

ARTICLE 05 ASE CLASSIFICATIONS

A. GENERAL PROVISIONS

1. This Article provides general definitions for the titles identified in Article 01A – ASE Recognition. (For GSR title definitions, see Article 01B – GSR Recognition.)
2. The title definitions establish only the scope of role and are not full descriptions of all duties and responsibilities assigned to members of the bargaining unit. Assignment of duties and responsibilities that are in the scope of role remain at the sole discretion of the University pursuant to Article 19 – Management and Academic Rights.
3. The University retains sole discretion to allow exceptions to job qualification requirements outlined in this Article (e.g., providing exceptions for undergraduate students or part-time graduate students to serve as Teaching Assistants).

B. DEFINITIONS

Academic Student Employees shall be appointed into the appropriate bargaining unit title in accordance with Article 01A – ASE Recognition and the definitions below:

1. Teaching Assistant (2310, 2311, 2320, 2321)

A Teaching Assistant is an eligible registered full-time graduate student employed as an instructional trainee. Under active guidance and supervision, a Teaching Assistant is typically responsible for teaching course sections (e.g., discussion, laboratory, or quiz sections), holding office hours, preparing course materials, and grading. A Teaching Assistant shall not be solely responsible for the entire instruction of a course (or for providing the entire instruction of a group of students enrolled in a course), the instructional content of a course, the selection of student assignments, planning of examinations, or determining the term grade for students. A Teaching Assistant shall not be given the same level of responsibility for an entire course as an Associate Instructor.

2. Associate Instructor (1501, 1502, 1506, 1507, 1508, 1509, 1511, 1512)

An Associate Instructor is an eligible full-time registered graduate student who is employed under general supervision to conduct the entire instruction of a course. Associate Instructors may not be the designated supervisor of other graduate student appointees (e.g., TAs).

3. Tutor (2510, 2860, 2861)

A Tutor is an eligible registered graduate or undergraduate student (with the exception of job code 2510) employed to provide tutoring to an individual (one-on-one) or group of students (2 or more at the same time). A Tutor will not be given the other course-related instructional responsibilities customarily assigned to Teaching Assistants or Readers.

4. Reader (Title Codes: 2500, 2850, 2851)

A Reader is an eligible registered graduate or undergraduate student (with the exception of job code 2500) employed to provide services which will normally include the grading of student assignments and examinations, and may include limited advising and demonstration work related to grading only. A Reader will not be given the other responsibilities customarily assigned to Teaching Assistants, Associate Instructors, or Tutors.

5. Special Reader – UCLA Only (Title Codes: 2852, 2853)

A Special Reader is an eligible registered graduate student who assists the faculty member teaching the course with the reading and grading of students' papers and exams in upper-division undergraduate and graduate-level courses.