

READER POLICY AND GUIDELINES

Readers Hours Allocation

The calculation of potential Reader hours is 1 hour of Reader work for every student enrolled over the 40 student threshold (at the 3rd week of the quarter). For example, if 60 students are enrolled at the 3rd week, the instructor may request 20 Reader hours for the quarter, (60 actual enrollment - 40 enrollment threshold = 20 hours). All requests for Reader hours must be submitted in writing to the Department Chair for approval. Written requests must include the number of Reader hours needed, the number of course papers/writing assignments, the due dates of the papers/writing assignments, and any other details to support the request for Reader assistance.

Rules for Hiring Readers

- Only currently enrolled UCLA undergraduate and graduate students may be employed as Readers and must have earned at least a "B" grade in the course for which they are reading. Additionally, the proposed Reader must have an overall GPA of 3.0 or higher and be enrolled in a minimum of 12 units at the time of the Reader appointment.
- A Reader's primary duty is assistance in reading and grading of students' papers and exams under the guidance and supervision of the faculty "Instructor of Record" who are vested with the sole and final responsibility for grading policies and procedures in the assigned course.
- Readers are NOT to be used as teaching assistants or graduate student researchers.
- Readers must NOT be used as instructors of quiz-sections or discussion-sections, or in any way be involved in the "teaching process" beyond the reading, annotating, and discussion of quizzes, examinations, and papers.
- Readers are NOT to create or develop course examinations, nor are they to assign course grades. Readers are expected to respect the confidential nature of the student records to which, during the period of their employment, they have access.
- Readers are expected to disqualify themselves from reading the work of personal acquaintances, and under no conditions will an undergraduate Reader be permitted to read the work of graduate students.
- Readers are appointed on an hourly basis under the guidance and supervision of faculty members. Faculty supervisors should keep track of the Reader's hours via biweekly paper timesheets as to not exceed the total amount of approved Reader hours provided by the department.
- Because the department's reader monies are extremely limited do not allow your Reader to work in excess of the amount of hours approved for the course without prior approval from the department chair.
- If a faculty member requires assistance in selecting an appropriate student as Reader, we suggest contacting a faculty member whom has previously taught the course for student recommendations. Additionally, Ellie Hernandez (SAO) is an excellent resource of potential Readers and can reach out to students via the student listserv. Reader positions will also be posted on the campus website as required by the SAGE contract.
- Once a potential Reader has been identified the faculty member is responsible for completing a student hiring form and contacting Brenda Trujillo for further instructions. DO NOT allow a proposed Reader to work until they have been officially vetted and hired by the Chicana/o Studies administrative office. ONLY the Chicana/o Studies Administrative Office can officially offer a Reader appointment to a student.

General Guidelines

- Since Readers are usually not qualified to read highly specialized term papers, they should ideally be asked to read only quizzes and examinations, or papers of a general nature written on a limited number of assigned topics.
- In addition to reading highly specialized term papers, faculty are expected to read at least a portion of all examinations, normally at least one question on an exam through an entire set of exams or quizzes.
- The intention to utilize a Reader in a given course, along with the identity of that Reader, should be announced to the class early in the quarter.
- Readers are expected to make frequent, constructive, impersonal comments on all papers, examinations, and quizzes which are to be returned to students.

- Following the return of quizzes and examination papers, Readers will normally hold office hours for students who wish additional comments on their performance.

READER PAY SCALES (As of 10/01/2019)	
Reader - Undergraduate (2850) \$15.92	Reader - Graduate (2850) \$16.75

*I have reviewed the Chicana/o Studies Department Reader Policy and will adhere to all rules, regulations, and practices as stated in this document.

course number, quarter, number of students enrolled

number of Reader hours approved by the Dept Chair

Professor (print name)

Professor (signature)

Date

Student/Reader (print name)

UID

Student/Reader (signature)

Date