

Scandinavian Languages and Literatures

Academic Student Employee attachment C

Graduate Student Instructor Position

About Your Appointment

In order to qualify for a GSI appointment you must:

1. Have a GPA of at least 3.1
2. Have no more than 2 incomplete grades in upper or division or graduate level classes.
3. Be registered and enrolled in a minimum of 12 units if the salary, stipend, and/or fees are supplemented with department funds.
4. Beginning with students entering Berkeley in fall 2000, all students who are not native speakers of English must pass a test of proficiency in spoken English before they can hold any GSI positions. You must submit proof of passing the proficiency exam before you can be hired. (For more information please visit the GSI Teaching and Resource Center, 301 Sproul, or <http://gsi.berkeley.edu/>.)
5. All non-citizens must have a non-expired visa for the time period in which they will be teaching. You must provide a copy of this document before you can be hired.
6. There is a limit of 8 semesters of service as a GSI. By exception students may be appointed beyond the 8th semester if they have been advanced to candidacy for the PhD and have the approval of their head graduate adviser. There is an absolute maximum of 6 years of GSI appointments that cannot be exceeded, even by exception.

Class sections are to consist of no more than 20 students (17 in the case of Reading and Composition courses; 34 in the case of team taught Reading and Composition courses). A GSI is expected to devote 20 hours per week on average to the duties of the position for a 50% time appointment. Students with language course appointments (SC 1A/1B, 2A/2B, 3A/3B, 4A/4B) will combine teaching beginning level language classes with teaching two 50 minute sections of SC 100A or 100B in order to total a 50% appointment. Students who teach Reading and Composition courses (SC 5A/5B) have a 50% appointment workload without teaching additional classes.

50% GSI Salaries (as of October 2014)

GSI I, 0-4 sem. teaching experience (\$1853.80/mo. or \$9269/semester before taxes)

GSI II, 5-6 sem. teaching experience (\$1954.20/mo. or \$9771/semester before taxes)

GSI III, 7 + sem. teaching experience (\$2051.20/mo. or \$10256/semester before taxes)

Note that summer appointments will not affect your salary level. If you are a GSI I who has taught 2 years and your next appointment is a summer appointment, you will still teach as a GSI I during that summer. However, summer appointments also do not count against your maximum allowable number of semesters taught.

The Fall 2015 semester starts August 20, classes begin on August 27 and end on December 4. Reading & review week is December 7-11 and final exams run December 14-18. Spring 2016 starts January 12, classes begin January 19 and end on April 29. Reading & review week is May 2-6 and final exams run May 9-13. Your salary will be paid in monthly installments over 5 months with the first payment on September 1st for a fall appointment and February 1st for a spring appointment.

First-time GSIs must attend the Teaching Conference for new GSIs offered by the Teaching and Resource Center each semester on the Friday before classes begin. International GSIs must also attend the teaching conference for new international GSIs offered in the fall semester on the Thursday before classes begin.

First-time GSIs must successfully complete an online course on professional standards and ethics in teaching by the end of the second week of classes. To enroll in the online course, go to <http://gsi.berkeley.edu/>.

First time Reading and Composition GSIs are required to enroll in a 2 unit R&C Pedagogy course (Comparative Literature 375, or College Writing 375) prior to or concurrent with the first semester teaching the 5A/5B course. If enrollment is concurrent to the first semester teaching, you will also enroll in 3 units of Scandin 301 section 2. During subsequent semesters of R&C instruction you will enroll in Scandin 301 plus 1 unit of 300B section 2 under the supervision of the Graduate Adviser.

The first time that you teach a language course (1A/1B, 2A/2B, 3A/3B, 4A/4B) you will enroll in Scandin 300A section 1. During subsequent semesters of language instruction, enroll in 3 units of Scandin 301 section 1 and 1 unit of 300B section 1 under the supervision of Professor Karen Moller.

The duties of GSIs as established by the Graduate Division and by this department depend on the particular course assignment, but in general include the following. Please read this section carefully, because evaluation of your performance will include consideration of your fulfillment of these requirements:

1. being in residence from the beginning to end of the semester
2. conducting class sections at the scheduled times
3. hold office hours (2 hours weekly and by appointment)
4. assisting in the preparation of reading lists and background material
5. reading assignments and scoring exams
6. conducting the final exam at the time and place scheduled and announced by the Registrar

All GSIs must be present for all workdays. In case of illness, arrange a substitute yourself or through your supervisor. Absences must be cleared with the Department well in advance. The GSI, like other academic employees, will be required to be in residence from the first day of the academic year through the last day, minus holidays.

An **authorized absence** is one in which the GSI informs both the Department Chair and the supervisor of his or her class in sufficient time for satisfactory substitute arrangements to be made -- three work weeks in advance (this means that absences for early fall must be cleared before the end of instruction in the preceding Spring semester). The longer or more problematically scheduled the absence, the greater the initiative expected of the GSI in arranging for a substitute. The Chair is authorized to permit absences of up to one week, but no more. An absence is unauthorized if: it is longer than the Chair can permit, not cleared in advance, denied by the Chair, or taken without adequate substitute arrangements. GSIs will not receive salary for periods of unauthorized absence. Absences due to illness and emergency are authorized by definition, and their upper limit is set by the University, not by the Department.

All of these activities are carried out under the active direction of a regular member of the faculty to whom final responsibility for all courses, including the performance of GSIs, has been assigned. Graduate Student Instructors are not required to submit monthly timesheets in order to receive pay but you may find it useful to keep track of your weekly hours in order to pace your effort for each of the major duties of your appointment. We urge you to promptly consult with your instructor if you find yourself unable to meet the obligations of this appointment without exceeding the overall workload limits of this appointment. Your instructor will provide you with more specific guidance on the measures or approaches you can take to stay within the expected workload limits. Please refer to the UAW contract for specific information about workload limits.
http://atyourservice.ucop.edu/employees/policies/systemwide_contracts/uaw/

According to the Faculty Code of Conduct, those who have responsibility for teaching are expected to evaluate student work in a timely manner, post and keep regular office hours open to students without prior appointments, and ensure that grades directly reflect course performance. Unacceptable conduct includes, among other activities, intentional disruption of functions or activities sponsored or authorized by the University, and unauthorized use of University resources on a significant scale for personal, commercial, political, or religious purposes. The Standing Orders of the Regents state that no compensation shall be paid to those holding University appointments unless they are actively engaged in the service of the University.