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7 **Employment of Graduate Students as Student Assistants,**  
8 **Graduate Assistants, and Teaching Associates**  
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10 This Policy Statement was approved by the Academic Senate on May 16, 1996 and  
11 approved by the President on October 24, 1996.  
12 (This policy supersedes Policy Statement 95-03.)  
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14 California State University, Long Beach offers employment as Student Assistants,  
15 Graduate Assistants and Teaching Associates to a limited number of graduate  
16 students. The primary purpose of each type of employment is to help graduate  
17 students pay for the cost of their graduate studies. Therefore, employment of  
18 graduate students by the University must never be allowed to impede those students  
19 in the pursuit of their own primary objective, which is the expeditious completion of  
20 their graduate programs. Further, the employment of graduate students by the  
21 University must never be allowed to reduce the quality of education received by  
22 undergraduate students at the University.  
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24 1.000 To be employed as a Student Assistant, Graduate Assistant, or Teaching  
25 Associate, a graduate student must be qualified in terms of adequate course work  
26 and other training appropriate for the duties and must be enrolled at CSULB in  
27 course(s) applicable to the student's graduate program or prerequisites courses,  
28 which are approved by the department in which the degree is to be awarded, and  
29 must be making normal progress toward the degree. Current IRS regulations specify  
30 that to qualify for tax-exempt status, a graduate student employed as a student  
31 assistant must be primarily a student and only incidentally an employee. The  
32 University interprets this requirement to mean that a graduate student employed as  
33 a student assistant must be enrolled in at least 6 units, unless that graduate student  
34 has less than 6 units remaining to be completed on the graduate program or fewer  
35 than 6 units on the graduate program are being offered. A graduate student who  
36 does not meet this requirement may not be employed in the student assistant  
37 classification. If a graduate student fails to maintain enrollment in course work as  
38 specified in this section, the student's appointment will be terminated immediately in  
39 the case of a Student Assistant or a Graduate Assistant, or not renewed at the end of  
40 the semester in the case of a Teaching Associate. A Teaching Associate whose  
41 appointment is not renewed because of a failure to maintain enrollment will not be  
42 eligible for further employment as a Teaching Associate until one full semester has  
43 passed.  
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45 2.000 Employment of a graduate student as a Student Assistant is limited to 20  
46 hours per week during the Spring and Fall semesters. At all other times, such  
47 employment is limited to 40 hours per week.  
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49 3.000 Employment of a graduate student as a Graduate Assistant is for 10 hours (a  
50 half-time appointment) or 20 hours (a full-time appointment) per week.  
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52 4.000 A limited number of outstanding graduate students may be employed as  
53 Teaching Associates. Teaching Associates are normally employed to teach lower-

54 division laboratory or discussion sections under the direct supervision of the faculty  
55 member assigned to deliver the lectures in the same course. Employment of  
56 Teaching Associates to teach upper-division laboratory or upper-division discussion  
57 sections is rare on this campus and is discouraged. A Teaching Associate may also be  
58 employed to teach a lecture or lecture-discussion course where the following  
59 conditions are met: (1) the course is at the lower-division level; (2) the graduate  
60 student has adequate training and demonstrated competence in the subject matter  
61 of the course to be taught; (3) the teaching experience is designed specifically to  
62 help graduate students improve their command of pedagogical techniques; and (4)  
63 the graduate students are supervised directly by a faculty member and are provided  
64 evaluative feedback on a regular basis. Graduate students may not be employed  
65 simply as a less expensive replacement for temporary faculty. The Graduate Council  
66 and the Planning and Educational Policies Council shall monitor compliance with  
67 paragraph 4.000 through the program review process.

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69 5.000 Employment of a graduate student as a Teaching Associate may not be for  
70 more than 20 hours per week, normally equivalent to a maximum of six weighted  
71 teaching units of lecture or discussion sections or a maximum of eight weighted  
72 teaching units of laboratory sections. The teaching performance of Teaching  
73 Associates shall be subject to evaluation by students on the same basis as part-time  
74 faculty.

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76 6.000 A graduate student may be employed simultaneously in two of the categories  
77 enumerated in this policy, provided that the total hours of employment do not  
78 exceed 20 per week during the Spring and Fall semesters. A graduate student  
79 employed as a Teaching Associate in one department, however, may not be  
80 employed as a Lecturer in another department.

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82 7.000 A graduate student may not be employed as a Student Assistant, Graduate  
83 Assistant, Teaching Associate, or any combination of these positions for more than  
84 six semesters.

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86 8.000 Prior to offering employment as a Student Assistant, Graduate Assistant,  
87 Teaching Associate, or Lecturer to a graduate student pursuing a degree in another  
88 department, the employing department shall notify the graduate student's home  
89 department to assure that (1) the student is enrolled in the required number of units  
90 and (2) the student's total employment does not exceed the maximum allowed by  
91 this policy.

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93 9.000 If a graduate student employed by a department begins to pursue a different  
94 degree, either in another department at CSULB or at another university, the  
95 department chair of the student's original home department has the right to  
96 terminate the student's employment immediately or at the earliest convenience of  
97 the original home department. It is the responsibility of the graduate student to  
98 inform the graduate advisor of the original home department of a decision to seek a  
99 different degree.

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101 Evidence of this decision would include, but is not limited to, formal acceptance into  
102 the new degree program, enrolling in courses for the new degree, or taking oral or  
103 written examinations for the new degree.

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105 10.000 Each department or unit which employs Teaching Associates shall develop  
106 policies covering, but not limited to, the following:

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108 (a) the specific eligibility requirements for Teaching Associates  
109 (b) the application procedure for Teaching Associates  
110 (c) the criteria for the selection of new Teaching Associates  
111 (d) the criteria for renewing and/or continuing Teaching Associates  
112 (e) the training and supervision of Teaching Associates  
113 (f) the duties and responsibilities of Teaching Associates  
114 (g) the procedures and criteria for the evaluation of Teaching Associates  
115 (h) the procedures for resolution should disputes or grievances arise between  
116 the Teaching Associate and a student, the supervising instructor, or the home  
117 department. These procedures must be in accordance with governing  
118 University policies.

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120 The policies shall be on file in the department or unit office, and a copy shall be filed  
121 with the Associate Vice President for Academic Affairs and Dean of Graduate Studies.  
122 These policies shall be available upon request and shall be given to each Teaching  
123 Associate in that department or unit upon being hired.  
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127 **EFFECTIVE: Immediately**  
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