

# Associate Instructors

<http://graduate.ucr.edu/ase.html>

An associate instructor, also known as “Associate In \_,” is a registered graduate student who should be competent to work independently and without supervision to conduct the entire instruction of a lower division course.

The minimal qualifications for appointment to the title shall be possession of a Master's degree or equivalent training and at least one year of teaching experience. Instructors of record will normally receive a 50% appointment for a regular academic course.

The number of hours that may be worked for any of the three above titles (Teaching Assistants, Teaching Fellows and Associate Ins\_) is determined by the percentage appointment. Most students are appointed 50% time (20 hours per week average). For example:

- A 25% appointment means the TA is not to be assigned more than an average of 10 hours' worth of work per week.
- Most students are appointed 50% time (20 hours per week average). A 50% TA may expect to be assigned a workload of more than 20 hours in some weeks of the quarter. That TA may also be assigned fewer than 20 hours for some weeks.
- In no instance shall a TA be assigned more than 40 hours in any one week.
- The assigned workload of a 50% TA cannot exceed 220 hours for the quarter.
- The number of hours worked in excess of 20 hours per week may not total more than 50 hours per quarter.
- A TA or other ASE in a teaching title should not spend an inordinate amount of time serving as an instructor at the expense of his/her own studies.

## General Duties for All Teaching Titles

The duties for graduate students in all teaching titles are as follows:

- To attend, to the extent required by the academic program, all meetings of the class in which s/he is doing laboratory work, section discussions, or grading of papers or exams.
- To consult with the professor in charge of the course as to grading policies, course content, and procedures.
- To attend all meetings of classes, sections, and laboratories for which s/he is personally responsible. Failure to meet regularly scheduled classes for which the TA is responsible constitutes a dereliction of duty and may be grounds for termination of employment. If there is a good reason for absence, the TA must inform the academic program and arrange for a substitute.
- To make proper and thorough preparation for each class, lab, or section for which s/he is responsible.
- To assign the amount of written work proper to the lab or section for which s/he is responsible, and to read and grade the written work thoroughly and as rapidly as possible.
- To post at least one office hour per week per section or laboratory, depending on the course, and to hold those office hours without fail.
- To report grades accurately and on time to the instructor in charge of the course.

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- To give grade books to the instructor in charge at the end of his/her term of appointment.
- To maintain a professional attitude toward all students in his/her classes at all times. The ethical standards of behavior for faculty instructors apply equally to Teaching Assistants.

## Minimum Qualifications of All Teaching Titles

Graduate students in teaching titles must meet the following minimum criteria:

- 3.00 GPA
- Fewer than 8 units of Incomplete grades
- Be advanced to candidacy within 12 quarters after entry if a PhD candidate
- Be making acceptable progress toward the degree (For these purposes, acceptable progress for a PhD student is represented by the normative time to degree for the particular program plus one year. For most Master's students, acceptable progress is represented by enrollment for not more than two years.)
- A PhD student who has not advanced to candidacy within 12 quarters or is beyond time limits for acceptable progress must submit a "Report of Progress and Timetable" which will include a statement from the graduate advisor of the academic program stating that the student is continuing to make progress toward the degree.
- Any student whose native language is not English must pass an oral English language competency exam before performing duties as a TA.

Exceptions to the minimum qualifications may be sought by an academic program on behalf of a TA. Exceptions may be granted at the sole discretion of the Graduate Division and the Graduate Dean. Please note: Exceptions are granted to academic programs. ASEs should not petition the Graduate Division directly for exceptions.

## Full-Time Enrollment

Once appointed as TAs students are expected to continue to adhere to the above requirements and to enroll and complete 12 units of course work or research.

## Working More Than 50% Time

Graduate students may not be employed more than 50 percent time during the academic year in any combination of appointments. During quarter breaks and in the summer they may be employed full-time.

## Length of Service

The length of service for a Teaching Assistant or Associate In\_ is limited to 12 quarters. However, exceptions can be made by the graduate dean upon written request by the academic program. No one may serve in a teaching title code for more than 18 quarters of service.

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