1. Introduction

Welcome! If you are new to hiring graduate students, please be sure to enroll in the mandatory PPS Update - Graduate Division Procedures and Activities class through the UC Learning Center at http://blink.ucsd.edu/. In addition, you may also want to subscribe to the following listservs (see contact emails on page 1-2):

Grademp: for staff handling graduate student employment. Contact Becky Burrola
Gradsup: for staff handling graduate student support (including fellowships). Contact Courtney Aguila
Visitinggradstaff: for staff handling non-UC Visiting Graduate Students. Contact Leo Alvarado

This document contains the policy and procedures for the following:

- Graduate students employed on student academic titles
- Graduate Division policy for hiring graduate students on student staff titles
- Medical student and Pharm D employment
- Non-students appointed as Tutors and Readers
- Non-UC Visiting Graduate Students

DELEGATION OF AUTHORITY

Graduate Division is the final approval authority for a graduate student employed on a student academic title or student staff title with the following conditions:

1. The appropriate Divisional Dean is the appointing authority for a graduate student appointed as an Associate In (Teaching-a-Course). The Dean of the Graduate Division must review and approve the file prior to the appointment.

2. Student Employment Office (SEO), a division of the Career Services Center, must pre-approve the employment of a graduate student on a student staff title (a casual-restricted employee). Use of these titles is under the jurisdiction of Career Services, requires the approval of the graduate department, and is subject to the final approval of the Dean.

3. The employment of graduate students as UCSD career employees is handled as follows:
   a. For current UCSD career staff employees who become graduate students, the appropriate authority is Central Human Resources and the Graduate Division.
   b. All other graduate students are under the jurisdiction of the Graduate Division, which does not allow employment into a UCSD staff position (career, limited or temporary).

The Graduate Division will review all payroll actions and contact the funding source to make necessary corrections if needed. In addition, The Graduate Division has the authority to terminate any action not in compliance with stated graduate student policy and procedure.
GRADUATE DIVISION STUDENT FINANCIAL SUPPORT UNIT

The following is a list of staff members in the Graduate Division Financial Support Unit. If you have questions about a particular area, please contact the appropriate person.

Graduate Division FAX Number: (858) 534-4304

Kathryn Murphy, Director, ext. 43724, kjmurphy@ucsd.edu

Merit-based financial support and academic appointment policies and procedures including:
- Pre- and post-award administration
- Long-term financial support planning and analysis
- Financial support advising
- Need-based financial aid liaison
- Satisfactory academic progress appeals

GRADUATE STUDENT EMPLOYMENT

Becky Burrola, ext. 43727, rburrola@ucsd.edu

- Oversees the appointment/employment for graduate students (A-L)
- Reviews Non-student Tutor/Reader exception letters and employment
- Reviews Academic Year Associate-In (Teaching a Course) appointments
- GSRTF Payments - GSR Tuition and Fee Remission
- General tax information for graduate students
- Job Opportunities booklet

Courtney Aguila, ext. 46562, claguila@ucsd.edu

- Oversees the appointment/employment for graduate students (M-Z)
- Oversees the Defined Contribution Plan exemption process for graduate students
- Reviews exception letters for over 50% employment
- Reviews Summer Associate-In (Teaching a Course) appointments
- TAHI/TAFE Payments - TA health insurance payments/TA partial fee remission
- TA Fee Deferment and TA Loan Programs

Leo Alvarado, ext. 25332, l4alvarado@ucsd.edu

- Visiting Graduates – Policy Questions and Appointment Forms
- Foreign and outside agency (third-party) billing

Visiting Graduate appointments: vgcoordinator@ucsd.edu
Sponsored billing: grad3rdparty@ucsd.edu
Tanya Reese, ext. 40720, treese@ucsd.edu
Departments
Audiology
Biological Sciences
Biomedical Sciences
Chemistry/Biochemistry
Clinical Psychology (SDSU Joint Doctoral)
Computational Science, Mathematics, & Engineering
Mathematics
Mathematics & Science Education (SDSU Joint Doc)
Neurosciences
Physics
Political Science
Public Health/Epidemiology (SDSU Joint Doctoral)
Scripps Institution of Oceanography

Post-Award Administration
Interdisciplinary Collaboratories
President's Dissertation Year Fellowship
San Diego Fellowship – Competitive (Backup)
San Diego Fellowship – Matching (Backup)
NSF Graduate Research Fellowship Program (Backup)
Cota-Robles Fellowship – Competitive (Backup)

Ha Truong, ext. 46464, hatruong@ucsd.edu
Departments
Bioengineering
Bioinformatics
Chemical Engineering
Computer Science & Engineering
Economics
Electrical & Computer Engineering
International Relations and Pacific Studies
Master of Advanced Studies
Materials Science
Mechanical & Aerospace Engineering
NanoEngineering
Rady School of Management (RSM)
Structural Engineering

Post-Award Administration
Alliance for Graduate Education (AGEP)
Cota-Robles Fellowship - Competitive
Dean of Social Sciences Fellowship
Howard Hughes Medical Institute
Humanities Fellowship
NSF Graduate Research Fellowship Program
San Diego Fellowship - Matching
San Diego Fellowship - Competitive
Special Fee Scholarships (Stacey, Davis, Noyes)

Suzanne Young, ext. 22596, smy017@ucsd.edu
Departments
Anthropology
Cognitive Science
Communications
Education Studies
Ethnic Studies
History
Lang. & Comm. Disorders (LCD)
Latin American Studies
Linguistics
Literature - MFA & PhD
Music
Philosophy
Psychology
Science Studies
Sociology
Theatre & Dance
Visual Arts - MFA & PhD

Post-Award Administration
Leave of Absence/Withdrawals
Off-Campus Study (In-Absentia) Waiver (OOSW)