrs/week. With prior approval from the GRA for enrollment growth plans or prestigious scholarships, a NRTW may be granted without employment on campus; however, students must be enrolled in at least 10 units to qualify. In most cases, it is preferred to have some evidence of department financial support to qualify for a NRTW.
- e) Not exceed the semester limit for NRTWs. Domestic non-residents are limited to one academic year (they should become a California resident during that period). International doctoral students are limited to 5 years of NRTWs; masters students are limited to 2.5 years of NRTWs. Students will be notified of these limits in their offer of admission. In exceptional circumstances, with proper justification and approval of the department chair, an additional 1 or 2 semesters may be granted.

- f) **Tuition Waivers are not available in summer.** They are only good in fall and spring semesters.
- g) Show appropriate and continued progress on their program of study. Students should be enrolled in a minimum of six units each semester (or three units during their final research semester).

PROCESS

The graduate adviser and department chair (and/or college dean) nominate students for waivers with the NRTW form. When a student is identified, the waiver request form (with the required documents) should be submitted as soon as possible. These forms are distributed early in the spring term for the following year's fall and spring term nominations, along with a specified deadline for completion and submission.

For programs that may recruit students later in the spring notification to the Graduate Dean by email (cglembotski@sciences.sdsu.edu) of the anticipated requests for extensions of the deadline. Approval of the extension will be completed within about 1-2 weeks so that the students can be made aware of their award prior to accepting offers of admission.

Given the constraints of the Education Code, Homeland Security, and relevant unions, these policies need to be followed consistently. Exceptions cannot be made.

Residency Information for Domestic Students Only

Domestic non-resident students will receive a non-resident tuition waiver (NRTW) for two consecutive semesters. Domestic non-resident students who fail to obtain California residency within one year must pay non-resident tuition after the second semester of receiving the waiver.

Details about the requirements to become a resident can be found in the Graduate Bulletin or can be obtained from the Office of the Registrar. You are responsible for understanding these details. Students are responsible for meeting these requirements.

Proof of residence requires evidence of both physical presence and intent to remain indefinitely in California at least one year before the residence determination date. Fall semester admittees who are non-residents should begin work on attaining residency prior to **September 20th** of their first semester in order to become a California resident by fall of the following year.

Spring semester admittees who are non-residents should begin work on attaining residency prior to **January 25th** of their first semester in order to become a California resident by spring of the following year.

The Registrar's Office must be informed and documents completed *before* residency status can be granted.

Residency Requirements

A brief summary of the requirements for obtaining residency are presented below for use as a check list. Obtain Residency forms from the Office of the Registrar.

- 1) Obtain a California driver's license or appropriate I.D. card
- 2) Obtain California car registration if you have a car

- 3) Register to vote in California (even if you do not intend to vote, you should be a California registered voter)
- 4) Obtain and maintain an active California bank account (even if you bank on line, you need to verify that the bank is either mailing your statements to a CA address or that the bank is aware you have a CA address)
- 5) File taxes in California (see the exact requirement at the Registrar's Office or online)
- 6) Establish home (rent, lease, own) in California where permanent belongings are kept
- 7) Secure income in California

Please consult the Graduate Bulletin or the Registrar's Office (594-6871) if you have questions or need more information.

PARKING

Only TAs with STC appointments may apply for a Faculty/Staff parking permit. They must take proof of their appointment to the SDSU Public Safety Department. Ask for the form in your department.

TERMINATION OF THE APPOINTMENT

According to the CSU/UAW contract, if a TA or GA fails to remain academically eligible, the university has five weeks to terminate the appointment. In addition, students must demonstrate satisfactory academic progress as a student and perform assigned duties satisfactorily or they may be reassigned to other work. Students may be denied reappointment if they do not carry out assignments in a satisfactory manner or if they become subject to academic or other disciplinary action. Reappointment may be denied for budgetary or enrollment considerations.

Conditions of appointment are specifically outlined on the Statement of Terms and Conditions which must be read and signed by the student in order for the appointment to be valid. Departments may recommend termination to the Dean of the college, but removal from an assignment for academic reasons requires the concurrence of the Graduate Dean. The Dean of Graduate Affairs, also, may initiate the termination of an appointment if the Dean determines that a student's academic progress is unsatisfactory. Only the president of the university or the president's designee may terminate an appointment. In all cases, the student shall be given appropriate notification.

MISCELLANEOUS MATTERS

Emergencies

Public Safety asks you **dial ext. 4-1991 or 619-594-1991** (24 hrs/day) for any campus emergency, day or night, including sudden illness, accident, or injury. You will receive a faster response than calling 911 where you will then be transferred to Public Safety.

Mail/Telephone/Internet Incoming Mail

Only official business communications should be sent to a university address, which must include department, college, or other applicable identification. **Outgoing Mail:** Only official mail will be accepted for payment of postage. **Campus Mail:** Campus mail is restricted to university business and should be sent in an Inter-Departmental Mailing Envelope. **Telephone:** University phones should not be used to place personal calls. Authorization must be obtained in advance from the department chair for long distance calls. **Internet Use:** Personal use of the internet during assigned business hours is prohibited.

Escort Service

The Department of Public Safety provides a 24-hour escort service. Faculty and students who may have to walk across the campus alone at night or who have safety concerns are encouraged to use this service. Call **594-6659**.

Keys

The Department of Public Safety issues keys upon proper authorization at Key Issue. Do not lend keys to any student or any other unauthorized person and do not permit any key to be duplicated. Failure to return or renew keys as appropriate will result in late fee charges.

Key Issue: If the department/program wishes to issue building access keys to JDP students on a long-term basis, which would obviate the need for key renewal every semester, they may send a memo to Debbie Richeson at Public Safety, with the original key authorization form that requests waiver from renewal and lists an approximate end date when keys will be returned. Since Public Safety has heightened campus building security in recent years, it is very important that the student return the key when they have completed their studies. Additionally, because of the heightened need for building security, Public Safety requires that the JDP faculty adviser, the department chair and the college dean sign off on the key waiver memo before it is sent. Below is an example to be used for requesting a key issue term waiver only for JDP students who are enrolled in a specific program. The department forms may vary a bit from this example but all the required information is presented here.

Date:

To: Debbie Richeson, Public Safety

From: _____ Coordinator, Joint Doctoral Program

_____ Department Chair, (dept)

_____ Dean, College of _____

Re: Key issue for JDP student

Please allow **Student First, Last Name, Red ID** to check out the requested key(s) on a long-term basis, such that periodic renewal will not be required. By signing this memo, we verify that the student is enrolled in our JDP, and we take responsibility for overseeing the return of the key(s) the student is issued near or on the following date,

Date-of-Return.

Signed: _____ Coordinator, Joint Doctoral Program

Date:

_____ Department Chair, (dept)

Date:

_____ Dean, College of _____

Date:

State Cars

For use of state cars, see regulations available at the departmental office. Drivers must possess a valid driver's license **and** a Defensive Driving Certificate.

Alcoholic Beverages

SDSU restricts the serving of alcohol to authorized facilities on campus where usage can be carefully monitored. For details, see page 35 of the SDSU Senate Policy File at <http://senate.sdsu.edu/>.

Smoking

Smoking is prohibited at San Diego State University. For complete information, please see: <http://bfa.sdsu.edu/policies/smokefree.htm>

FOR TEACHING ASSOCIATES ONLY

INSTRUCTIONAL RESPONSIBILITY OF TEACHING ASSOCIATES

Signing In

Every new employee must provide proof of identity and eligibility to work to the Center for Human Resources (Gateway Building 4th Floor) and take a loyalty oath (US citizens only) *before the first day of classes*. For payroll purposes, an employee **must** show a social security card.

Taken from **CSU** coded memorandum HR 2005-29

Professional Responsibility

Teaching Associates are expected to be responsible members of the university community and to conduct their duties as such.

TAs are expected to:

- meet classes as scheduled,
- be prompt; keep good records,
- hold examinations at officially announced times,
- give suitable assignments,
- teach classes in multiple-section courses in consonance with their sections, and
- align both substance and method in accordance with the course description.

Teaching associates are subject to direction of the senior faculty regarding selection of textual material, grading practices, course content, and other instructional matters. For a more complete discussion of professional responsibilities of faculty, please refer to the University Policy File.

Additionally, teaching associates are expected to adhere to the highest standards of ethics in their professional relationships with students. They are expected to refrain from any behavior that might be interpreted as sexual harassment. Such behaviors include but are not limited to comments regarding student appearance or personality, sexually suggestive jokes or remarks, asking students for dates, physical contact of a sexual nature, and engaging in sexual or romantic relationships with students. Teaching Associates who engage in these behaviors are acting outside the scope of their employment contract and may be in violation of State and Federal law relating to favoritism, conflict of interest, and sexual harassment. They may be held personally liable for such behavior.

Levels of Responsibility

Teaching Associates are generally permitted teaching responsibilities in lower-division lecture courses or in lower- and upper-division laboratory courses. At a minimum, instructors, including TAs, are expected to have one degree beyond the level they are instructing. Teaching Associates may participate in departmental affairs only by specific invitation of the department. Examples of common TA responsibilities: Provide classroom and/or lab instruction Prepare course materials Administer exams Assess student performance Tutor students Determine course grades Assist faculty with field experience, or other research/education project

Teaching Effectiveness

A primary qualification for appointment is the promise of effective instruction at the undergraduate level. Teaching ability is measured by command of the subject, skill in organizing and presenting material with force and logic, intellectual integrity, and enthusiasm. Command of the English language is mandatory in most fields of study. (Check with the department for

specific requirements.) University policy requires regular student evaluation of teaching as well as evaluation by the appropriate administrator.

Knowledge of the University Catalog and Graduate Bulletin

The General Catalog, in effect, is a kind of contract with undergraduate students, to the extent that each student is entitled to receive a degree or credential upon completion of the requirements specified in the catalog. The Graduate Bulletin is the graduate- and doctoral-level equivalent. Instructors are obligated, therefore, to ensure that each course meets the catalog description.

Class Schedule

The Schedule of Classes is posted on the web portal each term and contains the officially designated time and place for meeting and for final examinations in each class. Time and place of meetings and examinations may not be changed. Should unusual circumstances seem to warrant a change, please consult with the department chair to receive official approval in advance of making a change. **A violation here is grounds for dismissal.**

Multiple Sections

When multiple sections of a course are offered, it is imperative that all instructors meet the objectives of the course as specified in the General Catalog. Thus, each student is assured equal opportunity for preparation in another class. It is expected that multiple sections of a course are as closely aligned as is possible.

Textbooks

Textbooks and instructional materials for classes may be ordered from the Campus Bookstore. Each term, the bookstore will provide order forms and notification of deadlines. It is the instructor's responsibility to make timely arrangements for the materials required in classes. Check with the department chair or graduate adviser for further information.

Auditing of Classes

With the consent of the instructor, students may audit a class. An auditor must meet all admission requirements and pay the same fees as those required of students enrolled for credit. An auditor is not held for examinations and does not receive credit or a final grade in the class. No change from regular registration to audit or from audit to regular registration is permitted during the semester.

Office Hours

Every TA is expected to have at least one office hour per week for each course taught at a time convenient for that class. Many departments require additional office hours. Each instructor is required to post a schedule of office hours adjacent to the office door and to file that schedule with the department.

Examinations

All final examinations must be held at the time and place designated in the Final Examination Schedule listed in the Schedule of Classes each term. Final examinations may not be held during the last week of classes. The examination periods are part of the regular school year and all instructors are expected to be on duty. Teaching obligations are not fulfilled until all coursework has been evaluated, grade reports filed in the Registrar's Office, and any special duties accomplished. Instructors shall give students with visual or other disabling handicaps sufficient time with examinations to enable them to compete on an essentially equal basis with the other students.

Grading

All courses are graded A through F unless departures from this standard are authorized. For exceptions, notably the regulations regarding credit/no credit grading, please refer to the University Policy File, the General Catalog and the Graduate Bulletin. Grading practices are to meet the highest professional standards of objectivity, fairness, and accuracy. Grade distributions in individual classes are not to reflect a prescribed distribution or curve. However, instructors may be required to provide a professionally defensible explanation when grades in any class depart markedly or persistently from statistically predictable patterns for courses on a university level. To the extent that TAs determine final grades, this should be in consultation with the chair or TA supervisor. It is important that you understand the departmental policies in this regard. Adequate records must be kept for seven years. TAs should deposit their grade books with the department chair when their services have ended.

Grade of Incomplete: An Incomplete may be assigned only when certain well-defined circumstances exist. (See the General Catalog). In every case instructors should observe the requirement that conditions for removal of the incomplete shall be reduced to writing and placed on file with the appropriate campus officer until the incomplete is removed or the time limit (1 year) passed. Such written statements should be included with the grade books deposited with the department chair.

Grade Changes: Course grades are the responsibility of the instructor and, except as provided in the Student Grievance Code, changes may be initiated only by the faculty member responsible for the course. If a student receives a lower grade than earned in the course due to an error by the instructor, the instructor shall direct the Office of the Registrar to raise the grade by completing the required form. In cases where the grade is to be changed for reasons other than instructor error, the change must have the approval of the department chair and the dean of the college.

Field Trips

Whenever field trips are necessary, arrangements should be made well in advance through the department. Legal responsibilities require that specific steps be taken before the trip. See the department chair.

Instructional Technology Services

Instructional Technology Services provides faculty, staff, and teaching associates a special room for use of microcomputers and peripherals, video and photographic equipment, and other devices in preparing instructional, non-funded research, and publication materials. The ITS Faculty Room is on the first floor of Adams Humanities, room 1109.

Counseling and Psychological Services

Faculty and teaching associates often are in an excellent position to recognize behavioral changes that may be indicative of an emotionally troubled student. The CPS provides assistance in such matters. Teaching Associates who have immediate concerns may call (619) 594-5220 and ask to speak with the staff psychologist on duty or email psycserv@mail.sdsu.edu.

Student Grievance Code & Student Disciplinary Procedures

The Student Grievance Code provides remedies for students who believe they have a grievance against faculty, administration, or staff. TAs should become familiar with the provisions of this code, not only for their own interests, but also to be of help to students. Executive Order No. 628, Student Disciplinary Procedures, provides for disciplinary action against a student under Title 5, Section 41304. Penalties range from reprimand to expulsion. Problems should be discussed with the department chair and the college dean **before** charges are filed.

Absence

Sick Leave TAs accrue sick leave with pay pro-rata according to their time base. For details regarding this benefit, please refer to the bargaining agreement online at:

<http://www.calstate.edu/LaborRel/Contracts HTML/CBA Contract/index.shtml>

TAs who miss a class because of illness must notify the department before the time of the class meeting if possible. Upon return to duty, they must notify their department immediately and fill out Form 634, *Absence Request*, obtainable at the departmental office. Sick leave is charged from the first full day of absence to the day of return, including academic working days on which the sick TA had no assigned classes.

Other Leaves, With or Without Pay Normally, absences for personal reasons are without pay; however, the president may authorize paid leaves of absence in some specified circumstances. All absences, with or without pay, require completion of an *Absence Request*, a professionally competent substitute to take over the class, and approval in advance. TAs receive one personal holiday per calendar year. This day may be used only with advanced approval from the department. The holiday cannot be carried over to the following year.

Unauthorized Absence Instructors who leave without the required approval in advance will suffer loss of pay for all days on which they are absent without official leave. They are also subject to disciplinary action. If such unauthorized absence is for a period of five consecutive days, the instructor may be considered to have resigned. To protect both salary and job, the TA must get official approval before an absence for any reason other than emergencies.

Personnel Files

The personnel files of temporary faculty and TAs are maintained in departmental offices. These files contain employment information and information that may be relevant to personnel recommendations or personnel actions.

Paychecks

Payroll checks are distributed each month to colleges and departments for individual distribution. Checks not picked up are returned to the Center for Human Resources where they may be individually claimed. TAs receive six paychecks per semester and should complete the clearance procedure in Human Resources before the final paycheck is released.

Benefits

Teaching associates appointed for an academic year, at a time base of **.5** or more (**7.5** weighted teaching units) are eligible for employee benefits. To obtain these benefits the employee must enroll with the Center for Human Resources by appointment. Their spouse, same-sex domestic partner, and unmarried dependents under the age of 23 are eligible for health benefits. For further information and a complete listing of benefits, please go to the benefits page at the Center for Human Resources website. The HR web site is found at <http://bfa.sdsu.edu/~person/>

The following is a partial list of employee benefits:

a) Medical Insurance b) Dental Insurance c) Flex Cash d) Life Insurance e) Retirement

If the appointment is for one academic year or more at a 50% time base, the employee shall become a member of the Public Employees Retirement System (PERS). If appointed on a semester-by-semester basis, at the time of a third semester appointment at 50% or greater, the employee automatically becomes a member of PERS. Teaching Associates are covered by Workers' Compensation. Any job-related accident or illness must be immediately reported to the supervisor.

FOR GRADUATE ASSISTANTS ONLY

RESPONSIBILITIES OF GRADUATE ASSISTANTS

Graduate Assistants (GAs) are there to help instructors in a variety of duties. GAs 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

- 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, and
- providing assistance to faculty conducting authorized.

Signing In

Every new employee must provide proof of identity and eligibility to work to the Center for Human Resources (Gateway Building 4th Floor) and take a loyalty oath (US citizens only) *before the first day of classes*. For payroll purposes, employees must also show a Social Security Card.

Taken from CSU coded memorandum HR 2005-29

Absences

A graduate assistant must notify the supervisor by the beginning of the scheduled work period when an absence is needed. In case of an extended absence, the anticipated duration must be reported to the supervisor as soon as possible. The supervisor will approve or disapprove all absences.

Recording Hours and Paychecks

Payroll checks are distributed each month to colleges and departments for individual distribution. Checks not picked up, are returned to the Center for Human Resources where they may be individually claimed. GAs receive five paychecks per semester and should complete the clearance procedure before the final paycheck is released.

Benefits

Graduate assistants are covered by Worker's Compensation for work-related accidents or illness. GAs are not eligible to receive such other state supported employment benefits such as sick leave, health insurance, or vacation leave. It is essential that any job related accident or illness be immediately reported to the supervisor. For more information regarding Worker's Compensation, please contact the Center for Human Resources. The HR web site is found at <http://bfa.sdsu.edu/~person/>

Important Contacts

GRA (Graduate and Research Affairs)

Phone: 619 594-5213

Located in Student Services East (Room 1410)

Hours of operation: Monday through Friday 8:30 am to 4:30 pm

Associate Dean Chris Glembotski

Email: cglembotski@sciences.sdsu.edu

Phone: 619 594-7203

Assistant Dean Edward Aguado

Email: Aguado@mail.sdsu.edu

Phone: 619 594-0361

Assistant to the Deans, Ann Van Buskirk

Email: avanbusk@mail.sdsu.edu

Phone: 619 594-7203

Office of the Registrar

Located in Student Services West, Room 1641

Phone: 619 594-6871

Hours of operation: Monday through Thursday 9 a.m. - 6 p.m. Friday 9 a.m. - 4 p.m.

Email: registrar@sdsu.edu

Parking Services / Public Safety / Police Department

Located in the Department of Public Safety Building

Hours of operation: Monday through Friday 8 a.m. - 4:30 p.m.

Email: parking@mail.sdsu.edu

Phone: 619 594-1991

Student Health Services

Located in the Calpulli Center

Hours of operation: Monday through Friday 8:30 am to 4:30 pm.

Phone: 619 594-4737 Clinic

International Student Center

Located at 55th Street and Aztec Circle Drive

Hours of operation: Monday through Friday 8:00 am to 4:30 pm

Email: ISC.Reception@sdsu.edu

Phone: 619 594-1982

ON CAMPUS EMERGENCY CALL x4-1991 or 619-594-1991

Do not dial 911 as you will be re-routed and time will be lost