

# Academic Appointments of Graduate Students

(Delegation of Authority SCDA-STG0001)

## I. Delegation Summary

**Delegated To:** Graduate Dean

**Scope of Delegation:** Authority to approve appointments to the title of teaching assistant or teaching fellow involving those exceptions stated in Academic Personnel Manual, sections 410-12 and 410-17.

**Delegated By:** Chancellor

**Issuing Date:** January 11, 1999

## II. Detailed Delegation

### A. Detailed Delegation Statement

Deans and their staffs are responsible for insuring that each graduate student appointee meets the criteria established for the appointment and for verifying that the appointment is in conformance with rules set by the University as defined in the Academic Personnel Manual (APM) sections 400, 410, and 420.

This redelegation concerns the authority to make appointments, reappointments, and changes in percent time proposed for graduate students. Effective immediately, the Graduate Dean is delegated authority to approve appointments to the title of teaching assistant or teaching fellow involving those exceptions stated in APM 410-12 (exceptions to the criteria for appointments in APM 410-10-a and -b) and in APM 410-17 (exceptions to the term of appointments).

## B. Restrictions/Exceptions

Exercise of this authority is subject to the conditions and instructions outlined in Academic Personnel Manual and the Santa Cruz Campus Academic Policies and Procedures Manual.

## C. Authority to redelegate

This authority may not be redelegated.

## D. Definitions

**Teaching Assistant:** a teaching assistant is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as a teacher, and serving an apprenticeship under the active tutelage and supervision of a regular faculty member (see APM 410-4-a).

**Teaching Fellow:** a teaching fellow is a registered graduate student in full-time residence who has advanced to candidacy for the doctorate, or otherwise has achieved appropriate professional maturity, and who has been chosen because of competence to conduct the entire instruction of a group of students in a lower division course under the general supervision of a regular faculty member (see APM 410-4-b).

## III. “Supersedes” Notification

This delegation of authority supersedes all previous UCSC delegations on this subject.

## IV. Getting Help

The Graduate Dean can respond to questions about this delegation of authority.

If you need help with ...	Contact ...
... the criteria for graduate student appointments (APM 410-10).	Office of the Graduate Dean, x9-2510
... the process for requesting an exception to the term of appointment for graduate students.	Office of the Graduate Dean, x9-2510

## V. Authority/References

### *References*

*Academic Personnel Manual, Sections 400, 410, and 420.*

*Santa Cruz Campus Academic Policies and Procedures Manual, Section 700.400.*

## VI. Copies

*The following individuals/offices were provided copies of this delegation*

Special Assistant--Coordination and Review  
Graduate Dean  
Academic Personnel