

**COMMITTEE ON COURSES OF INSTRUCTION**  
**Policy on the Appointment and Use of Undergraduate Teaching Assistants (UTAs)**

To: Academic Senate, Santa Cruz Division

**Background:**

In response to increasing requests for UTAs and inconsistent training and mentorship practices by CSAs, CCI proposes the following policy to ensure preparedness and success of UTAs:

**Proposed Policy on the Appointment and Use of Undergraduate Teaching Assistants (UTAs)**

*“Undergraduate Teaching Assistant” (UTA) refers to an undergraduate student appointed in the capacity of a Teaching Assistant. The Committee on Courses of Instruction (CCI) approves the appropriateness of instructors for classes (SCB 13.17.4), including appointment of UTAs. Prior to requesting that an undergraduate be hired as an UTA (Teaching Assistant, title code 2311), departments must ensure that there are no qualified graduate students available for the position. Questions associated with the process by which to determine that no qualified graduate students are available can be directed to the Division of Graduate Studies.*

*UTAs should have demonstrated preparedness to serve, either by having achieved a grade of A in the course for which they will TA or in subsequent courses in a sequence, or by other evidence of academic preparedness, which should be explained in the appointment request. UTAs should complete the course on teaching ethics for TAs currently in use on the campus. TAs are expected to complete the course as part of their compensated time.*

*UTA Requests should be submitted not less than 1 week before the quarter starts. If late requests are needed, please email the CCI Analyst.*

*[SB 750.E: No student may serve as a reader or assistant in a course in which the student is enrolled]. Policy approved by CEP on April 7, 2011 and updated on October 2014.*

Last revised by the Committee on Courses of Instruction on May 6, 2024