Graduate Student Associate Instructor Applications

2024 Summer Session Appointment File Preparation

Division of Graduate Education and Postdoctoral Affairs (GEPA) Contacts

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For questions, please submit a ticket to [Services & Support](#)

Overview

Topics and Agenda

Agenda

- Academic Senate Policy
- GEPA Policy and Academic Eligibility
- Submission guidelines
- Resources

About this Information Session

- By the end of the session:
  - Know where to find the policies
  - Understand submission guidelines
- Goal: submit complete files, that meet the requirements, so that candidates can be reviewed and appointments can be made in time for the start of instruction

About this Information Session

This is a supplement session to information that is already published online.

Appointments by Term

In the last 3 years, on average, there were between 30-50 Associate-In applications per quarter.

Fall = 51
Winter = 37
Spring = 44

Total = 132

247

Last Year's Summer Appointments

Associates-In (Teaching a Course)

- The Educational Policy Committee (EPC) is the authorized body on policies regarding Associates-In (AIs)

- EPC delegated review and approval authority to the Dean of Graduate Division in 2009

- Undergraduates benefit from unique expertise of graduate students

- Graduate students gain supervised teaching experience in their field

GEPA Review Priorities

- Quality of instruction for undergraduate students

- Training and mentorship for graduate students

- Alignment with Academic Senate policy

Policy for Associate-In to Teach Upper-Division Courses

Educational Policy Committee, UC San Diego Academic Senate

Applicability of Associates-In

1. The appointment is not intended as a means of graduate student support or as a regular means for replacement of faculty

2. The appointment either
   a) Provides and opportunity for undergraduate students to benefit from the unusual talents or unique expertise of advanced graduate students
   b) Is used as a substitute for a faculty appointment only when it is impossible to make an appropriate temporary faculty appointment, or
   c) Provides graduate students with an opportunity to obtain supervised teaching experience within his or her field of expertise

Qualifications Required

1. A student proposed for appointment must have demonstrated expertise in teaching

2. A student proposed for appointment must have specialized training in the subject matter

3. A graduate student must have advanced to candidacy at UC San Diego prior to submission of the request for appointment to Associate-In

4. A graduate student must be selected to teach in an area closely related to the area of his or her primary expertise

Qualifications Required (continued)

5. The candidates must have at a minimum either:

   a) Successfully served (as evidenced by evaluations on file) as Teaching Assistants in the department or program area in which they would be appointed as Associate Instructor or,

   b) Successfully completed specialized training in instruction (such as that provided by the [Teaching+Learning Commons])

Oversight and Mentoring

1. Courses taught by AIs must have been approved by EPC.

2. The department chair or program director or a faculty designee will be responsible for oversight of an appointed AI and will be required to act as a mentor to the student. The mentor will:
   a) Provide assistance related to subject matter and instruction
   b) Meet with the AI at regular intervals during the term
   c) Observe the AI in the classroom during the term to provide helpful criticism and assistance
   d) At the end of the quarter, submit to EPC, through the department chair or program director, a written assessment of the AI's teaching performance

Limitations on Serving

1. Graduate students may serve as an Associate-In no more than three (3) times during their career at UC for upper division courses nor for more than one course in a single quarter (**not counting Summer Session**).

2. The limit on upper division AI appointments in any academic year will be 10% of the upper division courses (not counting 197, 198, 199 courses) taught in the department or program during the prior year

Deadlines for Application

1. Applications must be received to the Academic Senate Office 4 weeks prior to the start of the quarter in which a course is to be taught.*

*In order for applications to be reviewed by Academic Senate, and meet the 4-week deadline, nomination files should be submitted to GEPA NO LATER THAN 6 weeks prior to the start of instruction.

Upper-Division: May 22, 2024

Lower-Division: May 29, 2024

Deadlines: Summer 2024 Upper- and Lower-Division Courses Applications due to GEPA for timely processing

GEPA Policy for Associate Instructors

Graduate Student Employment Policy & Procedures

Review Process

- Advance date
- # of TA quarters as of last Spring
- Spring eval rating
- # of times as Associate for UD class (academic year)
- PCTL

- SUTL
- GPA
- Current registration
- Good Standing
- Total academic employment (over-50%, etc.)
- Completeness of application

Review Process: Teaching Evaluations

- Student teaching evals and CAPEs (last 3 academic years)
- 75% benchmark
  - Evals that fall below this criteria should be addressed in the department nomination letter.
  - File will be returned to department if low evals/CAPEs are not addressed in the nomination letter

Review Process: Department Nomination Letter

- Addressed to Dean of Division of Graduate Education and Postdoctoral Affairs
- From the Department Chair or Program Director
- Proposed nominee name and PID, session, course, and pay rate
- List the qualifications of the nominee
  - Use the guidance from Academic Senate
- How the student will be supported in this role
  - Faculty mentor
  - Address any teaching support
  - Classes/workshops
  - Low student teaching evals (<75%)
- Any exceptional circumstances
  - Ex. Advancement to Candidacy issues

Advancement to Candidacy Exceptions

EPC Policy: A graduate student must have advanced to candidacy at UC San Diego prior to submission of the request for appointment

Students nominated to teach that have not advanced to candidacy will only be considered if the student has a defense committee set up in the Student Committee Membership App AND has a defense date scheduled.

The student must be scheduled to advance before the start of instruction.

Department must provide the name of a back-up instructor who can teach the course if the student does not advance as planned.

Faculty Mentorship

EPC Policy: The department chair or program director or a faculty designee (who has previously taught the course) will be responsible for the oversight of an appointed Associate Instructor and will be required to act as a mentor to the student

Departments nominating students as first-time instructors are required to list a faculty mentor for Upper and Lower Division courses.

This information should be listed in the IA System Application in #7.

Limitations on Serving

No AI appointments to Graduate Level (200) courses

Specialized Training

EPC Policy: Candidates must have successfully served as a Teaching Assistant in the department or program area in which they would be appointed as Associate-In or successfully completed specialized training in instruction

Departments must show that the student has connected with the Teaching+Learning Commons and has completed specialized training.

More information is available on our Collab in a section under the Guide for Associates chapter.

Specialized Training

Drafted Information for the Student Once Flagged

To ensure that the instructor is aware of and can receive teaching support on campus, we request that the instructor participates in either a Teaching Workshop or individual Teaching Consultation, whichever they would most benefit from in preparation to teach as Instructor of Record. The instructor should register for this support by [date] and provide evidence of having participated by [date].

Find a list of upcoming Teaching Workshops here: https://commons.ucsd.edu/educators/faculty-programs/eth-workshops.html

Sign up for a Teaching Consultation on the form linked from this webpage: https://commons.ucsd.edu/educators/grad-student-programs/consultations-and-observations.html

If the instructor feels that this notification was received in error or that the lower student evaluations do not merit additional support, information can be provided in the department nomination letter or with a separate letter of explanation and will be considered by Graduate Division. In any case, support from the Teaching + Learning Commons and Engaged Teaching Hub are open to and can benefit instructors of all levels and experiences, both before and during the teaching experience.

If you have questions about why you received this notification, please contact GEPA: grademployment@ucsd.edu

If you have questions about how to sign up for teaching support (workshops or consultations), please contact the Engaged Teaching Hub: engagedteaching@ucsd.edu

Language can be found at:
https://ucsdcollab.atlassian.net/l/cp/7y04P0B7

Specialized Training

Evidence of Participation

For evidence of participating, instructors receive a "Reflection and Action Plan" form following consultations (and can be requested after workshops); this form sends them a copy of their response, which can also serve as evidence for the consultation, if they are willing to share that. (Add info about proposed dates/workshop name)

Specialized Training

Introduction to College Teaching (especially useful for Associate-In preparation): https://commons.ucsd.edu/educators/faculty-programs/eth-workshops.html#Introduction-to-College-Teachin

IA System

Completing the Associate Instructor
Nomination Application

Associate Instructor General Questions

Summer

Tip: These questions are to be completed for Lower- and Upper-Division Courses

Tip: "Proposed Supervising Faculty/Faculty Mentor" (#7) is required for all but returning lower-division nominations

Associate-In/SGTS General Questions

1. PROPOSED COURSE *

Select one

2. PROPOSED QUARTER *

S124

3. PROPOSED APPOINTMENT PERCENT TIME *

50

4. PROJECTED ENROLLMENTS FOR THE PROPOSED COURSE *

5. ACTUAL (PAST 2 YEARS) ENROLLMENTS FOR THE PROPOSED COURSE

6. WHAT IS THE **MONTHLY ABOVE-SCALE SALARY COMPONENT, IF ANY?**

(Optional) Enter a monthly dollar amount (e.g., 2000) only. Leave blank if there is no off-scale salary component.

7. PROPOSED SUPERVISING FACULTY/FACULTY MENTOR

For Summer Graduate Teaching Scholars, a faculty mentor is required. For Associates-In applications, please select a faculty mentor if the student will be teaching an upper-division course.

Select one

8. AT WHICH SALARY POINT WILL THE STUDENT BE PAID? *

Please refer to the Student Academic Title Pay Rates for the selected term.

1.0

Associate-In/SGTS Upper-Division Questions

Associate-In Upper-Division Questions

Academic Year

Tip: For first time nominations, #6: "Proposed supervising faculty" should be completed for Lower-Division courses too

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Associate-In Upper-Division Questions

6. Proposed supervising faculty

   Mosqueda, Gilberto

7. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)

   43

8. Total number of upper-division Associate-In appointments in hiring unit this year

   1

9. Date applicant completed TA training with Teaching + Learning Commons

   June 2020

10. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course.

    Student received Bachelors at the University of California, Irvine in Civil Engineering. They completed their Masters at the University of California, San Diego in Structural Engineering. They are now a PhD student and their research consists of Nonlinear modeling of Lead Rubber Bearings using experimental data. This relates to Statics in the sense that the experimental data (Forces) have to be equivalent to the forces that the model is outputting. Also, by using the angles of the force, the force has to be broken down into its components which is an essential part of Statics.

11. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.

    FA17: Teaching Assistant, SE 220 - Seismic Isolatn &Energy Dissip (Mosqueda, Gilberto)
    FA18: Teaching Assistant, SE 220 - Seismic Isolatn &Energy Dissip (Mosqueda, Gilberto)
    FA19: Teaching Assistant, SE 220 - Seismic Isolatn &Energy Dissip (Mosqueda, Gilberto)
    FA20: Teaching Assistant, SE 220 - Seismic Isolatn &Energy Dissip (Mosqueda, Gilberto)

12. List all courses taught by student as Associate-In, including lower division courses and courses taught in Summer Session.

    S120: SE 101A - Mechanics I: Statics

13. Please indicate below which of the following policy statement(s) is/are the primary reason(s) for the request.

    The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.

Associate Instructor Upper-Division Questions

Summer

Tip: Questions 11 - 17 do not need to be completed for Lower-Division Courses

Associate-In/SGTS Upper-Division Questions

The questions in this section are only required when the student is to be assigned to an upper-division course. You may skip to the next section if the student is being assigned to a lower-division course.

11. TOTAL NUMBER OF UPPER-DIVISION COURSES OFFERED BY HIRING UNIT LAST ACADEMIC YEAR (EXCLUDING 195, 197, 198 OR 199)

Please indicate academic year appointments only.

62

12. TOTAL NUMBER OF UPPER-DIVISION ASSOCIATE-IN APPOINTMENTS IN HIRING UNIT THIS YEAR

Please indicate academic year appointments only.

0

13. DATE APPLICANT COMPLETED TA TRAINING WITH TEACHING + LEARNING COMMONS

FALL 2021

14. PLEASE INDICATE THE APPLICANT'S ACADEMIC BACKGROUND, INCLUDING HIS OR HER RESEARCH/THESIS TOPIC, AND HOW IT RELATES TO THIS COURSE.

My research interests center around a

15. LIST ALL COURSES THE STUDENT HAS SERVED AS TA IN, INCLUDING COURSE SUBJECT CODE/NUMBER, QUARTER TAUGHT, AND SUPERVISING FACULTY.

SP19: Reader,
FA19: Teaching
WI20: Teaching
SP21: Teaching
WI22: Reader,
SP22: Teaching

16. LIST ALL COURSES TAUGHT BY THE STUDENT AS ASSOCIATE-IN, INCLUDING LOWER DIVISION COURSES AND COURSES TAUGHT IN SUMMER SESSION.

N/A

17. PLEASE INDICATE BELOW WHICH OF THE FOLLOWING POLICY STATEMENT(S) IS/ARE THE PRIMARY REASON(S) FOR THE REQUEST.

The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.

Documents

Summer

Tip: You can combine department nomination letter, CV, and any supporting documents into one PDF and upload in first question (#18). Or upload each document to a separate question.

Documents

18. **TO UPLOAD ALL REQUIRED DOCUMENTS AS ONE PDF FILE, PLEASE UPLOAD THEM HERE. YOU WILL THEN NEED TO COMPLETE THE APPLICATION AND CLICK "SUBMIT APPLICATION" IN ORDER TO ROUTE THE APPLICATION FOR REVIEW AND APPROVAL.**

You may upload a single document containing all of the required documents, or you can submit them individually using the following questions.

19. PLEASE UPLOAD THE DEPARTMENT CHAIR/PROGRAM DIRECTOR NOMINATION MEMO PROVIDING THE RECOMMENDATION JUSTIFICATION FOR THIS REQUEST.

20. PLEASE UPLOAD A DEPARTMENTAL EXCEPTION LETTER FOR THIS APPLICANT (IF APPLICABLE).

21. PLEASE UPLOAD THE STUDENT'S CV/ACADEMIC BIOGRAPHY.

22. IF NO CAPES ARE AVAILABLE FOR THIS STUDENT, PLEASE UPLOAD A LETTER OF SUPPORT AND ANY RELEVANT TEACHING EVALUATIONS.

You can view this student's CAPE reports, if any, here.

New Functionality - SGTS Campaign

Summer Graduate Teaching Scholars

- If an application for campaign "UC San Diego - Summer Graduate Teaching Scholars" was submitted, you have the ability to select the applicable SGTS application to copy
- Responses to the questions that are in both campaigns will be copied over to the Summer Associate-In application
- Ability to modify responses after copying them over
- Similar to current process where you can copy from one application to a new one

Approval

Routing and Application Status

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│  Not Yet     │ →   │  Submitted   │ →   │   Pending    │ →   │  Assignment  │ →   │   Student    │
│  Submitted   │     │              │     │   Summer     │     │  to Proposed │     │   Accepts    │
│              │     │              │     │   Session    │     │   Student    │     │  Nomination  │
│              │     │              │     │  (Summer     │     │              │     │              │
│              │     │              │     │   only)      │     │              │     │              │
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│  applicable) │     │    GEPA      │     │  Dean (AY    │     │  m Director  │     │   Mentor     │
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│              │     │ Appointment  │     │    Offer     │
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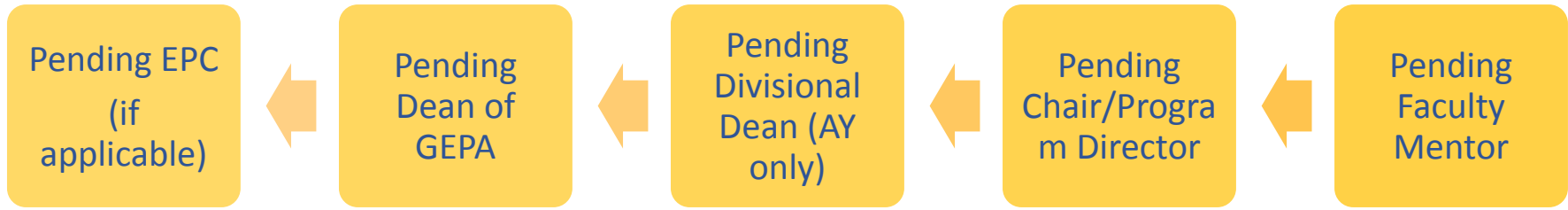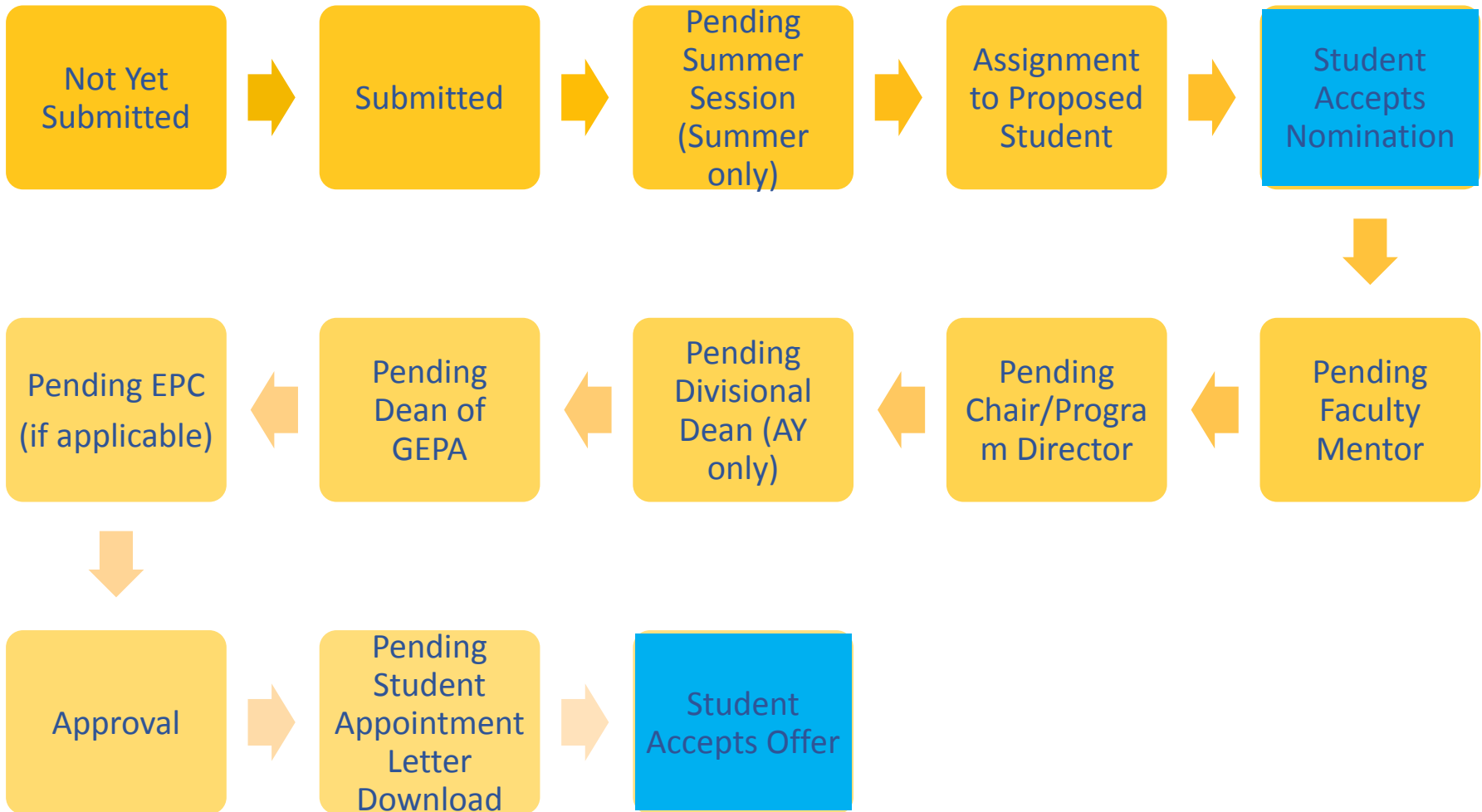
Corrective Actions

Return to Department for Quick Edits

- Clerical errors (typos in the rate, name, faculty mentor, question responses)
- PDF errors (additional blank pages; NOT all blank pages)
- File will be returned to GEPA queue as soon as edits are submitted
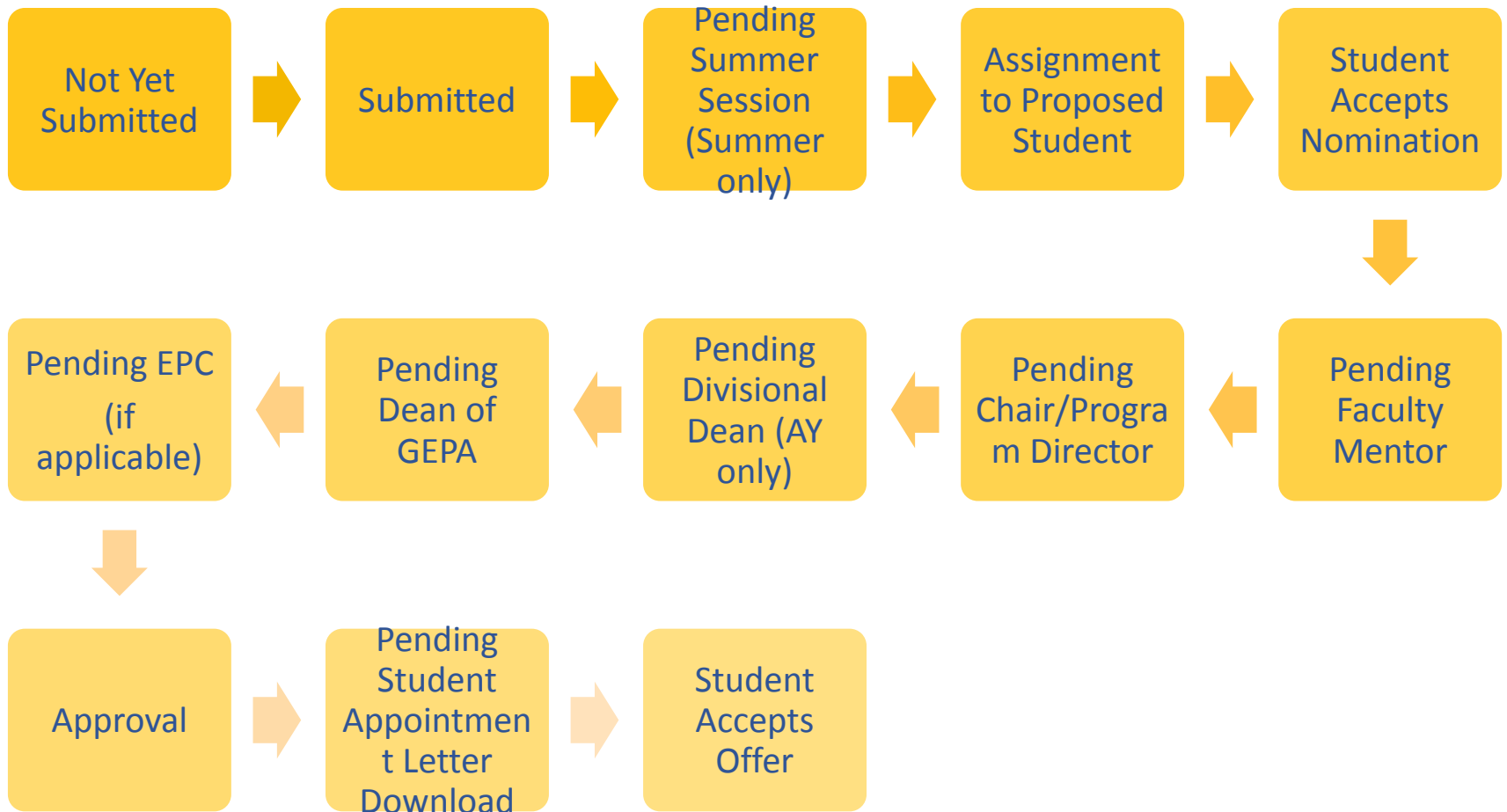
Return to Department for Revisions

- Material information related to the student's teaching eligibility, experience, and expertise
  - Required documents missing
  - Letters of exception missing
- Change to Course
- Change in the number of sections of the same Course

Return to Department for Quick Edits
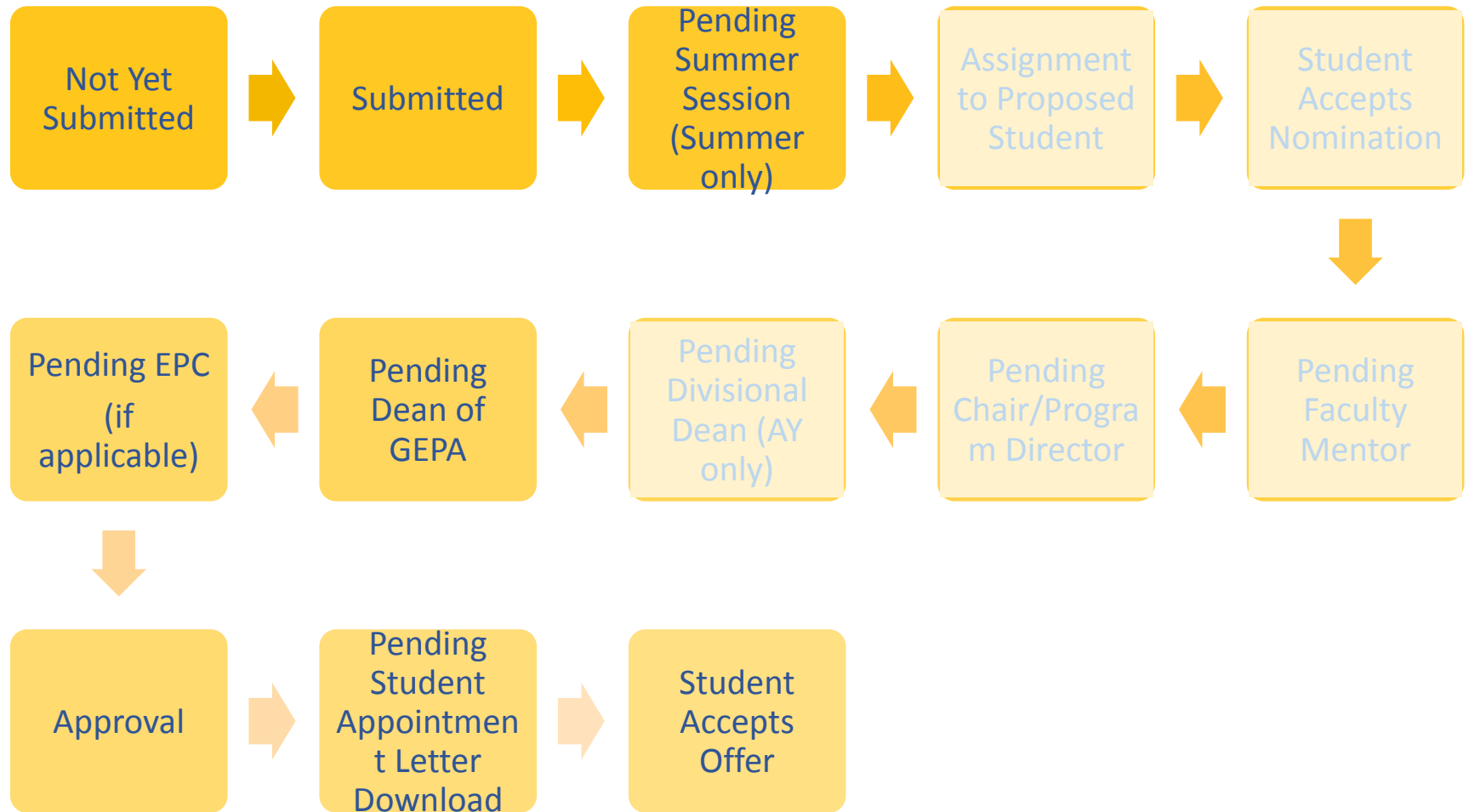
Return to Department for Revisions

Resources

Contacts and Web Links

Contacts

- IA System access, technical support, system feedback:
  - ATS, ats@ucsd.edu

- Policy, appointment files, payroll data entry:
  - Graduate Student Employment team, grademployment@ucsd.edu or Services & Support

Microsoft Teams

Join us for conversations, quick questions, moral support, and more on Microsoft Teams!

Click this link to join the Graduate Student Employment Team!

Web Links

- Engaged Teaching Hub
  - https://commons.ucsd.edu/educators/grad-student-programs/index.html

- GEPA Confluence for Campus Partners

  - Graduate Student Employment Policy & Procedure
  - Guide for Associates

- Policy for Associates-In to Teach Upper-Division Courses
  - http://senate.ucsd.edu/media/67798/Associates-In-to-Teach-Upper-Division-Courses.pdf