

## Getting hired as a GSI or Reader in the Department of Mechanical Engineering

**Step 1: Inquire about positions** Courses that may be assigned GSI and Reader positions are listed in the second page of the application forms [http://www.me.berkeley.edu/students/mejobs\\_old.html](http://www.me.berkeley.edu/students/mejobs_old.html)

**Step 2: Are you qualified?** Before applying for a GSI or Reader position, you need to ensure that you have met all the University requirements.

**Qualifications for GSIs** - GSIs are chosen for excellent scholarship and for promise to serve as teachers under the supervision of a regular faculty member.

- Must be enrolled in at least 15 units by the end of the third week of the semester.
- Minimum allowable GPA: 3.1.
- Not on Academic Probation.
- No more than 2 Incomplete grades in upper division or graduate courses.
- Students may not serve as GSIs for courses in which they are enrolled,
- Only graduate students who are advanced to candidacy may evaluate the work of or offer formal instruction to other graduate students.
- New graduate students who do not speak English as a native language and do not hold a Bachelor's degree from an institution in the United States must demonstrate oral English proficiency to be appointed as a GSI. In those countries where the TOEFL Internet-based Test (TOEFL iBT, also referred to as the "Next Generation TOEFL") has been introduced, English language proficiency is determined by the speaking section score of the TOEFL iBT. In those countries where the new TOEFL iBT has not yet been introduced, students can demonstrate their proficiency by taking and passing the Test of Spoken English (TSE) before enrolling in Berkeley or the SPEAK test offered on the Berkeley campus. Please schedule your speak test by e-mail (Language Proficiency Program: <http://gsi.berkeley.edu/lpp/index.html> or call (510) 643-1007.

**Note:** You can request exemptions for some of these requirements. To do so you need to complete a [Request for Exception Form](#) . Students cannot hold both a GSI and a Reader appointment for the same course.

**Qualifications for Readers** - Readers primarily perform duties related to the grading of homework, papers, and examinations.

- Must have taken and received at least a B grade in the course or another course equivalent to the one in which they are serving.
- Registered students: 3.0 GPA or higher, no more than 2 Incompletes in upper division or graduate courses, not on Academic Probation.

- Non-registered students: 3.0 GPA or higher in your previous academic work.
- A student may not hold concurrent appointments as a GSI and Reader for the same course, nor may a student serve as a Reader in a course in which he or she is enrolled.
- Readers must be advanced to doctoral candidacy to be appointed to a graduate course.

**Note:** You can request exemptions for some of these requirements. To do so you need to complete a [Request for Exception Form](#) . Students cannot hold both a GSI and a Reader appointment for the same course.

For more information about qualifications, see “ What you need to Know About Being a GSI, GSR, Reader, or Tutor ” or other information about teaching at the Graduate Division website

[http://www.grad.berkeley.edu/policies/appointments\\_office.shtml](http://www.grad.berkeley.edu/policies/appointments_office.shtml)

### **Step 3: Application Process**

All students interested, must complete an application to be considered for the available positions. The forms are listed on:

[http://www.me.berkeley.edu/students/mejobs\\_old.html](http://www.me.berkeley.edu/students/mejobs_old.html) . The information you supply will be used to assist in the hiring decision.

**Step 4: Selection Process** The Vice-Chair for Instruction makes the GSI assignments upon the reviews the applications and course evaluations if applicable. Upon a preliminary verification of your employment eligibility, the Undergraduate Assistant will email you an appointment email. You will then need to start completion of your hiring paperwork. See Step 5 for a detailed list of the hiring documents.

### **Step 5: Completing the relevant hiring forms**

As soon as you receive your appointment email you can begin filling out several forms. How many forms? That depends on whether you are a:

1. A brand new hire -- if you have **never** been employed by UC Berkeley.
2. A rehire (break in service) -- all GSRs, GSIs, and Readers who have been **previously employed** by UC Berkeley and have had a break in service between appointments are considered rehires.
3. A continuing employee (no break in service) -- if you are being appointed as a GSI or Reader and you held a GSI, GSR or Reader during the semester immediately before this new appointment begins.

Once you figure out which of these three categories you're in, print out and complete the appropriate forms.

**Brand New Hire:**

<b>Forms</b>	
1	<p><a href="#">Appointment Letter</a>, signed by you.  <b>Note:</b> The Undergraduate Assistant will give this to you.</p>
2	<p><a href="#">Fellowship Form</a>  <b>Note:</b> (GSIs only).</p>
3	<p><a href="#">Fee Remission Form</a></p>
4	<p><b>Personal Data Form</b>  <a href="http://hrweb.berkeley.edu/forms/data.pdf">http://hrweb.berkeley.edu/forms/data.pdf</a></p>
5	<p><b>Benefits Eligibility Level Indicator (BELI) and Status Qualifier Code (SQC)</b> [UPAY 726] <b>Note:</b> Complete the top and sign this form under "employee signature"  <a href="http://www.me.berkeley.edu/new/students/upay726.pdf">http://www.me.berkeley.edu/new/students/upay726.pdf</a></p>
6	<p><b>Payroll Earnings Distribution Authorization (Direct Deposit)</b> [UPAY 544A-1]  <a href="http://groups.haas.berkeley.edu/gsi/hiringforms/UPAY544A-1.pdf">http://groups.haas.berkeley.edu/gsi/hiringforms/UPAY544A-1.pdf</a></p>
7	<p><b>W-4 Federal Withholding</b> (Form UC W-4/DE 4) Just turn in the FIRST page. <a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">http://www.irs.gov/pub/irs-pdf/fw4.pdf</a></p> <p>If you are not a US citizen, please see the information on <a href="#">Glacier</a> regarding non-resident alien tax compliance.</p>
8	<ul style="list-style-type: none"> <li>• Passport copy</li> <li>• Visa copy</li> <li>• I-20 or DS 2019</li> </ul> <p>• Work Authorization Letter from <a href="#">SISS</a> (Only J-1 Status).</p> <p><b>Note:</b> Required for non-US citizens who are not-permanent residents (i.e., non-US citizens who do not have a green card)</p>
9	<p><b>Request for Exception Form</b> <b>Note: This form requires signatures of the student and his/her advisor.</b>  <a href="http://www.grad.berkeley.edu/policies/pdf/exception_form.pdf">http://www.grad.berkeley.edu/policies/pdf/exception_form.pdf</a></p> <p><b>Note:</b> Required for GSIs and Readers <b>teaching/grading 200-level courses.</b></p>

10	<p><b><u><a href="http://www.uscis.gov/files/form/I-9.pdf">Employment Eligibility Verification (Form I-9)</a></u></b>  <a href="http://www.uscis.gov/files/form/I-9.pdf">http://www.uscis.gov/files/form/I-9.pdf</a></p> <ul style="list-style-type: none"> <li>• Employee must complete and sign Section 1 <b>on or before date employment begins.</b></li> <li>• See page 3 of the form for the identification you need to bring.</li> <li>• Non-Resident aliens must submit copy of visa authorizing them to work</li> <li>• More info about the I-9: <a href="http://www.uscis.gov/files/form/I-9.pdf">http://www.uscis.gov/files/form/I-9.pdf</a></li> </ul>
11	<p><b><u><a href="http://hrweb.berkeley.edu/forms/oath.pdf">State Oath of Allegiance</a></u></b> (UPAY585) Employee must sign on or before first day of service. <b><u>Signature must be witnessed and countersigned</u></b> in front of the Undergraduate Assistant.  <a href="http://hrweb.berkeley.edu/forms/oath.pdf">http://hrweb.berkeley.edu/forms/oath.pdf</a></p> <p><b>Note:</b> Required of US Citizens (<i>Sign in presence of the Undergraduate Assistant</i>).</p>
12	<p><b><u><a href="http://hrweb.berkeley.edu/forms/oath.pdf">Patent Policy Acknowledgement</a></u></b> (UPAY585) <b><u>Signature must be witnessed and countersigned</u></b> in front of the Undergraduate Assistant.  <a href="http://hrweb.berkeley.edu/forms/oath.pdf">http://hrweb.berkeley.edu/forms/oath.pdf</a></p> <p><b>Note:</b> (<i>Sign in presence of the Undergraduate Assistant</i>).</p>
13	<p><b>UAW Local 2865 <u><a href="http://hrweb.berkeley.edu/forms/UAWmembershipform.pdf">membership form</a></u>.</b>  <a href="http://hrweb.berkeley.edu/forms/UAWmembershipform.pdf">http://hrweb.berkeley.edu/forms/UAWmembershipform.pdf</a></p>
14	<p><b><u><a href="http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/u5605.pdf">Demographic Data Transmittal</a></u></b> (U5605) Note: Demographic information is collected by UC for federal contract requirements. All questions regarding this document should be directed to the Staff Affirmative Action Office (SAAO). Furnishing the information requested in this form is voluntary.  <a href="http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/u5605.pdf">http://atyourservice.ucop.edu/forms_pubs/forms_worksheets/u5605.pdf</a></p>

**Rehire (with break in service)**

<b>Forms</b>	
1	<p><u><a href="#">Appointment Letter</a></u>, signed by you.  <b>Note:</b> The Undergraduate Assistant will give this to you.</p>
2	<p><u><a href="#">Fellowship Form</a></u>  <b>Note:</b> (GSIs only).</p>
3	<p><u><a href="#">Fee Remission Form</a></u></p>

4	<b><u>Personal Data Form</u></b> <a href="http://hrweb.berkeley.edu/forms/data.pdf">http://hrweb.berkeley.edu/forms/data.pdf</a>
5	<b><u>Benefits Eligibility Level Indicator (BELI) and Status Qualifier Code (SQC)</u></b> [UPAY 726] <b>Note:</b> Complete the top and sign this form under "employee signature"
6	<b><u>Tax Forms</u></b> [UC W-4/DE 4. Just turn in the FIRST page. <a href="http://www.irs.gov/pub/irs-pdf/fw4.pdf">http://www.irs.gov/pub/irs-pdf/fw4.pdf</a>  If you are not a US citizen, please see the information on <a href="#">Glacier</a> regarding non-resident alien tax compliance.
7	<b><u>Request for Exception Form</u></b> <b>Note: This form requires signatures of the student and his/her advisor.</b> <a href="http://www.grad.berkeley.edu/policies/pdf/exception_form.pdf">http://www.grad.berkeley.edu/policies/pdf/exception_form.pdf</a>  <b>Note:</b> Required for GSIs and Readers <b>teaching/grading 200-level courses.</b>
8	<b><u>State Oath of Allegiance</u></b> (UPAY585) Employee must sign on or before first day of service. <b>Signature must be witnessed and countersigned</b> in front of the Undergraduate Assistant. <a href="http://hrweb.berkeley.edu/forms/oath.pdf">http://hrweb.berkeley.edu/forms/oath.pdf</a>  <b>Note:</b> Required of US Citizens ( <i>Sign in presence of Undergraduate Assistant</i> ).
9	<b><u>Patent Policy Acknowledgement</u></b> (UPAY585) <b>Signature must be witnessed and countersigned</b> in front of the Undergraduate Assistant. <a href="http://hrweb.berkeley.edu/forms/oath.pdf">http://hrweb.berkeley.edu/forms/oath.pdf</a>  <b>Note:</b> ( <i>Sign in presence of the Undergraduate Assistant</i> ).

**Continuing (no break in service)**

<b>Forms</b>	
1	<b><u>Appointment Letter</u></b> , signed by you. <b>Note:</b> The Undergraduate Assistant will give this to you.
2	<b><u>Fellowship Form</u></b> <b>Note:</b> (GSIs only).
3	<b><u>Fee Remission Form</u></b>

4	<p><b><u><a href="#">Request for Exception Form</a></u></b> <i>Note: This form requires signatures of the student and his/her advisor.</i>  <a href="http://www.grad.berkeley.edu/policies/pdf/exception_form.pdf">http://www.grad.berkeley.edu/policies/pdf/exception_form.pdf</a></p> <p><b>Note:</b> Required for GSIs and Readers <b>teaching/grading 200-level courses.</b></p>
---	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Step 6: Submit your completed paperwork** Submit the completed forms to the Student Services Office located in 6189 Etcheverry Hall.

**Step 7: Completion of hiring process** After the Undergraduate Assistant has reviewed your submitted forms a meeting will be scheduled with you to complete the hiring process and sign the following forms.

- **[Employment Eligibility Verification \(Form I-9\)](#)** -- Unless you've already done so in the past 36 months, you'll need to complete the Federal I-9 form that states that you've proven to us you're eligible to work in the US. The I-9 requires we review your **official identification documents**. Please make sure that you bring the documents with you to your scheduled appointment. For a list of acceptable documents please refer to page 3 of the [I-9 form](#) .
- **[State Oath of Allegiance](#)** & **[Patent Policy Acknowledgement](#)** (UPAY585) -- Your signature must be witnessed, please bring this in to sign in front of us.

#### **Additional information about policies and getting hired**

- ME Web-site <http://www.me.berkeley.edu/new/grad/jobs.html>
- UCB Graduate Division. Student Appointment Policies: <http://www.grad.berkeley.edu/appointments/index.shtml>
- UCB Graduate Division: What you need to Know About Being a GSI, GSR, Reader, or Tutor : <http://www.grad.berkeley.edu/appointments/index.shtml>
- UCB Graduate Division GSI Teaching and Resource Center : <http://gsi.berkeley.edu/>
- UCB Graduate Division Language Proficiency Program for Students "Who Do Not Speak English as a Native Language": <http://gsi.berkeley.edu/lpp/index.html>
- UCB Graduate Division Proficiency Program ( iBT equivalent test score) [http://gsi.berkeley.edu/lpp/toefl\\_ibt.html](http://gsi.berkeley.edu/lpp/toefl_ibt.html)
- UCB Office of Human Resources info on Academic Student Employment (ASE) : <http://hrweb.berkeley.edu/labor/ase.htm>

- UCB Labor Relations Office website: <http://hrweb.berkeley.edu/hrlabor.htm> ; (510) 642-0429
- UAW Local 2865 website <http://www.uaw2865.org/>
- Conflict of Interest for Public Officials: Letter from UCB Controller's Office : <http://www.ucop.edu/ogc/coi/econinterest.html>
- UC Disqualification Requirements: <http://www.ucop.edu/ogc/coi/info.html>
- The Graduate Council Policy on Appointments and Mentoring of GSIs: <http://gsi.berkeley.edu/faculty/mentoring.html>

## Getting started as a GSI

There is a **mandatory meeting** with the Mechanical Engineering's Vice-Chair of Instruction. Date, time and location will be posted on the bulletin board outside the Student Services Office, 6189 Etcheverry Hall.

- **30X Course** - Registration for this course is mandatory for first time GSIs. All first-time GSIs must either have completed or be enrolled in a 300-level semester-long seminar on teaching. The GSI Teaching and Resource Center also offers 300-level courses. You need to register for the course through TeleBears.
- **Orientation Conference** - Attend the Orientation Conference sponsored by the GSI Teaching and Resource Center. The detailed conference schedule will be posted on the GSI Teaching and Resource Center's Web site, <http://gsi.berkeley.edu>.
- Successfully complete, not late than the end of the third week of classes, the online course on professional ethics and standards in teaching. You can register and take the course by going to the GSI Teaching and Resource Center's web site at <http://gsi.berkeley.edu>.
- **For more information** - contact UCB Graduate Division at [gradappt@uclink.berkeley.edu](mailto:gradappt@uclink.berkeley.edu)
- **Keys to the building** – Key request forms are located outside 5102 Etcheverry. You need to get the form signed by the Instructor and return the form to 5102 Etcheverry during the open key hours posted outside the office.
- **Room reservations for discussion sessions** - Contact Anayancy Paz, 6189 Etcheverry Hall or [anayancy@me.berkeley.edu](mailto:anayancy@me.berkeley.edu).
- **GSI Office Hours Location** –GSI office hours are held during open business hours, Monday – Friday, 8 am - 5 pm in 136 Hesse Hall.

## Getting paid as GSI or Reader

**GSI Salary** Your monthly pay depends upon your appointment percentage. For

GSIs, multiply your percentage appointment by the monthly gross pay. (Note this info pertains to the "GSI Step 1" title). GSI full semester appointments are paid for 5 full months. Please check <http://hrweb.berkeley.edu/pay/uawwg.htm> for GSI and Reader wage rates.

**Reader Salary** Readers are paid monthly on the 8th of every month (if the 8th falls on a weekend, then you will be paid Friday before). You need to get the instructor's signature and submit the signed timecard to room 6195 Etcheverry Hall.

**Partial Fee Remissions** GSIs and Readers with appointments totaling at least 25% are eligible for partial fee remissions. The partial fee remission covers your University Registration Fee, Educational Fee, and Health Insurance Fee. However, certain conditions apply including that you must be registered, which Graduate Division defines as your (a) being enrolled in at least 12 units; (b) having no current blocks on your record; and (c) your having paid at least 20% of your fees. For additional please refer to the Graduate Division's [Academic Appointments](http://www.grad.berkeley.edu/appointments/index.shtml) website: <http://www.grad.berkeley.edu/appointments/index.shtml>.

## Direct Deposit - ezSurepay

GSIs and Readers get paid by direct deposit. To set up your "direct deposit" you will need to logon with your Cal Net ID to [blu](https://blu.berkeley.edu) which is an employee portal designed to be your one-stop employee resource for personalized access to information, services and online resources. <https://blu.berkeley.edu>. Select "People Tab" then "Direct Deposit" by clicking the link under "Self Service". Note: For more information on the procedure to set up your direct deposit visit the blu website at <https://blu-vip-dev.berkeley.edu/bluhelp/deposit.htm>. You will be able to view and print copies of your pay stubs through the blu self-service via the ezSurepay option. This feature will have the most recent five calendar years available to view and print your Surepay Earnings Statements. The Payroll Office website <http://payroll.vcbf.berkeley.edu/> has established a link to blu and CalNet authentication for ease in accessing the self-service Surepay Earnings Statement.