Greetings!

Effective 07/01/2019 Graduate Division has made updates to the following employment exception letter guidelines:

- Employment Exceptions (general, including Over-50%)
- Non-Student Tutors and Readers

Please see the updated guidelines below. The new guidelines also include template letters for download and, for non-students, a new biography form that can be downloaded in Chapter 16 and on the Employment Forms page. For full details, please see the Graduate Division Policy and Procedures manual that is available on our Collab space, Graduate Division Confluence for Campus Partners.

Employment Exception Request Routing:

- Over-50% Employment Exception Requests: Guillermina Santana, grademployment@ucsd.edu
- Non-Student Tutor and Reader Exception Requests: Suzanne Young, smy017@ucsd.edu
- All other employment exception requests: Courtney Aguila, claguila@ucsd.edu

Graduate Division Policy and Procedures Links:
Chapter 4: Exceptions to Policy
Chapter 16: Non-Student Tutors and Readers
Employment Forms

REVISED EXCEPTION LETTER GUIDELINES

Employment Exception Letter Guidelines

1. Addressed to Dean of Graduate Division
2. Student name, proposed title, title code, percentage of effort, relevant class or course, quarter or date range, and pay rate. **A change in title code, percentage of effort, class or course, or dates will require a new approval.**
   a. The request should indicate all current and proposed title codes and percentages the student will hold during the quarter.
3. Reason for hire and/or justification for this specific person
   a. The department should show that the student is truly outstanding – for example, for those proposed appointments over 50%, that include a Teaching Assistant or Associate appointment of any kind, the department should include student teaching evaluations and/or CAPE reports demonstrating that the student has received consistently positive student evaluations.
   b. Where the student teaching evaluations or CAPES scores have scores of less than 75% in the last 2 academic years, departments should provide additional information in the letter addressing the low scores. For example, the department could describe the concrete approaches they will use to improve the student’s teaching performance.
   c. There must be a current departmental spring evaluation on file with the Graduate Division indicating that the student is making excellent progress. If the spring evaluation indicates any deficiencies, these should be addressed by the student’s academic department/group in the exception letter.
4. Department or program self-certifications:
a. The request must state that the student is a U.S. citizen or permanent resident
b. The student must be in good academic standing (must have a minimum 3.0 GPA)
c. The additional appointment will not detract from the student making good academic progress
d. That the additional position is not taking away support from another student without full support

5. The letter must be signed by the student’s academic Department Chair or Program Director, and all funding sources, and be approved by the student’s academic advisor.

**Non-Student Tutors and Readers Exception Letter Guidelines**

1. Addressed to Dean of Graduate Division
2. Student name, proposed title, title code, percentage of effort, class or course, quarter or date range, and pay rate. **A change in title code, percentage of effort, class or course, or dates will require a new approval.**
3. Reason for hire, justification for this specific person, prior teaching experience. Please address and attach recent teaching evaluations, if available (if no evaluations are available, please indicate).
4. Department or program self-certifications:
   a. Describe the type of search made to find a student
   b. List the departments contacted or IA System campaign name
   c. Indicate that a biography form, dated within the last three years, is on file for the proposed candidate
5. Letter should be signed by the department chair or program director. If there are multiple funding departments or programs included in the appointment, the chair or director from each program should sign.
6. A biography form for the non-student must be completed and submitted with the exception letter; you may use the form provided in this section.
   a. Biography forms will be valid for three (3) calendar years. A new biography form must be submitted after three years.

Please let us know if you have any questions! Thank you!

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**Upcoming Out of Office:** July 5