



OFFICE OF THE CAMPUS PROVOST AND EXECUTIVE VICE CHANCELLOR

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June 29, 2023

Deans  
Divisional Academic Personnel Coordinators  
Assistant Deans  
Department Chairs  
College Provosts  
Department Managers  
College Academic Managers  
Vice Provost Lee  
Vice Chancellors

Re: Campus Contract Implementation Guidelines for ASE and GSRs

Dear Colleagues,

Effective October 1, 2023, the experience-based salary point provisions of the collective bargaining agreements with Academic Student Employees (ASE) and Graduate Student Researchers (GSR) go into effect. Below you will find information on campus expectations for ASE and GSR appointments and guidance for related procedures.

Hiring units and PIs are not permitted to create or engage in compensation practices that do not comply with the collective bargaining agreements, or do not align with campus implementation guidelines. Please refer to the attached documents for detailed information about the campus ASE and GSR salary scales, and principles of implementing the agreements on wages.

### **Experience-Based Salary Points for ASE and GSR**

All new appointments must be made at the appropriate experienced-based salary point, with two exceptions:

- Previously appointed Associate Instructors and Graduate Student Researchers must be hired at their corresponding salary point on the new scale when the corresponding salary point is higher than the experienced-based placement. Salary point mapping is applicable to any department or unit that previously appointed the Associate Instructor or GSR.
- Deans may approve alternative GSR departmental scales, following the process outlined below.

### **TA Appointments Less than 50%**

TA appointments during the academic year that are less than 50% must be approved by the dean. When approved, the hiring unit will be responsible for covering the proportion of the student's tuition/fee/GSHIP remission costs that are not centrally covered. Divisions should note the circumstances for appointments less than 50% (e.g., emergency mid-quarter hire, part-time graduate student, etc.) in their annual TA and IS Utilization report.

### **GSR Trainees and Fellows**

Effective October 1, 2023, GSR Trainees and Fellows will be placed on the GSR scale. The salary point of a GSR Trainee or Fellow will be based on the amount of the fellowship/grant and the student's experience-based placement. Divisions that have GSR Trainees and Fellows will receive further information about placement and payroll entry prior to fall quarter.

### **Alternative GSR Departmental Scales**

Departmental GSR hiring practices in place prior to October 1, 2023 are superseded by the experience-based salary scales in the new collective bargaining agreement.

Any department that wishes to establish a GSR scale or practice that does not conform to the minimum contract expectations can submit a request to their divisional dean. A GSR scale documents the department practice for GSR placement on the established salary scale. An alternative scale cannot result in lower salary point placement than the experience-based points or establish new salary points.

Such a request must come from the department chair, following broad consultation with the department's senate faculty. Proposals must include the proposed GSR scale, including GSR Trainees and Fellows; a summary of the consultation process used including results of a vote, if any; and the department's rationale for requesting an alternative scale. Divisional deans have authority to approve alternative department GSR scales.

Units that hire GSRs but are not within an academic department or division, such as research centers or central offices, should follow an equivalent procedure, with an academic administrator in the role of department chair and a principal officer in the role of dean. Principal officers that do not have academic HR staff should consult with the Academic Personnel Office.

A hiring unit's GSR scale must be approved before proceeding with GSR appointments made on an alternative scale.

### **Submitting GSR Scales**

The Division of Graduate Studies will continue to be the office of record for alternative GSR salary scales. Academic Divisions should submit the salary scales for all their departments and hiring units (e.g., centers, institutes, etc.) by August 1, 2023. Hiring units that do not have a divisional AHR office will submit their GSR salary scale to the Academic Personnel Office for review prior to submitting their GSR scale to the Graduate Division.

### **Home and Host GSR Departments**

Also effective October 1, 2023, the salary point placement of a GSR appointment will be determined by the salary scale in use by the hiring department or unit, not the department in which the student is enrolled. For example, if the Anthropology Department has an alternative scale approved by the division, but Sociology uses the default experience-based scale, then a Sociology graduate student who is hired to be an Anthropology GSR (hired by an Anthropology faculty PI) will be paid according to the alternative Anthropology scale.

### **Determining GSR Appointment Percentage and Establishing Appointment Workload**

A GSR's appointment percentage must be commensurate with the workload assigned. PIs and hiring units should establish an appointment percentage with a measurable workload effort. Because percentage must be commensurate with workload, measurable workload should equate to whole hours per week, using a 40-hour workweek standard. The best practice is to use percentages that are whole numbers (e.g., a 47.85% appointment is not a whole number), such as:

- 50% FTE (40 hours x .50) = 20 hours per week
- 40% FTE (40 x .40) = 16 hours per week
- 25% FTE (40 x .25) = 10 hours per week
- 10% FTE (40 x .10) = 4 hours per week

I appreciate your partnership as we work together to implement the new bargaining agreements. If you have any questions, please contact your divisional academic human resources representative.

Sincerely,



Lori Kletzer  
Campus Provost and Executive Vice Chancellor

Attachments:

ASE-GSR-Campus-Salary-Practice  
Implementing the Agreement on Wages

**Academic Student Employees (ASEs)**

**Reader and Tutor**

Hire at the published [salary rates](#)

<b>4/1/23</b>	\$1.50 per hour wage increase
<b>10/1/23</b>	\$1.50 per hour wage increase
<b>10/1/24</b>	\$1.00 per hour wage increase

**Teaching Assistant - effective 10/1/23**

<b>SP</b>	<b>Minimum Experience Requirements</b>
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1	No University teaching (TA) experience
2	3 quarters of teaching experience at ≥ 25%
3	6 quarters of teaching experience at ≥ 25%

**Teaching Assistant - 9 month salary**

<b>4/1/23</b>				<b>10/1/23</b>				
100% Annual	monthly	50% monthly	50% quarterly	10/1/23 Salary Points	100% Annual	monthly	50% monthly	50% quarterly
\$50,000	\$5,556	\$2,778	\$8,333	1	\$58,250	\$6,472	\$3,236	\$9,708
				2	\$59,998	\$6,666	\$3,333	\$10,000
				3	\$61,798	\$6,866	\$3,433	\$10,300

Graduate Student Instructors - effective 10/1/23	
SP	Minimum Experience Requirements
AI 1	0-2* quarters of teaching experience at ≥ 25%
AI 2	3-5 quarters of teaching experience at ≥ 25%, no ABD
AI 3	6-8 quarters of teaching experience at ≥ 25%, no ABD
AI 4	9+ quarters of teaching experience at ≥ 25%, no ABD
AI 5 or TF	6+ quarters of teaching experience at ≥ 25%, ABD
AI 6	**only applies
AI 7	

Refer to [CCI](#) policy for GSI guidelines and eligibility

\*SP 1 is by exception since CCI policy requires 3 quarters

\*\*AIs previously appointed at rate higher than their exp-based salary point will be “mapped” to the new scale. Salary point mapping is applicable to any department that previously appointed the Associate Instructor.

Step 1: Map the salary point using the AI 4/1 and 10/1 salary tables below.

Step 2: Determine the exp-based placement.

**The AI will be placed at the higher salary point.**

Example: Spring 2023 ASTR AI appointment was AI-7. Effective October 1, 2023, the ASTR AI appointment will be AI-6, even though the exp-based placement would be AI-3.

Associate Instructor (AI) - 9 month salary									
4/1/23					10/1/23				
100% Annual	monthly	50% monthly	50% quarterly	salary step	salary point	100% Annual	monthly	50% monthly	50% quarterly
\$52,386	\$5,821	\$2,910	\$8,731	1	1	\$61,030	\$6,781	\$3,391	\$10,172
\$53,404	\$5,934	\$2,967	\$8,901	2	2	\$62,861	\$6,985	\$3,492	\$10,477
\$54,617	\$6,069	\$3,034	\$9,103	3	3	\$64,747	\$7,194	\$3,597	\$10,791
\$55,808	\$6,201	\$3,100	\$9,301	4	4	\$66,689	\$7,410	\$3,705	\$11,115
\$56,953	\$6,328	\$3,164	\$9,492	5					
\$58,235	\$6,471	\$3,235	\$9,706	6	5	\$68,690	\$7,632	\$3,816	\$11,448
\$59,579	\$6,620	\$3,310	\$9,930	7	6	\$70,751	\$7,861	\$3,931	\$11,792
\$60,724	\$6,747	\$3,374	\$10,121	8					
\$62,099	\$6,900	\$3,450	\$10,350	9	7	\$72,874	\$8,097	\$4,049	\$12,146

Teaching Fellow (TF) - 9 month salary							
4/1/23				10/1/23			
100% Annual	monthly	50% monthly	50% quarterly	100% Annual	monthly	50% monthly	50% quarterly
\$59,346	\$6,594	\$3,297	\$9,891	\$69,139	\$7,682	\$3,841	\$11,523

**Graduate Student Researcher**

**Graduate Student Researcher (GSR) - effective 10/1/23**

GSRs will be placed on their appropriate experience-based salary point unless the GSR's previous appointment on the 10/1/21 scale "maps" to a salary point that is higher than their exp-based GSR placement.

- Salary point mapping is applicable to any department or unit that previously appointed the GSR.
- Effective October 1, 2023, the salary point placement of a GSR appointment will be determined by the hiring department or unit, not by the hiring practices of the department in which the student is enrolled. However, previously appointed GSRs will be hired at their corresponding salary point as required and noted above.

Salary Point	
<b>1</b>	No experience as a GSR
<b>2</b>	3 quarters (or equivalent length of service*) as a GSR at 25% FTE or higher at UCSC
<b>3</b>	6 quarters (or equivalent length of service*) as a GSR at 25% FTE or higher at UCSC
	*12 weeks at 25% is equivalent to 1 FY quarter

**GSR - 12 month salary**

10/1/21				4/1/23				2022-23 GSRs: 4/1/23 Moved from ten salary steps to six salary points. Spring 2023 GSRs were "mapped" to their corresponding salary point.
100% Annual	monthly	50% monthly	salary step	salary point	100% Annual	monthly	50% monthly	
\$44,011	\$3,668	\$1,834	1	1	\$61,080	\$5,090	\$2,545	
\$47,435	\$3,953	\$1,976	2					
\$52,604	\$4,384	\$2,192	3					
\$56,818	\$4,735	\$2,367	4					
\$60,599	\$5,050	\$2,525	5	2	\$65,814	\$5,485	\$2,742	
\$63,412	\$5,284	\$2,642	6	3	\$70,915	\$5,910	\$2,955	
\$68,492	\$5,708	\$2,854	7	4	\$76,411	\$6,368	\$3,184	
\$73,941	\$6,162	\$3,081	8	5	\$82,333	\$6,861	\$3,431	
\$79,873	\$6,656	\$3,328	9	6	\$88,714	\$7,393	\$3,696	
\$86,239	\$7,187	\$3,593	10					

10/1/23				10/1/24				10/1/24 salaries are estimates until salary scale is published
salary point	100% Annual	monthly	50% monthly	salary point	100% Annual	monthly	50% monthly	
1	\$64,990	\$5,416	\$2,708	1	\$69,129	\$5,761	\$2,880	
2	\$70,027	\$5,836	\$2,918	2	\$74,487	\$6,207	\$3,104	
3	\$75,454	\$6,288	\$3,144	3	\$80,260	\$6,688	\$3,344	
4	\$81,302	\$6,775	\$3,388	4	\$86,481	\$7,207	\$3,603	
5	\$87,603	\$7,300	\$3,650	5	\$93,184	\$7,765	\$3,883	
6	\$94,392	\$7,866	\$3,933	6	\$100,406	\$8,367	\$4,184	

## IMPLEMENTING THE AGREEMENT ON WAGES

“Maintaining the integrity of the salary scales negotiated into the collective bargaining agreement is essential to the University’s role as a steward of public funds, to maintaining the strength of graduate education at UC, and to give meaning to the salary scales and the newly created experience-based movement through the salary scales that were negotiated by both parties.” (Refer to [UCOP Implementation FAQ](#))

# IMPLEMENTING THE AGREEMENT ON WAGES

## Employment

- Student employment may exceed 50% during an academic term only by exception.\*
- The Division of Graduate Studies will continue to review requests for employment that exceeds 50%. Some questions that may be applicable to a request include:
  - Does the work/job exist at the proposed %, regardless of who holds the position?
  - Would the student be offered the job (at the requested percentage) if they did not hold concurrent employment?
  - What are the reasons that the job/work is critical to University business?

\*As a condition of their visa, most international students are not permitted to hold employment over 50%.



# IMPLEMENTING THE AGREEMENT ON WAGES

- Student financial support should not be provided as a means to augment wages.
- The campus may continue to provide graduate students with local funding awards, including one-time funding, provided that the award is not contingent on employment with the University.
- Departments may continue to provide student financial support that is completely disconnected with from work obligations.
- Faculty and staff shall consult with the Graduate Division well in advance of pursuing a student employment or funding situation when there are questions to whether or not it may be permitted.