Cal State San Marcos

Unit 11 Academic Student Employees
Posting of Appointment Opportunities
Teaching Associates

Article 2 of the Unit 11 Collective Bargaining Agreement requires the posting of all open hire positions when they become available. The postings must reflect the following information:

1. **An employment non-discrimination statement.** *"California State University San Marcos is Equal Opportunity Employer that is strongly committed to promoting diversity in all areas of the campus community. We consider qualified applicants for employment without regard to age, physical or mental disability, gender or sex, genetic information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and veteran or military status."*

2. **A general description of the duties performed by each of the classifications covered by the agreement. For example,** *"Teaching Associates typically are responsible for providing classroom and/or laboratory instruction, making assignments to students, preparing course materials, administering examinations, assessing student performance, tutoring students and determining course grades. Also, incumbents may assist faculty with field experience, supervision, simulation exercises and/or research projects. In this appointment, the incumbent will…"*

3. **The "minimum qualifications" by classification as established by and at the sole discretion of the University.** *The minimum qualifications for Teaching Associates are: (1) The equivalent to or completion of the requirements for a bachelor's degree and concurrent admission to or enrollment in a graduate degree program of the university that is related to the discipline to which the individual is assigned. (2) Knowledge of the subject matter of the discipline to which the individual is assigned. The ability to relate well to others within the academic environment and ability to instruct and evaluate students. (3) Evidence of satisfactory achievement in previous academic work.*

4. **A statement indicating that** *"Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University."*

5. **Application procedures or hiring unit contact person** for the bargaining unit positions.

6. The **hiring criteria** for each classification.

7. The **percentage or hours of appointment, when known**.

8. **Deadlines for application and procedures for notification**.