

Reader Policy

Rev 11/07

Department of History

These policies are provided to reader applicants and faculty teaching upper division courses. Please keep this page.

The Department of History normally employs a reader when an upper division course without a GSI has an enrollment of 30 or more. However, only if 35 or more are enrolled will the reader qualify for a 25% appointment and the accompanying partial fee remissions. Priority is given to currently registered History Grad Students.

To apply for a readership position, visit the History dept URL: <http://history.berkeley.edu> for the application. Announcements will be made as appointments are filled. As soon as you receive notification of appointment, contact Hilja New in 3226 Dwinelle to complete hiring paperwork and receive your appointment memo: 643-4441, hnew@berkeley.edu. Bring your ID, a copy of your current transcript, and copy of fellowship letter, if any.

For courses with enrollments bordering at 30-35, reader assignments may not be determined until the end of the first week of classes. (Summer readerships are seldom finalized before the first day of class). Faculty have been informed that potential readers are not required to attend lectures until they have been appointed. Since appointments are often made after fees are due, students are reminded of their responsibility to meet their fee and tuition payment deadlines.

Qualifications for Graduate Students Readers:

- Must be currently registered and enrolled in 12 units (8 units if advanced to candidacy).
- Must have a minimum 3.0 gpa, and no more than two incompletes.

Required reader duties:

- Attend all lectures
- Read and grade papers/exams.
- Hold office hours to confer with students on their work.
- Up to 3 hours administrative duties as requested by instructor (total admin hrs + office hrs = 20 hrs).

Hours for the semester: total hours are determined by the number of students you'll be grading for, i.e., if you are grading for 35 students you will be paid to work 170 hours (\$2040) for the semester. 170 hrs consists of 3 hours grading per student (3x35=105) plus 45 hours lecture attendance plus 20 hours consultation with students (or combo consult/administrative not to exceed 3 hrs admin, and not to exceed 20 hrs combined)).

- If, for example, you're grading for 40 students you'll be paid 185 hours: (3 x 4=120) + 45 + 20.
- Headcounts for the # of students you'll grade for will be taken at end of the first week of classes.

Wages, payroll and timesheets:

- All readers are paid at step 2. On 10/1/07 the wage increased to \$12.00 per hour.
- Readers are hourly employees, and are paid on the 8th of each month. You'll receive 4 paychecks per semester.
- Paydays for Fall are Oct 8, Nov 8, Dec 8, and Jan 8, & for Spring are Mar 8, Apr 8, May 8, June 8 (if 8th falls on a weekend or holiday, pay is issued the Friday before). Paydays are posted outside 3226 Dwinelle.
- Readers must sign and submit four monthly timesheets. Timesheets will be distributed ~2 weeks after classes begin.

Other requirements:

- First-time Academic Student Employees (ASEs) are required to attend a campus orientation session.
- SAO Mabel Lee will e-mail orientation announcements to History Grad students. Dates will be posted at 3226 Dwinelle.
- Students may not work over 50% during the semester without *prior* approval from Graduate Division.
- Notify Hilja New if you have a concurrent appt on campus or if you are on a fellowship with a max % of work allowed.
- Students on the Dean's Normative Time fellowship (DNTE) are prohibited from working.
- Students here on a visa are prohibited from working over 50% during semesters.
- If receiving Financial Aid, check with the FA office for information on how employment may affect your loan award.

Collective Bargaining:

- All readers are covered by the UAW Academic Student Employee Unit.
- All readers will receive an appointment memo upon hire.

"Readers primarily perform duties related to the grading of papers and examinations. They are not permitted to perform teaching duties assigned to the GSI series" from the Graduate Division URL, <http://www.grad.berkeley.edu>

Additional readership info is available at the Graduate Division URL. Visit the Current Students/Teaching & Research Opportunities section to find: [What You Need to Know about Being a GSI, GSR, Reader or Tutor](#)