

EMPLOYMENT OF TUTORS AND READERS – DIVISION OF HUMANITIES¹

TUTOR Title Usage (paid employment)

FROM CAPM 700.410: <http://apo.ucsc.edu/policy/capm/700.410.html>

TUTOR [TC: 2860 (GSHIP); 2861 (NON-GSHIP)]

A Tutor is registered undergraduate or graduate student who works with individual students or small groups of students to assist them in understanding course concepts, discovering solutions to problems, modeling study strategies, developing methods for independent work and preparing for upcoming exams. A Tutor shall not be given the responsibilities customarily accorded a Teaching Assistant.

HUMANITIES USAGE: A Tutor is a registered student (usually an undergraduate or MA student) who supports the instruction of an undergraduate course. A Tutor, like a Reader, may read, mark, and comment on student written work, but generally will also be available at regular times during the week for group tutorials or for one on one advising sessions during which students in the course can meet with them to discuss homework or other course material. A Tutor differs from a Teaching Assistant in that a Tutor is not responsible for any direct instruction (e.g., delivering lectures presenting new material or conducting substantive discussion sections that have learning goals in the syllabus), and is not responsible for determining any part of a student's grade other than whatever is derived by the Instructor of Record from the marks given to papers or other written work. In order to be able to properly fulfill these functions, Tutors may be required to attend every class meeting.

1. Students hired as a Tutor must not be enrolled in the class for which they are employed as Tutors.
2. Students hired as a Tutor must not receive course credit for the tutoring since we are paying them as employees. (See footnote 1)
3. Tutors must not be assigned responsibility to lead mandatory sections of a course.
4. Students hired as a Tutor will not be appointed at greater than 20 percent time per quarter.

If a Department, Program, or College in the Humanities Division wishes to employ Tutors in title code 2860 or 2861, the Chair or Provost and faculty member in charge of the course must submit a proposal for use of the Tutor title to the Division's Academic HR Office. The proposal should be clear about the expectations for the work of the tutors and be consistent with the policy laid out above. Upon approval by the Dean of use of the title, the Division's AHR Office will prepare an appointment letter that outlines the responsibilities of the Tutor, the salary rate and percent time, including how many hours/week the percent time translates to.

¹ There are legitimate pedagogical training opportunities our campus offers to undergraduates, in which course support work is performed as a learning activity. In those cases, academic credit for the pedagogical training is provided rather than compensation for the course support work. While the assigned duties may be similar, these are distinct types of arrangements: one is an employment relationship and the other is not.

REMEDIAL TUTOR Title Usage (paid employment)

REMEDIAL TUTOR [TC: 2288 (GSHIP); 2280 (NON-GSHIP) - Single or Group]

The Humanities Division uses this title primarily for Writing Program tutors. Any other usage must have the prior approval of the dean (consult with the Humanities AHR staff).

Very rarely, the Writing Program will use a non-student as a Remedial Tutor, by permission of the dean. When this takes place, title code 2510 will be utilized at the same pay rate as Remedial Tutor I, single or group.

READER Title Usage (paid employment)

READER [TC: 2850 (GSHIP), 2851 (NON-GSHIP)]

A Reader is a registered undergraduate or graduate student employed to render diverse course-related services, which will normally include the grading of student papers and examinations. A Reader shall not be given the responsibilities customarily accorded a Teaching Assistant.

CEP Policy – Guidelines for Undergraduate Readers: <http://senate.ucsc.edu/committees/cep-committee-on-educational-policy/policies-guidelines/Student%20Instructors/PolicyREADERUG1990.pdf>

READER (non-student) [TC: 2500]

Occasionally a “Professional Reader” (not a registered UC student) is employed to render diverse course-related services, which normally include the grading of student papers and examinations. A Professional Reader shall not be given the responsibilities customarily accorded a Teaching Assistant.

Consult with the Humanities AHR staff when determining the need for Reader support.