Attachment B

The following is a description of the minimum qualifications and general duties for ASE titles:

I. GSI APPOINTMENTS

A. GSI Duties

Departments must assign duties for a particular course at or below the level of a GSI’s experience and qualifications, as classified by his or her step level. A GSI who is at the Step I level in experience (less than four semesters of teaching) cannot be assigned responsibilities beyond what is allowed for that step. Step I duties entail leading discussion sections or labs or instruction of prescribed course content, under the active direction and supervision of a faculty member who has final responsibility for the course’s entire instruction and for the performance of GSIs. The appointee is not solely responsible for instructional content of the course, selection of assignments, planning of exams, or for determination of course grades, but may assist in these tasks in collaboration with the instructor of record who has final authority. Other course support duties may include, but are not limited to, holding office hours, grading, and participation in development of quizzes.

Under the appropriate supervision of faculty, GSIs qualified for classification at higher steps may be assigned Step 1 duties or additional responsibilities.

B. General GSI Qualifications

1. **Academic Standing**: GSIs must be in good academic standing (i.e., must not be on academic probation or have had their degree candidacy lapse), have a minimum 3.1 grade-point average, and have no more than two Incomplete grades in upper division and graduate courses on the transcript.

2. **Registration and Enrollment**: Appointees must be UC students who are registered and enrolled in a least twelve units of course work, unless already advanced to doctoral candidacy, during the semester in which they are serving as a GSI. Graduate students must be registered and enrolled in at least twelve units, unless already advanced to doctoral candidacy, in the 100, 200, 300 or 400 series no later than the end of the third week of classes; enrollment in units in the 600 series may be substituted for units in the 200 series when appropriate; lower division units taken to prepare for department requirements (e.g., for requirements in languages, mathematics, or statistics) may be substituted for units in the 100 series; and

3. **Graduate Standing**: Appointees must be UC graduate students. Only under very exceptional circumstances may a UC Berkeley undergraduate student be appointed to serve as a GSI, and advance approval of the appointment by Associate Dean Duggan is required in each case. UC Hastings College of the Law students may not be appointed as GSIs.

4. **Disciplinary Probation**: Appointees must be clear of certain disciplinary probations based on the Code of Student Conduct.
5. **Oral English Proficiency**: Students who do not speak English as a native language and do not hold a Bachelor’s degree from an institution in the United States must demonstrate oral English proficiency to be appointed as a GSI. In those countries where the iBT TOEFL has been introduced, English language proficiency is determined by the speaking section score of the iBT TOEFL. In those countries where the new iBT TOEFL has not yet been introduced, students can demonstrate their proficiency by taking and passing the Test of Spoken English (TSE) before enrolling in Berkeley or the SPEAK test offered on the Berkeley campus. Information on passing scores, testing options, and language courses can be found on the GSI Teaching and Resource Center’s Language Proficiency Web pages (http://gsi.berkeley.edu/lpp/index.html).

6. **New ASE Orientation**: All individuals whose GSI appointment is also their first ASE assignment must attend a New ASE Orientation sponsored by the Office of Labor Relations for the semester they have been appointed. If there is a failure to attend, individuals will not be eligible for ASE appointments in subsequent terms until they have attended this orientation.

7. **300-level Seminar**: All students appointed as GSIs must enroll in a 300-level seminar on teaching offered by the department in which they are teaching either concurrent with or prior to their first appointment as a GSI at Berkeley. These courses provide unit credit for preparation for teaching.

8. **Teaching Conference**: First-time GSIs must attend the Teaching Conference for new GSIs, offered by the GSI Teaching and Resource Center each semester before classes begin. International GSIs appointed for the first time must also attend the teaching conference for new international GSIs, offered in the fall semester before classes begin. Pedagogy is the focus of the conferences.

9. **Online Course**: First-time GSIs must successfully complete an online course on professional standards and ethics in teaching by the end of the third week of classes. To enroll in the online course, please go to the GSI Teaching and Resource Center’s website (http://gsi.berkeley.edu/). The full text of the Graduate Council’s Policy on Appointments and Mentoring of GSIs can be found on the Web (http://evcp.chance.berkeley.edu/GSIMentoringPolicy.pdf).

C. **Step-Specific Qualifications**

In addition to the general qualifications listed above, each step in the GSI series has a specific set of qualifications as outlined below. Experience associated with teaching through Summer Sessions, either at UC Berkeley or elsewhere, and at University Extension or its equivalent at other institutions, is not counted for advancement in the GSI series. Experience is counted based on the semester system. Teaching credit accrues on a semester basis regardless of the number of courses taught during the semester. When credit is requested, by exception, for post-baccalaureate teaching at institutions of higher education operating on the quarter system, the experience is not counted on a one-for-one basis (i.e., a quarter is not considered equivalent to a semester). To advance to GSI Steps II, III or IV, a student must have completed a master’s degree or the equivalent. Equivalency is defined as completion of twenty-four units of upper division or graduate work in a doctoral degree program. Students who are currently in master’s degree programs are not eligible for advancement. Exceptions to this policy based on special circumstances may be submitted to Associate Dean Duggan for consideration. Advancement in the GSI series is not automatic. Once a student has been approved to advance to a higher step, he or she may not be moved to a lower level when subsequent teaching assignments are made. This does not, however, apply to step decisions made by Summer Sessions. If Summer Sessions appoints a student at a step higher or lower than the student would be eligible for under Graduate Division rules, the next appointment during the regular academic year is made at the appropriate level based on the step-specific criteria and other relevant qualifications.
Step I: The student has no post-baccalaureate level experience teaching as a GSI at UC Berkeley or has completed one or more semesters of teaching as a GSI at UC Berkeley.

Step II: If a student has completed at least four semesters of post-baccalaureate teaching experience as a GSI at UC Berkeley, a department has the discretion to appoint the GSI at Step II. Earlier advancement to Step II must be approved in advance by the Graduate Division. Decisions regarding such appointments are at the sole discretion of the Dean. Consideration will be given to a combination of post-baccalaureate teaching experience at UC Berkeley and other institutions of higher education, a combination of extraordinary merit and teaching experience, or exceptional merit alone.

Step III: If a student has completed at least six semesters of post-baccalaureate teaching experience as a GSI or as an AI-GS at UC Berkeley, a department has the discretion to appoint the GSI at Step III. Earlier advancement to Step III must be approved in advance by the Graduate Division. Decisions regarding such appointments are at the sole discretion of the Dean. Consideration will be given to a combination of post baccalaureate teaching experience at UC Berkeley and other institutions of higher education, a combination of extraordinary merit and teaching experience, or exceptional merit alone.

Step IV: Appointments at this level must be approved in advance by Associate Dean Duggan. The student must: 1) be advanced to candidacy at the doctoral level; 2) have additional duties and responsibilities, beyond those normally assigned to a GSI, during the semester in which the advancement to this step would take place; 3) show exceptional promise as a teacher and scholar; and 4) have completed at least eight semesters of post-baccalaureate teaching as a GSI or Acting Instructor (AI-GS) at UC Berkeley.

D. Restrictions

1. Students on Filing Fee status may not be appointed as GSIs.
2. Students may not be enrolled in the course for which they are appointed.
3. Students may not simultaneously serve as a GSI and a Reader or a Tutor for the same course.
4. During the academic year, graduate students with appointments may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled “The 50 Percent Rule” under the “General Policies On Academic Appointments” section in this document.
5. Graduate students are limited to four years of service in any one teaching title, or any combination of teaching titles (GSI, Acting Instructor-Graduate Student, TA, Associate, or Teaching Fellow titles). Requests for exception to this policy, up to an absolute limit of six years of service, must be approved in advance by Associate Dean Duggan. The maximum number of years of service on the Berkeley campus is six (twelve semesters), which is an absolute limit established by UC’s Office of the President (UCOP) and cannot be exceeded even by exception.
6. Students may normally be assigned to perform the duties of a GSI only for undergraduate courses. Under very exceptional circumstances, a department may propose that a graduate student who has been advanced to candidacy at the doctoral level be appointed as a GSI for a graduate course. Assignment as a GSI for a graduate course always requires advance approval by Associate Dean Duggan.

II. ACTING INSTRUCTOR-GRADUATE STUDENT (AI-GS) APPOINTMENTS
A. Duties
Appointees are employed to render services as the Instructor of Record for a particular upper
division course although they are still under faculty supervision. The AI-GS has independent
responsibility for developing the course syllabus (which must be reviewed and approved in
advance by a member of the Academic Senate), reading assignments, assignment of grades,
including response to grade appeals, and other duties as assigned by the hiring department.

B. Minimum Qualifications
1. **Graduate Standing**: Appointees must be UC Berkeley graduate students.
2. **Advancement to Candidacy**: Students must be advanced to candidacy at the doctoral level
before a department may nominate them for AI-GS positions.
3. **Teaching Experience**: Nominees for AI-GS positions must have completed at least four
semesters of post-baccalaureate teaching experience as a GSI at UCB, or have been approved in
advance by Associate Dean Duggan for early advancement to step II, or higher, based on a
combination of post-baccalaureate teaching experience at UCB and other institutions of higher
education, a combination of extraordinary merit and teaching experience, or exceptional merit
alone.
4. **Academic Standing**: Candidates for AI-GS appointments must be in good academic standing
(i.e., not on academic probation or have had their degree candidacy lapse), have a
minimum 3.1 grade-point average, and have no more than two Incomplete grades in upper
division and graduate courses on the transcript.
5. **Disciplinary Probations**: Appointees must be clear of certain disciplinary probations based on
the Code of Student Conduct.
6. **Registration**: Appointees must be registered during the semester in which they are serving as an
AI-GS.

C. Restrictions
1. Appointments always require approval in advance by Associate Dean Duggan and by the
Committee on Courses of Instruction (COCI) of the Academic Senate.
2. Students may be assigned to perform the duties of an AI-GS only for upper division courses.
3. Students on Filing Fee status may not be appointed as AI-GSs.
4. Students may not be enrolled in the course for which they are an AI-GS.
5. Students may not simultaneously serve as an AI-GS and a Reader or a Tutor for the same
course.
6. During the academic year, graduate students appointed as AI-GSs may not exceed half time,
nor may such appointments, in combination with other University appointments, exceed half
time. For more information about this restriction, see the topic titled “The 50 Percent Rule” under
the “General Policies on Academic Appointments” section in this document.
7. Graduate students are limited to four years of service in any one teaching title, or any
combination of teaching titles (GSI, Acting Instructor-Graduate Student, TA, Associate, or
Teaching Fellow titles). Requests for exception to this policy, up to an absolute limit of six years
of service, must be approved in advance by Associate Dean Duggan. The maximum number of
years of service on the Berkeley campus is six (twelve semesters), which is an absolute limit
established by UC’s Office of the President (UCOP) and cannot be exceeded even by exception.

D. Placement in the AI-GS Series
When a student is approved by the Graduate Division and the COCI to be appointed as an Acting
Instructor-Graduate Student, the appointment is always made at one step below the step at which
the student would have been appointed as a GSI.
AI-GS Step I: For students eligible for appointment at Step II in the GSI series.

AI-GS Step II: For students eligible for appointment at Step III in the GSI series.

AI-GS Step III: For students eligible for and approved to be at Step IV in the GSI series.

III. READER APPOINTMENTS
Readers are often graduate students, but qualified undergraduates may be appointed as Readers. It is preferable that Readers be students, but this does not preclude the appointment of qualified persons who are not students.

A. Duties
Duties are assigned by the hiring department and are included in the written notification of appointment provided to the appointee by the department. Appointees to the Reader title are employed to render diverse services as course assistants, which will normally include the grading of student papers and examinations. Subject to assignment by the department, duties might also include attendance at lectures, office hours, consultation with the instructor, and other course-related duties. Readers may not perform teaching duties.

B. Qualifications
Registered students:
1. Must have at least a 3.0 grade-point average; and
2. May not have more than two Incomplete grades in upper division and graduate courses on the transcript; and
3. Must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse) and be clear of certain disciplinary probations based on the Code of Student Conduct; and
4. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
5. Graduate students must be registered and enrolled in at least twelve units, unless already advanced to doctoral candidacy, in the 100, 200, 300 or 400 series no later than the end of the third week of classes; enrollment in units in the 600 series may be substituted for units in the 200 series when appropriate; lower division units taken to prepare for department requirements (e.g., for requirements in languages, mathematics, or statistics) may be substituted for units in the 100 series; and
6. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this readership is the student’s first ASE assignment.

Non-registered students:
1. Must have maintained at least a 3.0 grade-point average in their previous academic work; and
2. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
3. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this readership is the student’s first ASE assignment.

C. Restrictions
1. Students may not be enrolled in courses for which they are Readers.
2. Students may not simultaneously serve as a Reader and GSI for the same course.
3. Registered graduate students may be assigned to perform the duties of a Reader only for undergraduate courses. Under exceptional circumstances, a department may propose that a registered graduate student who has been advanced to candidacy at the doctoral level be appointed as a Reader for a graduate course. Assignment as a Reader for a graduate course always requires advance approval by Associate Dean Duggan.
4. During the academic year, registered graduate students appointed as Readers may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled “The 50 Percent Rule” under the “General Policies on Academic Appointments” section in this document.
5. Reader appointments for one academic year or less are self-terminating unless the appointee is otherwise notified.

IV. TUTOR APPOINTMENTS

Graduate students may serve as Tutors, but qualified undergraduates may also be appointed as Tutors. It is preferable that Tutors be students, but this does not preclude the appointment of qualified persons who are not students.

A. Duties
Duties are assigned by the hiring department and are included in the written notification of appointment provided to the appointee by the department. Appointees to the Tutor title are employed to render individual or group instructional activities in support of regular academic programs. Under supervision, a Tutor’s duties may include individual tutoring sessions, group tutoring sessions, presentation at workshops, and other duties as assigned. Tutors do not perform teaching duties assigned to the GSI series.

B. Qualifications
Registered students:
1. Must have at least a 3.0 grade-point average; and
2. May not have more than two Incomplete grades in upper division and graduate courses on the transcript; and
3. Must be in good academic standing (i.e., may not be on academic probation or have had their degree candidacy lapse) and be clear of certain disciplinary probations based on the Code of Student Conduct; and
4. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
5. Graduate students must be registered and enrolled in at least twelve units, unless already advanced to doctoral candidacy, in the 100, 200, 300 or 400 series no later than the end of the third week of classes; enrollment in units in the 600 series may be substituted for units in the 200 series when appropriate; lower division units taken to prepare for department requirements (e.g., for requirements in languages, mathematics, or statistics) may be substituted for units in the 100 series; and
6. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this tutorship is the student’s first ASE assignment.

Non-registered students:
1. Must have maintained at least a 3.0 grade-point average in their previous academic work; and
2. Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving; and
3. Must attend the New ASE Orientation sponsored by the Office of Labor Relations for the semester of the appointment, if this tutorship is the student’s first ASE assignment.
C. Restrictions
1. Students may not be enrolled in the course for which they are a Tutor.
2. Students may not simultaneously serve as a Tutor and GSI for the same course.
3. Registered graduate students may be assigned to perform the duties of a Tutor only for undergraduate courses. Under exceptional circumstances, a department may propose that a registered graduate student who has been advanced to candidacy at the doctoral level be appointed as a Tutor for a graduate course. Assignment as a Tutor for a graduate course always requires advance approval by Associate Dean Duggan.
4. During the academic year, registered graduate students appointed as Tutors may not exceed half time, nor may such appointments, in combination with other University appointments, exceed half time. For more information about this restriction, see the topic titled “The 50 Percent Rule” under the General Policies on Academic Appointments section in this document.
5. Tutor appointments for one academic year or less are self-terminating unless the appointee is otherwise notified.

The qualifications and duties for positions are established at the sole discretion of the University. Exceptions to campuswide qualifications may only be requested by the hiring department, and can only be approved by the Associate Dean of the Graduate Division. Academic units may send requests for exception to campuswide qualifications to Associate Dean Joseph J. Duggan through the Graduate Student Services Appointments unit, 318 Sproul Hall, MC 5900.

In addition to the campuswide qualifications described above, departments may have additional departmental level qualifications for positions. The individual hiring unit may approve requests for exceptions to department level qualifications.

Other Helpful Resources
Additional information about campus appointments for graduate students is available through the Graduate Division at the following web addresses:

http://www.grad.berkeley.edu/publications/gah/appointments/appoint_policies.shtml

http://www.grad.berkeley.edu/policies/pdf/apptknow.pdf