

Unit 11 Appointment Checklist

Teaching Associate (Non-Exempt from FLSA)

| Classification Title | Class/Job Code |
|---|----------------|
| Teaching Associate, Academic Year | 2354 |
| Teaching Associate, 12-Month | 2353 |
| Teaching Associate, Summer Term | 2324 |
| Teaching Associate, Extended Education – For Credit | 2309 |

A student may be offered a position as a teaching associate if they meet the following criteria:

- Student has completed the equivalent to the requirements for a bachelor's degree and has concurrent admission to or enrollment in a CSU graduate program that is related to the discipline to which the student will be assigned.
- The primary duty of the student will be to teach credit-bearing courses and will involve classroom and laboratory instruction. Normally, incumbents are designated to teach at the lower division level.
- Student is being offered part-time position (may work full-time during academic breaks).
- Position will offer practical teaching experience in fields related to the student's field of study.
- Work assignments will be closely associated with the student's program of study or the academic department in which they are enrolled.
- Student must have knowledge of the subject matter of the discipline in which the student is assigned.
- It is evident that the student has satisfactory achievement in previous academic work. Student will work under the direct supervision of an appropriate faculty member.