1. Introduction

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

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) Employment Services (ES), 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 - FAX number 44304

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.

Kathryn Murphy, Director, x43724, 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 and TA or GSR Fee Payments

Becky Burrola, x43727, rburrola@ucsd.edu

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

Shelley Weisel, x46562, sweisel@ucsd.edu

*  Oversees the appointment/employment for graduate students (M-Z)
*  Oversees the Defined Contribution Plan exemption process for graduate students
*  Reviews employment exception letters for over 50% time
*  TAHI/TAFE Payments - TA health insurance payments/TA partial fee remission
*  TARA – TA Fee Deferments
*  TALO – TA Loans (available Fall Quarter only)
Block Grant and Graduate Fellowship (Merit-Based Financial Support)
Tanya Reese, x40720, 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

Ha Truong, x46464, 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

Irene Choi, x22596, i3choi@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
- Interdisciplinary Collaboratories
- President’s Dissertation Year Fellowship
- San Diego/Cota-Robles Fellowship – Competitive
- San Diego Fellowship – Matching (Backup)
- NSF Graduate Research Fellowship Program (Backup)

Miscellaneous
- Visiting Graduate Students (Policy)

Post-Award Administration:
- Alliance for Graduate Education (AGEP)
- Cota-Robles Fellowship - Competitive
- Dean of Social Sciences Fellowship
- Howard Hughes Medical Institute
- Humanities Fellowship
- National Science Foundation (NSF)
- San Diego Fellowship - Matching
- San Diego Fellowship - Competitive
- Special Fee Scholarships (Stacey, Davis, Noyes)
- Third-Party Billing (includes UC MEXUS/CONACYT)

Miscellaneous
- Visiting Graduate Students (Appointment forms)

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