

THE CALIFORNIA STATE UNIVERSITY  
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**Date:** June 27, 2005

**Code:** HR 2005-30

**To:** CSU Presidents

**Supersedes:** HR 2005-17

**From:** Jackie R. McClain  
Vice Chancellor  
Human Resources



**Subject:** Teaching Associate Employment Policy and Classification Standard

The Teaching Associate employment policy has been updated to reflect the negotiated Collective Bargaining Agreement (CBA) between the California State University (CSU) and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO and its Local Union 4123. For ease of reference, information on the Teaching Associate classification is provided here as well. The policy regarding appointment of teaching associates is as follows:

- Two Teaching Associate classifications are available in Unit 11: Academic Year (Class Code 2354) and 12 Month (Class Code 2353). The Academic Year classification is to be used for those on the academic year schedule. The 12 Month classification may be used for appointments that do not coincide with the academic year calendar.
- The Teaching Associate classifications are limited to degree-seeking graduate students in the academic department in which they are employed to perform instruction and who are employed because they are degree-seeking students in that department. Teaching associates must be registered in a CSU graduate degree program and must be enrolled in courses towards the completion of that graduate degree during the teaching associate appointment period. This includes students enrolled in CSU courses through CSU extension, if the courses are taken for credit toward completion of the CSU graduate degree. The Teaching Associate classifications also are available for graduate students enrolled in courses during the summer and for graduate students who will be continuing their enrollment in the fall term. Students enrolled in credential programs and students enrolled in graduate programs outside the CSU are not eligible for this classification.
- The CBA states that teaching associates may be appointed at any time base. CSU continues to exercise its prerogative that teaching associate appointments be made in any fraction less than full time while the student is enrolled in classes. Teaching associates may be appointed up to full time during academic breaks.

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**Distribution:**

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- Teaching Associates appointed at half time or more may not be appointed concurrently in another classification.
- Teaching Associates appointed for less than half time may be appointed concurrently in another student classification, up to a combined total of approximately 20 hours per week while enrolled in classes. However, hours in another student classification do not count toward benefits eligibility in the Teaching Associate classification.
- It continues to be the case that a Teaching Associate should be required to meet his or her assignment without regard to the specific number of hours worked, similar to faculty and other exempt employees. The salary rate is for the term of the assignment, not an hourly rate.
- Teaching Associates who are appointed at least half time for more than six months are eligible for benefits. Please refer to Attachment A for a comparison of the Teaching Associate with other classifications relative to eligibility for various benefits. Persons employed in Teaching Associate positions should be placed into CalPERS retirement membership upon meeting CalPERS eligibility criteria.
- Please refer to the current Student Employment and the Student FICA Exemption policy memorandum for information on the student FICA exemption as it applies to Teaching Associates under various circumstances.
- For information on benefits and leave programs refer to the CBA and the technical letters on these subjects.

If there is a conflict between the provisions of this technical letter and the CBA, then the terms of the CBA will prevail.

The Teaching Associate Classification and Qualification Standard is available on the web at <http://www.calstate.edu/HRAdm/Classification/index.shtml> under the category of Academic Student Employees (Unit 11) and is provided for reference in Attachment B.

This memorandum is also available on the Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Questions regarding benefits may be directed to Human Resources Administration at (562) 951-4411. Other questions may be directed to Academic Human Resources at (562) 951-4503.

CR/CO

COMPARISON OF TEACHING ASSOCIATES WITH OTHER CLASSES					
Effective: 6/24/2005					
	AY LECTURERS	AY TEACH'G ASSOC.	AY GRAD. ASST.	INST. STUDENT ASST.	STUDENT ASST.
BENEFITS	(#2358)	(#2354)	(#2355)	(#1150)	(#1870)
HEALTH	YES	YES	NO	NO	NO
DENTAL	YES	YES	NO	NO	NO
VISION COVERAGE	YES	YES	NO	NO	NO
LIFE INS.	YES	YES	NO	NO	NO
HCRA	YES	YES	NO	NO	NO
DEP CARE ACCT	YES	YES	NO	NO	NO
PRE-TAX PARKING	CAMPUS POLICY	CAMPUS POLICY	CAMPUS POLICY	CAMPUS POLICY	CAMPUS POLICY
PERS/FICA RETIREMENT	YES	YES	NO	NO	NO
OBRA RETIREMENT	YES**	YES*	YES*	YES*	YES*
MEDICARE COVERAGE	YES	YES*	YES*	YES*	YES*
SICK LEAVE	YES	YES	NO	NO	NO
VACATION	NO	NO	NO	NO	NO
HOLIDAYS	NO	NO	NO	NO	NO
PERSONAL HOLIDAY	YES	YES	NO	NO	NO
IDL	YES, if in CalPERS Retirement	YES, if in CalPERS Retirement	NO	NO	NO
WORKERS' COMP.	YES	YES	YES	YES	YES
NDI	YES, if in CalPERS Retirement	YES, if in CalPERS Retirement	NO	NO	NO
UNEMPLOYMENT INS.	YES	NO	NO	NO	NO
PAY BASIS	MONTHLY	MONTHLY	MONTHLY	HOURLY	HOURLY
FLSA STATUS	E	E	N - unless a Grad Research Asst	N	N

	12-MO. LECTURERS	12-MO. TEACH'G ASSOC.	GA MO./GA WORK STUDY	ISA WORK STUDY	STUDENT ASST.
BENEFITS	(#2359)	(#2353)	(#2325 and #2326)	(#1151)	(#1870)
HEALTH	YES	YES	NO	NO	NO
DENTAL	YES	YES	NO	NO	NO
VISION COVERAGE	YES	YES	NO	NO	NO
LIFE INS.	YES	YES	NO	NO	NO
HCRA	YES	YES	NO	NO	NO
DEP CARE ACCT	YES	YES	NO	NO	NO
PRE-TAX PARKING	CAMPUS POLICY	CAMPUS POLICY	CAMPUS POLICY	CAMPUS POLICY	CAMPUS POLICY
PERS/FICA RETIREMENT	YES	YES	NO	NO	NO
OBRA RETIREMENT	YES**	YES*	YES*	YES*	YES*
MEDICARE COVERAGE	YES	YES*	YES*	YES*	YES*
SICK LEAVE	YES	YES	NO	NO	NO
VACATION	YES	YES	NO	NO	NO
HOLIDAYS	YES	YES	YES	NO	NO
PERSONAL HOLIDAY	YES	YES	NO	NO	NO
IDL	YES, if in CalPERS Retirement	YES, if in CalPERS Retirement	NO	NO	NO
WORKERS' COMP.	YES	YES	YES	YES	YES
NDI	YES, if in CalPERS Retirement	YES, if in CalPERS Retirement	NO	NO	NO
UNEMPLOYMENT INS.	YES	NO	NO	NO	NO
PAY BASIS	MONTHLY	MONTHLY	MONTHLY	HOURLY	HOURLY
FLSA STATUS	E	E	N - unless a Grad Research Asst	N	N

\* If not eligible for student FICA exemption and not eligible for CalPERS (refer to Student Employment and Student FICA Exemption Policy memorandum).

\*\* If not eligible for CalPERS.

# Classification and Qualification



# STANDARDS

The California State University System

## Teaching Associate

*AY Class Code: 2354*

*12-Month Class Code: 2353*

*Date Established: 06-01-91*

*Date Revised: 03-28-03*

### OVERVIEW:

The Teaching Associate classification provides currently enrolled or admitted CSU graduate students with part-time employment offering practical teaching experience in fields related to their advanced study. They teach university courses and may also assist faculty or teaching staff with various professional and technical activities. Work assignments are closely associated with their program of study or the academic department in which they are enrolled.

Range A represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to master's degree programs and (2) usually teach credit-bearing courses. Range B represents the salary range for CSU graduate students who (1) are currently enrolled or admitted to doctoral degree programs, or hold a doctorate, and (2) usually teach credit-bearing courses.

### DISTINGUISHING CHARACTERISTICS:

The Teaching Associate classification is distinguished from the Graduate Assistant and Student Assistant classifications by assignments that primarily involve classroom and laboratory instruction. Responsibility for a course may be vested in the Teaching Associate under the direct supervision of an appropriate faculty member.

### TYPICAL DUTIES:

(*Note: Duties described in this classification standard are examples only; they are not necessarily descriptive of any one position. Individual positions may be assigned responsibility for other duties which require the skills, knowledge, experience and education of this classification standard.*)

Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises and/or research projects. Normally, incumbents in Range A are designated to teach courses at the lower division level, and incumbents in Range B are designated to teach courses at the lower and/or upper division level.

**MINIMUM QUALIFICATIONS:**

***Knowledge and Abilities:***

Knowledge of the subject matter of the discipline to which the individual is assigned. Ability to relate well to others within the academic environment and ability to instruct and evaluate students.

***Experience:***

Evidence of satisfactory achievement in previous academic work.

***Education:***

- ◆ Range A: Equivalent to or completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned.
- ◆ Range B: Equivalent to or completion of the requirements for a master's or doctorate degree and concurrent admission to or enrollment in a doctoral degree program of the university that is related to the discipline to which the individual is assigned. One academic year of full-time doctoral study, with successful completion of all requirements, may be substituted for the master's degree requirement.