

Hello Everyone,

We are happy to announce you may begin submitting Summer 2024 Associate-In files through the IA System.

A reminder that all Associate Instructor (teaching a course) requests must be submitted through the IA System. Submission is defined as having been routed, reviewed and approved through the Divisional Dean/Provost step. Incomplete files will be returned in the IA System.

Effective summer 2024, instructor compensation for teaching a standard Summer Session course will increase from 8.5% annual salary to 11% annual salary (determined by the salary point selected for the student). For example, if a student is appointed to teach a 4-unit course at 50%, at Salary Point 5, the rate for the 5-week session will be \$7,555.90. Rates are posted on [Summer Session's website](#). More information about Summer Session 2024 compensation changes is available [here](#). Please see below for information about salary points.

Campaign Link

<https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=5437>

Deadlines

- **Upper-Division** requests for Summer must be RECEIVED by GEPA by **Monday, May 20, 2024**
- **Lower-Division** requests for Summer must be RECEIVED by GEPA by **Tuesday, May 28, 2024**

Please note, late upper-division requests that are not submitted at least 4 weeks prior to the start of the quarter require an exception request that will route to EPC as per Academic Senate guidelines.

Review Period

The Employment Support Team will begin to review Summer Associate-In files no sooner than March 15th. Find this and other Financial Support dates, deadlines, and review periods on the [Financial Support Calendar](#).

Please submit your Summer Associate-In file by the deadline above, to ensure your Summer appointment is approved BEFORE the start of the quarter.

Advancement to Candidacy Exceptions

Graduate students must have advanced to candidacy at UC San Diego prior to the submission of the request for appointment as an Associate Instructor. If your department is requesting an exception to this rule, the student will need to have a dissertation committee set up and an advancement to candidacy date scheduled. Please include this information in the Department letter.

Faculty Mentorship

If this is the first time the student will be appointed as an Associate-In, please include the name of the faculty member (preferably in question 7 but can be included in nomination letter) that will provide oversight and mentorship for the student.

Salary Point

A newer question on this application is #8 which asks submitters to indicate the Salary Point at which their student will be paid. Our [Guide to Associates](#) covers Experience-Based Salary Points to help determine this info based on new/returning status and how many quarters of experience they have. We will be checking that students are being

paid at the minimum required point for their experience level, but departments may pay at a higher salary point at their discretion.

Limitations on Teaching During the Summer

Associates (teaching a course) may teach up to a maximum of three (3) Summer Session courses. See the 2024 Summer Session Guidebook for policies and procedures pertaining to summer instruction in the [Summer Session Guidebook](#).

The 18-quarter limit on students serving as a Teaching Assistant or Associate does not include the summer period.

Registration & Enrollment

For requests to teach in Summer Session, students must be registered for the Spring quarter prior to, or the Fall quarter following, the requested Summer Session.

Spring Evaluations

For files submitted prior to the end of Spring quarter, a Spring 2022-2023 evaluation is required to be on file. For files submitted after Spring quarter, a Spring 2023-2024 evaluation must be on file.

Student Teaching Evaluations

Teaching evaluations do not need to be uploaded in the Documents section if they already appear under the Applicant Assignment History and/or Applicant CAPEs sections. If applicants have CAPEs below 75%, GEPA wants to ensure the applicant is aware of and can receive teaching support on campus. The department letter should address these evaluations. It is recommended the applicant take initiative to improve as an instructor by participating in either a [Teaching Workshop](#) or [Individual Teaching Consultation](#), whichever they would most benefit from in preparation to teach as Instructor of Record.

Summer Graduate Teaching Scholars (SGTS)

Students selected for the Summer Graduate Teaching Scholars (SGTS) program still need to submit an Associate-In file through the AI System.

Resources

[Academic Senate Guidelines](#)

[Department Nomination Template Letter](#)

[Graduate Financial Support Calendar](#)

[GEPA Collab Page on AI Process](#)

[Services & Support](#) (Submitting a ticket related to Graduate Employment)

Thank you!

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