

**Committee on Educational Policy
Guidelines for Undergraduate Readers**

1. Readers are not TAs and should not take on the functions of TAs. Specifically, readers should not write evaluations and should not be responsible for instructional activities. They may correct exams and grade papers. Students may be used as tutors, an allowable and important use of student instructional assistance.
2. Readers are not to be given credit in lieu of being paid. Readership is a job and the students should be paid for their services. The chair of the course sponsoring agency and staff are responsible to see that policy is not violated.
3. Readers must have taken the course or the equivalent they are reading for, and they must have done well in it. In addition, they must be excellent students overall.
4. Generally, readers should not be used in classes of 30 students or less.
5. The course sponsoring agency should devise procedures to develop a pool of potential readers. This pool should be established in the quarter prior to the course being offered. Readers should only be hired from the pool.
6. Faculty members have the responsibility for training and supervising readers for their courses. The faculty member needs to sample the reader's work in reading papers or correcting examinations to determine whether the reader's work is acceptable.
7. In general, we have a responsibility not to overload students with reader duties. In no case should a readership interfere with the student's own program of study.

Approved by the Committee on Educational Policy in June 1990