

	TA	Reader	UGIA
<b>Appointment Start/End Dates</b>	First Day of Quarter - 11:59pm Tuesday after Final Exams	First Day of Quarter - 11:59pm Tuesday after Final Exams	First Day of Quarter - 11:59pm Tuesday after Final Exams
<b>Responsibilities (Preparation/Course Management/Grading)</b>	Attend Teaching Team Meetings	Attend Teaching Team Meetings	Attend Teaching Team Meetings
	Assist with Setup of CANVAS	X	X
	Assist with Course Preparation (research articles for use in course, preparation of exam questions, lecture presentations, and photocopying course material)	X	Assist with Course Preparation (research articles for use in course, preparation of exam questions, lecture presentations, and photocopying course material)
	Assist with development of assignments and/or exams (as needed, determined by the instructor)	X	X
	Maintain/submit student course records (grades)	Maintain/submit student course records (grades)	Maintain/submit student course records (grades)
<b>Responsibilities (Instruction)</b>	Attend lectures, help with room setup, and take attendance	Attend Lectures (as needed if requested by instructor if Reader is not familiar with topic and needs to acquire knowledge related to course content; not to assist with lecture/instruction)	Attend lectures, help with room setup, and take attendance
	Present Lectures (as assigned, determined by instructor)	X	X
	Lead labs and/or discussion sections (instructor attendance not required)	X	Assist with labs and/or discussion sections
	Hold individual or group tutoring sessions (as needed, determined by instructor)	X	X
	Hold review sessions (as needed, determined by instructor)	Hold review sessions (as needed, determined by instructor)	Hold review sessions (as needed, determined by instructor)
<b>Responsibilities (Office Hours/Assignments/Exams)</b>	Hold Weekly Office Hours	Hold Office Hours periodically to discuss graded material (as needed, determined by the instructor)	Hold Weekly Office Hours
	Read and evaluate papers/homework assignments/exams, including qualitative assignments (rubric recommended)	Read and evaluate papers/homework assignments/exams, including qualitative assignments (rubric recommended)	Read and evaluate papers/homework assignments/exams, including qualitative assignments (rubric recommended)
	Proctor examinations and scribing	Proctor examinations and scribing	Proctor examinations and scribing
<b>Time Reporting</b>	Required to Submit Absences, Paid Monthly	Required to Submit Hours Worked, Paid Biweekly	Receive 4 Units of Academic Credit (195)
<b>Supervision</b>	Instructor of Course (Overseen by Program Director)	Instructor of Course (Overseen by Program Director)	Instructor of Course (Overseen by Program Director)
<b>Pay</b>	25%: \$1,888.89/mo (up to 10 hours a week/up to 110 total hours)	25%: \$20.40/hr (up to 10 hours a week/up to 110 total hours)	25%: 4 Units (up to 10 hours a week/up to 110 total hours)
	50%: \$3,777.78/mo (up to 20 hours a week/up to 220 total hours)	50%: \$20.40/hr (up to 20 hours a week/up to 220 total hours)	N/A
<b>Partial Fee Remission (\$5,032.25/quarter)</b>	Qualified if at least 25% (submitted 110 hours worked by end of quarter)	Qualified if at least 25% (submitted 110 hours worked by end of quarter)	N/A
<b>Health Insurance</b>	Qualified if at least 25% (submitted 110 hours worked by end of quarter)	Qualified if at least 25% (submitted 110 hours worked by end of quarter)	N/A
<b>Difference between 25%-50% appointments</b>	25%: 10 hours/week (must be enrolled in a min. of 6 units)	25%: 10 hours/week (must be enrolled in a min. of 6 units)	25% : 10 hours/week (must be enrolled in a min. of 12 units)
	50%: 20 hours / week (must be enrolled in a min. of 12 units)	50%: 20 hours / week (must be enrolled in a min. of 12 units)	N/A