

Department of Education Studies: GSR Hiring Process for Faculty

Revised 7.11.23

The GSR hiring process is organized by summer or academic year appointments. Summer GSR positions typically run July 1 - late September and Academic Year GSRs typically run October 1 - June 30, or by quarter. See specific dates and deadlines for hiring below.

Please do not promise any employment to a student before completing this process and an official offer letter is sent. A GSR is an official agreement of employment with expectations of work to be completed for a specified period of time and for a specific amount of pay. This is different from paying a student a stipend. A stipend is money given to the student that is not attached to employment and without expectation of work to be completed. The GSR Title is governed by the [University of California/United Auto Workers Union Contract](#).

If you would like to hire an EDS student as a GSR, please complete the following process:

1. Advertise your position, see [Hiring Guidelines](#) drafted by the EDS doctoral faculty
 - a. Send a job announcement to the all PhD student listserv, edsphdstudents-g@ucsd.edu and ask students to send in a CV and statement of interest.
 - b. Follow up with the Director of Graduate Studies and the Graduate Coordinator after identifying possible students to discuss how funding needs and interests/skills match the GSR position
 - c. Follow up with the identified student(s) mentor/advisor (if not you) to discuss how the GSR position would fit within the student's program of research
 - d. Meet with identified student(s) to discuss project and position
2. Confirm with the Fiscal Manager, Casey that your grant can support the GSR hire as proposed and ask him for your Index Number or Grant Name.
3. Any questions regarding the cost of the GSR, please see the [GSR Cost Worksheet](#). Any further questions please contact the Fiscal Manager.
 - a. Doctoral students should be hired using the following recommended guidelines for determining appropriate steps. Steps are determined by the UC/UAW Contract
 - i. UC/UAW Guidelines for Salary Point Assignment:
 1. Beginning with 0, 1, or 2 quarters of experience - Salary Point 1
 2. Beginning with the 4th quarter of GSR Experience - Salary Point 2
 3. Beginning with the 7th quarter of GSR Experience - Salary Point 3
 - b. During the Academic Year (October 1 - June 30), a student cannot be employed more than 50%. During the summer (July 1 - the end of the summer - usually the last week of September), no more than 100%. The Faculty Mentor is responsible for verifying that the student is not going over the limits.
4. Submit one GSR Request form for each student that you will employ. Steps #1 #2, and #3 from above must be completed prior to submission.
 - a. For summer, use the [2023 Summer GSR Request Form](#).
 - b. For the Academic Year, use:

[The 2022-23 Academic Year GSR Request form](#)

5. A copy of the offer letter will be sent to you through the ASE system.

Please do not promise any employment to a student before the official offer letter is sent.

The deadline to submit the request form is at least six weeks prior to the start of the position. UAW contract requires that the official offer letter is to be sent no later than 30 days prior to the start of the position. Administration will need at least 2 weeks prior to that for preparation.

Full Academic Year GSR: October 1 - June 30; Deadline for full Academic Year is mid-August.

Fall Quarter GSR: October 1 - December 30; Deadline for Fall Quarter is August 15th

Winter Quarter GSR: January 1 - March 30; Deadline for Winter Quarter is November 15th

Spring Quarter GSR: April 1- June 30; Deadline for Spring Quarter is February 15th

Summer: July 1 - September 23; Deadline for Summer is May 15

Summer GSR appointments can be broken into months from the 1st to the 30th of a specific summer month.

Note: Call for Summer and AY GSR hiring will be sent out mid-March and remain open for faculty to submit requests (please see deadlines above).