

**G**raduate students are a crucial part of the higher education workforce. Since 1969, graduate student employees across the USA have been forming unions to negotiate with their employers. In 1999, graduate students at the University of California voted to be represented by the Association of Student Employees, a union affiliated with the United Auto Workers. At UCSC, the UAW represents Teaching Assistants, Associates-In, and Teaching Fellows. (Course Assistants, Graduate Student Researchers, Readers and Tutors are not represented by the union at UCSC.)

TAs, Associates-In and Teaching Fellows have the right to bargain over their terms and conditions of employment, including wages, benefits, workload, grievance procedures, and other important issues. **Faculty are responsible for supervising TAs under the umbrella of the union contract.** This includes assigning appropriate duties, monitoring the workload, and managing performance.

## HIRING TAs

**T**A opportunities are announced on departmental websites and on the Graduate Division's website. While Faculty may recommend the hire of a particular graduate student, a job offer is not official until a formal appointment letter is issued and accepted by the student. Contact your department for more information.

## WORKLOAD

**T**eaching Assistants are normally hired at 50% time. Faculty must not assign more work than can be completed in **220 hours** during the quarter. TAs should be able to accomplish their assignments in an average of **20 hours per week**. TAs must not be assigned to work more than **8 hours per day**. If a TA notifies the instructor that the work assignment is likely to exceed the maximum hours, the instructor must discuss the work assignment with the TA and either make modifications to the assignment, or request an increase in the TA's appointment percent time.

## ASSIGNMENTS

**A**n important part of managing the workload is defining and discussing the expectations and the details of the job with the TA before the start of the quarter. The use of a **supplemental documentation form is required**. The form is designed to assist with identifying and communicating the requirements of the job such as:

- Instruct \_\_\_ sections per week
- Hold \_\_\_ office hours per week
- Attend TA/instructor meetings/trainings
- Read/evaluate \_\_\_ papers per student
- Read/evaluate \_\_\_ exams per student
- Proctor \_\_\_ exams
- Prepare drafts of narrative evaluations  
(*The Faculty member is ultimately responsible for narrative evaluations.*)

**Contact your department to obtain the supplemental documentation form.**

## JOB SECURITY

**I**f the TA has accepted a formally offered position, and the position is no longer available, the TA must be placed in another equivalent position or must receive equivalent compensation.

## PERFORMANCE

**R**egular feedback and communication with your TA is encouraged. Faculty may give the TA a written assessment of the TA's employment performance. Your academic division or department can advise you on the use of evaluations and can provide the proper template.

TAs may be disciplined or dismissed for just cause. Please discuss any serious performance or conduct problems with your department chair and, if necessary, with your dean.

## LEAVES OF ABSENCE

**T**As may be eligible for up to 4 weeks of paid childbearing leave, or 2 weeks of paid medical leave. Please refer requests to your department or division.

## RESOURCES

### **The Union Contract**

[http://atyourservice.ucop.edu/employees/policies/labor\\_relations/bargaining\\_updates/ase/agreement.html](http://atyourservice.ucop.edu/employees/policies/labor_relations/bargaining_updates/ase/agreement.html)

### **Graduate Studies Handbook**

<http://graddiv.ucsc.edu/regulations/handbook.php>

### **Academic Human Resources**

<http://www2.ucsc.edu/ahr>

### **Services for TAs**

<http://ic.ucsc.edu/CTE/TAs.html>

### **Labor Relations**

[http://shr.ucsc.edu/topics/employee-labor-relations/coll-barg-units/bx\\_academic-student-employees.htm](http://shr.ucsc.edu/topics/employee-labor-relations/coll-barg-units/bx_academic-student-employees.htm)

## UCSC Labor Relations

2901 Mission Street  
831-459-2017

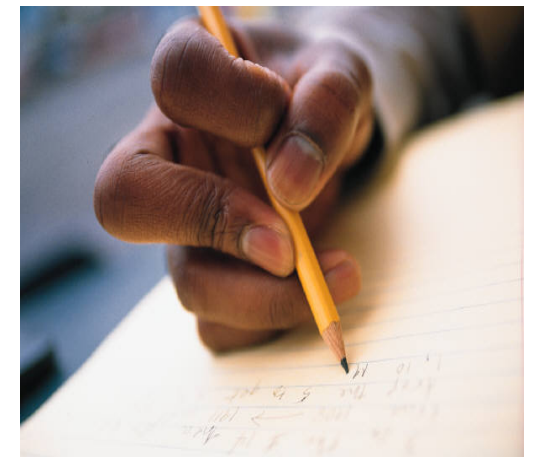
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# ***SUPERVISING***

## **TEACHING**

## **ASSISTANTS**

### ***The Essentials***



University of California  
Santa Cruz