

Graduate Division Non-Student Tutor/Reader Exception Request Form

Employee Information

Name (Last, First): _____ NST Serving in the Role of: _____

Proposed Employment

Period of Employment			Appointment Information				
Quarter	Start Date	End Date	Hiring Department	Title Code	Percent Time	Pay Rate (Monthly or Annual)	Class or Course

Employment Policy

The hiring department(s)/program(s) and/or funding department(s)/program(s) should review the [Graduate Student Employment Policy & Procedures](#) guide for details on employment eligibility. Requests for exception are reviewed on a case-by-case bases. Contact grademployment@ucsd.edu with questions or comments.

Department Certifications

- Biography form, dated within the last three years, is on file for the candidate (if not on file, please attach)

Describe the type of search made to hire a current student. This description should include, but is not limited to: 1) the departments contacted; 2) the IA System campaign name or link

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Department Justification

Please describe the department's need/justification for this request. This description should include, but is not limited to: 1) the reason for the hire; 2) the unique circumstances of the case

Non-Student Tutor/Reader Qualifications

Please describe the qualifications of this specific person, include any relevant prior teaching experience. Please attach recent teaching evaluation, if available (if no evaluations are available, please indicate)

Department Approvals:

Funding Department	Name/Title	Signature	Date
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Hiring Department	Name/Title	Signature	Date
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Approved

Not Approved

James Antony, Dean of Graduate Division

Date