



SCHOOL OF NATURAL SCIENCES  
Graduate Programs

UNIVERSITY OF CALIFORNIA, MERCED  
5200 NORTH LAKE ROAD  
MERCED, CALIFORNIA 95343  
(209) 228-4309 FAX: (209) 228-4060

Date: October 30, 2015  
To: Readers  
From: Director of Graduate Student Programs  
Subject: Reader Supplemental Memo

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### **Introduction**

The title Reader is given to a student employed for the ability to render diverse services as a course assistant which will normally include the grading of student papers and examinations. A Reader will not be given the responsibilities customarily accorded a Teaching Assistant. The School of Natural Sciences reserves the right to change or reduce any appointment.

### **Employment Eligibility**

Readers will usually be graduate students; but qualified undergraduate students may be so employed, especially when graduate students are not available. Professional readers, not enrolled as students, may be employed to meet special needs, but only on an hourly basis.

Readers should have maintained at least a 3.0 grade-point average in their previous academic work, and should have taken and received at least a "B" grade in the course or equivalent in which they are serving.

Reader must be a UC Merced student in good standing, and must meet all of the following basic requirements:

**Enrollment:** Must be a UC Merced student enrolled in at least 12 units during the semester of the appointment. Graduate students do not need to be registered in courses during summer session; however, they must be an active UC Merced graduate student.

**Academic Standing:** All students must be in good academic standing as defined in the Graduate Advisor's Handbook.

**Appointment:** During any academic year, a student may not be appointed in any capacity by the University of California beyond a maximum of 49.9% time.

**Application:** Any student seeking employment as a Reader must submit an application for a position through the UC Merced employment web site, <https://aprecruit.ucmerced.edu/>.

## **Conditions of Employment**

Service as a Reader is not credited toward sabbatical leave. Prior service in a rank which carries credit toward sabbatical leave is considered to have been interrupted by appointment as a Reader, and any accumulated credit of time thereby nullified.

Readers, whether on hourly or annual appointment, will not be eligible for reimbursement of travel or removal expenses.

Readers enrolled as students are excluded from the Retirement System. Others are included in the University of California Retirement System if they average half-time service or more in any continuous twelve-month period.

The appointment of a Reader who is a registered student may not exceed half-time, nor may such appointment in combination with other employment in the University exceed half-time. Exception to this rule may be made by special approval of the individual case by the Chancellor, upon recommendation of the department chairperson and the Dean of the school or college.

All Reader appointments are made in accordance with the University of California's Academic Personnel Manual (APM) 420, UAW labor agreement and the UC Merced Graduate Advisors Handbook.

As an Academic Student Employee, the terms and conditions of your appointment are described in the Agreement between the University of California and the International Union, United Automobile, Aerospace and Agricultural Implement Workers of America (UAW), AFL-CIO and its Local Union 2865. You can find the complete text of the Agreement at:  
<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/contract.html>.

## **Supervision of Readers**

Readers are supervised on a daily basis by the primary course instructor.

## **Salary**

Readers will be paid on the basis of either an hourly rate or an annual stipend. The annual stipend will be an academic-year half-time rate, and will be paid in ten equal monthly installments. Two levels will be established for both rates; the first level will be used for undergraduate students appointed as Readers, the second level for graduate students.

## **Responsibilities**

Generally includes the grading of homework, papers, laboratory reports, or examinations and the holding of office hours to respond to students' questions about such assignments. A Reader will not be given the responsibilities customarily assigned to Teaching Assistants.