

IV-8
READER
(Revised 11/15)

The policies on the use of the Reader title are set forth in APM 420 and the Memorandum of Understanding between the University and the UAW. At UCSB, the application of this policy is outlined in the following:

I. Definition

A Reader will normally perform such duties as grading student papers and exams. A Reader will not be given responsibilities normally assigned to a Teaching Assistant or Associate.

II. Appointment Criteria

Readers will usually be graduate students; however, qualified undergraduates or non-students may be employed to meet special needs or when graduate students are not available. Readers are subject to the provisions of the Memorandum of Understanding regardless of student status. Readers will be paid on an hourly basis according to the published salary scales.

Title code **2850 (Reader- Gship)** is to be used for graduate student appointments.

Title code **2851 (Reader- non-Ghip)** is to be used for undergraduate appointments and for graduate student appointments that do not meet the fee remission threshold.

Title code **2500 (Reader-non-student)** is to be used for non-student appointments.

III. Terms and Conditions of Employment

- A. Readers are subject to the provisions of the Memorandum of Understanding regardless of student status.
- B. Appointments as a Reader are subject to the limitations of service described in Red Binder IV-1.
- C. Readers may not be assigned a workload of more than 40 hours in one week or 8 hours in one day.

IV. Personnel Actions

- A. Appointees shall be notified in writing of their appointment. The written notice of appointment shall include all information required by Article 2 of the MOU as well as appropriate supplemental documentation. Sample letters are available on the Academic Personnel web site at: <https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/>
- B. Appointment requests that include an exception to appoint beyond 50% time must include an endorsement from the student's home academic department.
- C. Any changes to the appointment must be communicated to the appointee in writing.

V. Compensation

- A. Readers are compensated on an hourly basis according to the published salary scales.
- B. A graduate student who is appointed as a Reader for 25% or more during the academic quarter will qualify for partial fee remission and payment of student health insurance.

VI. Approval authority

Action

All Actions

Authority

Department Chair (post-audit of graduate student appointments by Graduate Division)