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5 **POLICY ON EMPLOYMENT OF GRADUATE STUDENTS**  
6 **AS STUDENT ASSISTANTS, INSTRUCTIONAL STUDENT ASSISTANTS,**  
7 **GRADUATE ASSISTANTS, AND TEACHING ASSOCIATES**  
8 (This policy supersedes Policy Statements 95-03 and 96-21.)  
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10 This policy statement was approved by the Academic Senate on 11/30/2017  
11 and approved by the President on 12/7/17.  
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13 **1.0 Preamble**

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15 California State University, Long Beach offers employment as Student Assistants,  
16 Instructional Student Assistants, Graduate Assistants, and Teaching Associates to a  
17 limited number of graduate students. The primary purpose of each type of employment  
18 is to help graduate students pay for the cost of their graduate studies. Therefore,  
19 employment of graduate students by the University must never be allowed to impede  
20 those students in the pursuit of their own primary objective, which is the expeditious  
21 completion of their graduate programs. Further, the employment of graduate students  
22 by the University must never be allowed to reduce the quality of education received by  
23 undergraduate students at the University.  
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25 **2.0 Qualifications**

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27 To be employed as a Student Assistant, Instructional Student Assistant, Graduate  
28 Assistant, or Teaching Associate, a graduate student must be qualified in terms of  
29 adequate course work and other training appropriate for the duties. They must also be  
30 enrolled at CSULB in course(s) applicable to the student's graduate program or  
31 prerequisite courses, which are approved by the department in which the degree is to  
32 be awarded, and they must be making normal progress toward the degree. If a graduate  
33 student fails to maintain enrollment in course work as specified in this section, the  
34 student's appointment will be terminated immediately in the case of a Student Assistant,  
35 Instructional Student Assistant, or a Graduate Assistant, or not renewed at the end of  
36 the semester in the case of a Teaching Associate. A Teaching Associate whose  
37 appointment is not renewed because of a failure to maintain enrollment will not be  
38 eligible for further employment as a Teaching Associate until one full semester has  
39 passed.  
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41 **3.0 Hours of Employment for Student Assistants, Instructional Student**  
42 **Assistants, and Graduate Assistants**

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44 3.1 Employment of a graduate student as a Student Assistant or Instructional  
45 Student Assistant is limited to 20 hours per week during the Spring and Fall  
46 semesters. At all other times, such employment is limited to 40 hours per week.

47 3.2 In exceptional circumstances, with supervisor approval, a student employee may  
48 work more than 20 hours in a particular week during the Spring and Fall  
49 semesters.

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51 3.3 Employment of a graduate student as a Graduate Assistant is for 10 hours (a  
52 half-time appointment) or 20 hours (a full-time appointment) per week.

#### 53 54 **4.0 The Role of Teaching Associates**

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56 A limited number of outstanding graduate students may be employed as Teaching  
57 Associates. Teaching Associates are normally employed to teach lower-division  
58 laboratory or discussion sections under the direct supervision of the course coordinator,  
59 or faculty member assigned to teach the same course. Employment of Teaching  
60 Associates to teach upper-division laboratory or upper-division discussion sections is  
61 rare on this campus and is discouraged. A Teaching Associate may also be employed  
62 to teach a lecture or lecture-discussion course where the following conditions are met:

- 63 (1) the course is at the lower-division level;
- 64 (2) the graduate student has received adequate training and demonstrated  
65 competence in the subject matter of the course to be taught;
- 66 (3) the teaching experience has been designed specifically to help the graduate  
67 student improve his or her command of pedagogical techniques; and
- 68 (4) the graduate student is supervised directly by a faculty member and is  
69 provided evaluative feedback on a regular basis.

70 Graduate students may not be employed simply as a less expensive replacement for  
71 lecturer-faculty. The Program Assessment and Review Council (PARC) shall monitor  
72 compliance with paragraph 4.0 through the program review process.

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#### 74 **5.0 Hours of Employment and Evaluation of Teaching Associates**

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76 5.1 Employment of a graduate student as a Teaching Associate usually should not  
77 be for more than 20 hours per week, normally equivalent to a maximum of six  
78 weighted teaching units of lecture or discussion sections or a maximum of eight  
79 weighted teaching units of laboratory sections.

80 5.2 The teaching performance of Teaching Associates, at a minimum, shall be  
81 subject to student evaluations using the same instrument as is used for faculty  
82 evaluations.

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#### 84 **6.0 Simultaneous Employment**

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86 A graduate student may be employed simultaneously in two of the categories  
87 enumerated in this policy, provided that, in accordance with overall CSU policy, the total  
88 hours of employment should not exceed 20 hours per week during the Spring and Fall  
89 semesters. Work beyond 20 hours in any particular week must be approved by the  
90 relevant supervisor. A graduate student employed as a Teaching Associate in one  
91 department, however, may not be employed as a Lecturer in another department.

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## **7.0 Change of Degree Program**

If a graduate student employed by a department begins to pursue a different degree, either in another department at CSULB or at another university, the department chair of the student's original home department has the right to terminate the student's employment immediately or at the earliest convenience of the original home department. It is the responsibility of the graduate student to inform the graduate advisor of the original home department of a decision to seek a different degree. Evidence of this decision would include, but is not limited to, formal acceptance into the new degree program, enrolling in courses for the new degree, or taking oral or written examinations for the new degree.

## **8.0 Department and Unit Policies on Teaching Associates**

Each department or unit which employs Teaching Associates shall develop policy covering, but not limited to, the following:

- (1) the specific eligibility requirements for Teaching Associates;
- (2) the application procedure for Teaching Associates;
- (3) the criteria for the selection of new Teaching Associates;
- (4) the criteria for renewing and/or continuing Teaching Associates;
- (5) the training and direct supervision of Teaching Associates;
- (6) the duties and responsibilities of Teaching Associates.
- (7) the procedures and criteria for the evaluation of Teaching Associates; and
- (8) the procedures for resolution should disputes or grievances arise between the Teaching Associate and a student, the supervising instructor, or the home department. These procedures must be in accordance with governing University policies.

Any policies developed regarding eligibility, hiring, training, supervision of, or evaluating Teaching Associates must not be in violation of the Collective Bargaining Agreement. All policies shall be on file in the department or unit office, and a copy shall be filed with the Associate Vice President for Academic Affairs and Dean of Graduate Studies. These policies shall be available upon request and shall be given to each Teaching Associate in that department or unit upon being hired.

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**EFFECTIVE: Immediately**