



Reader/Grader Responsibilities for 2013/2014

Requirements

Maintenance of a minimum 3.0 Grade Point Average (GPA)

Job Description

Definition: An academically qualified and registered graduate student (or a qualified undergraduate student when graduate students are not available) employed as a course assistant.

Responsibilities generally include the grading of homework, papers, laboratory reports, or examinations and the holding of office hours to respond to students' questions about such assignments. A Reader will not be given the responsibilities customarily assigned to Teaching Assistants.

Salary

- The position's payroll title is Reader. A full time (0.5 FTE) Reader receives \$989.26/month for the 9 month academic year. A 0.5 FTE assumes a maximum 20 hour/week average workload.
- A half time (0.25 FTE) assignment is also available, with salary based on the 0.5 FTE noted above.

Your responsibilities as a grader depend on clear communication between you, the instructor, and possibly the Head TA assigned to your course. Below are guidelines to help you accomplish this.

Assignments

The Graduate Student Affairs Officer, My Banh (mbanh@uci.edu) will inform you of your assignment as a grader. Eileen Powell (epowell@uci.edu) will authorize you to access rosters at <http://webster.reg.uci.edu/cgi/WebRoster>.

Contact Information

Introduce yourself to the course instructor, and the Head TA (if there is one). Provide these people with your e-mail address and home phone number.

Grading Schedule

Ask the instructor to provide you with a course syllabus. This will give you an overview of the course schedule and indicate the weeks you will need to be grading quizzes or homework, midterms, or final exams. The instructor may or may not elect to have you assist the TAs in the grading of midterms or final exams. Confirm with the instructor in advance when your grading will be performed during the

entire quarter. This will prevent any possible misunderstandings about your responsibilities and their deadlines. Be prepared to perform your Grader duties during Finals Week (Week 11) and possibly the following week.

Grading

Establish with the instructor a specific grading criteria and scoring scheme for all quizzes, homework, and exams. The course instructor should direct you as to the procedures for recording scores into an electronic database. When available, use grading keys provided by the instructor to assure objective and uniform grading. Discuss any questions about the grading criteria with the instructor before you begin grading. Use red ink while grading, indicating exactly where any deductions have occurred. Any correction to student scores should be initialed and dated by you. Keep a duplicate record of all scores.

Proctoring

Confirm with your course instructor whether you will be expected to proctor the midterm and final exams. Inform your instructor and My Banh as early as possible if the proctoring conflicts with the scheduled examinations for your own course work. Given your workload and the broader demand for proctoring for Physics 3 and Physics 7 courses, you may also be assigned proctoring duties for courses *other than* those included in your Grader assignment. My will inform you of any such assignments.

Other Responsibilities

Your instructor may ask you to help create quizzes and tutorial problems, proofread quizzes and tutorial problems, photocopy quiz and tutorial assignment problems, and maintain Gradebook (typically online at EEE).

Pick -Up and Delivery of Materials

Lockable drop boxes outside of FRH 4129 are to be used as an easily accessible and secure storage site. Keys for these boxes are available through the main office in FRH 4129. Normally, the TAs will deliver collected quizzes or homework to these boxes for pick-up by the graders, and the graders will return the scored materials here as well. The TAs will then collect the scored materials and return them to students in discussion section.

Unacceptable Conduct of Graders

The Department of Physics and Astronomy holds its Graders to the same standards of instructional conduct as those defined for faculty in [Academic Personnel Manual APM-015, Faculty Code of Conduct](#). Types of misconduct may include, but are not limited to, the following:

1. Failure to meet the responsibilities of instruction, including: (d) evaluation of student work by criteria not directly reflective of course performance; (e) undue and unexcused delay in evaluating student work.
2. Discrimination, including harassment, against a student on political grounds, or for reasons of race, religion, sex, sexual orientation, ethnic origin, national origin, ancestry, marital status, medical condition, status as a covered veteran, or, within the limits imposed by law or University regulations, because of age or citizenship or for other arbitrary or personal reasons.
3. Violation of the University policy, including the pertinent guidelines, applying to nondiscrimination against students on the basis of disability.

Misconduct of Graders will be cited by a Letter of Warning in which the misconduct is specified and its immediate correction required. Any subsequent misconduct will result in a Letter of Disciplinary Action. Such action may include an unsatisfactory grade in Physics 399 (University Teaching), termination of the current Grader appointment, and/or disqualification from future employment as a Grader.

Grader-Student Conflicts of Interest

Consensual relationships between Graders and their students are inappropriate. The following excerpt from the [Academic Personnel Manual APM-015, Faculty Code of Conduct](#) applies to the relationship between Graders and their students, as well as to faculty-student relationship:

The integrity of the faculty-student relationship is the foundation of the University's educational mission. This relationship vests considerable trust in the faculty member, who, in turn, bears authority and accountability as mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion. The pedagogical relationship between faculty member and student must be protected from influences or activities that can interfere with learning consistent with the goals and ideals of the University. Whenever a faculty member is responsible for academic supervision of a student, a personal relationship between them of a romantic or sexual nature, even if consensual, is inappropriate. Any such relationship jeopardizes the integrity of the educational process.

Definition of consensual relationship and policies concerning its treatment can be found at www.policies.uci.edu/adm/pols/700-16.html. Graders should advise any student with whom they have a consensual relationship to enroll in a discussion section other than that evaluated by that Grader. Should a consensual relationship develop during the quarter, the Grader should immediately inform the course instructor of the circumstance, and the course instructor should arrange for an alternate grader on the student's behalf.