

How to Hire Summer Session Instructors & IAs



UC San Diego
summersession.ucsd.edu

Summer Session 2021
December 10, 2020

Agenda

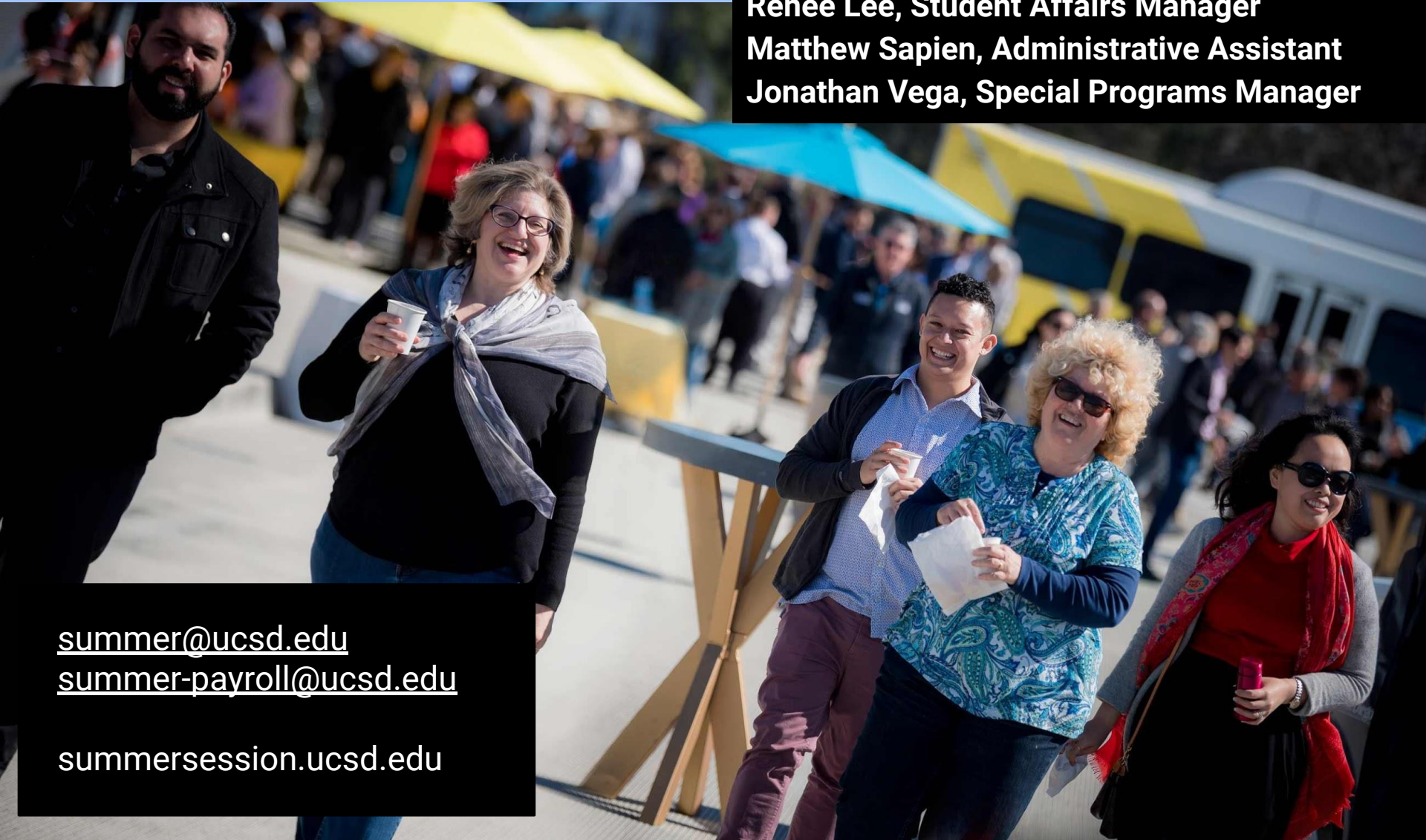
- Welcome
 - Matt Sapien, Summer Session
- Summer Session Overview
- Hiring - Who, How, When, Where
- Faculty, Lecturers
 - Lisa Bargabus, Summer Session
- Associates-In, IAs
 - Courtney Aguila & Kacy Cashatt, Graduate Division
- Questions

Summer Session Team

Becky Arce, Director
Lisa Bargabus, Business Manager
Renee Lee, Student Affairs Manager
Matthew Sapien, Administrative Assistant
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Thank YOU for a Successful Summer Session 2020!

- Enrollments - 34,293 **Up 40% from 2019**
- 95% of Summer Session students are UCSD Students
 - Supports Time to Degree Initiative
- 740 Summer Session Instructor Appointments

843 proposed classes for Summer Session 2021!

How is Summer Session Different from the Academic Year?

- Students don't have to attend. Faculty don't have to teach.
- Non-UC San Diego students can take classes.
- Summer Session tuition is charged per unit.
 - \$279/Unit – UC Rate
 - \$349/Unit – Visiting Student Rate
- Open recruitment not required for instructors.
- Summer Session pays:
 - Instructor Course Salaries
 - TA Allocation (block-funded) to Departments - \$3M in 2020
 - Administrative Funding to Departments - Almost \$2M in 2020
 - Incentive Pilot continues for 2021 - Higher funding if more classes & higher enrollments than 2018

Summer Programs for 2021

Summer Success Programs

Leadership is meeting to plan for 2021.

Summer Graduate Teaching Scholars (SGTS)

Supports students teaching as 1st time Associate-In.

Grad students are nominated by Departments (Nov.)

SGTS committee selects participants.

Grad students attend training at the Teaching + Learning Commons and receive \$1,200 stipend.

Faculty mentors receive a \$500 research account payment.

Global Seminars

Hoping to move forward.

Some faculty planning virtual programs as back-up.

How Summer Session Works

OCTOBER

Audit & Reporting

NOVEMBER

Call for course proposals

Course proposals due

DECEMBER

Advisory Committee Mtg.

Approved courses

Preview of Classes posted

JANUARY

Begin appointment letters

FEBRUARY

Courses Scheduled &
Classrooms assigned

MARCH

Courses on TritonLink

APRIL

Students begin enrolling

*Goal - Have instructor names on
Schedule of Classes.*

MAY

Manage waitlists

Students fees assessed

JUNE

Student fees due

Session 1 begins

JULY

Students add/drop
courses

Session 1 pay date

AUGUST

Session 2 begins

Fees due

SEPTEMBER

Sessions end

Session 2 pay date

Reporting begins

Summer Session 2021

*Approved for
Remote Instruction.*

5 WEEK SESSIONS

Session 1	June 28 – July 31
Session 2	August 2 – September 4

SPECIAL SESSIONS

3 Weeks	June 28 – July 17 July 19 – August 7 August 9 – August 28
8 Weeks	June 28 – August 21
10 Weeks	June 28 – September 4
15 Weeks	June 14 – September 24 Restricted Session (year-round programs only)

How Summer Session Works

ACADEMIC DEPARTMENTS

Propose courses & instructors

Submit appointment files

Submit Associate-In applications

Instructor onboarding

Hire TAs, Tutors, Readers

Enter positions, hires & payments into UCPATH

SUMMER SESSION

Approve courses

Oversee DUE approval of Lecturers

Create & email appointment letters

Schedule of Classes (add instructor names asap)

Calculate instructor payments (payroll worksheets)

Support/Manage special summer programs

Oversee TA allocation & department admin funding

Resources for Summer Session Instructors

Podcasting

More info closer to summer.

Temporary Canvas Sites for New Visiting Instructors

- Before hire is complete in UCPATH.
- Requires request from Department Chair. <https://canvas.ucsd.edu>

Office for Students with Disabilities

<https://osd.ucsd.edu/resources/covid-19.html#Information-for-Faculty>

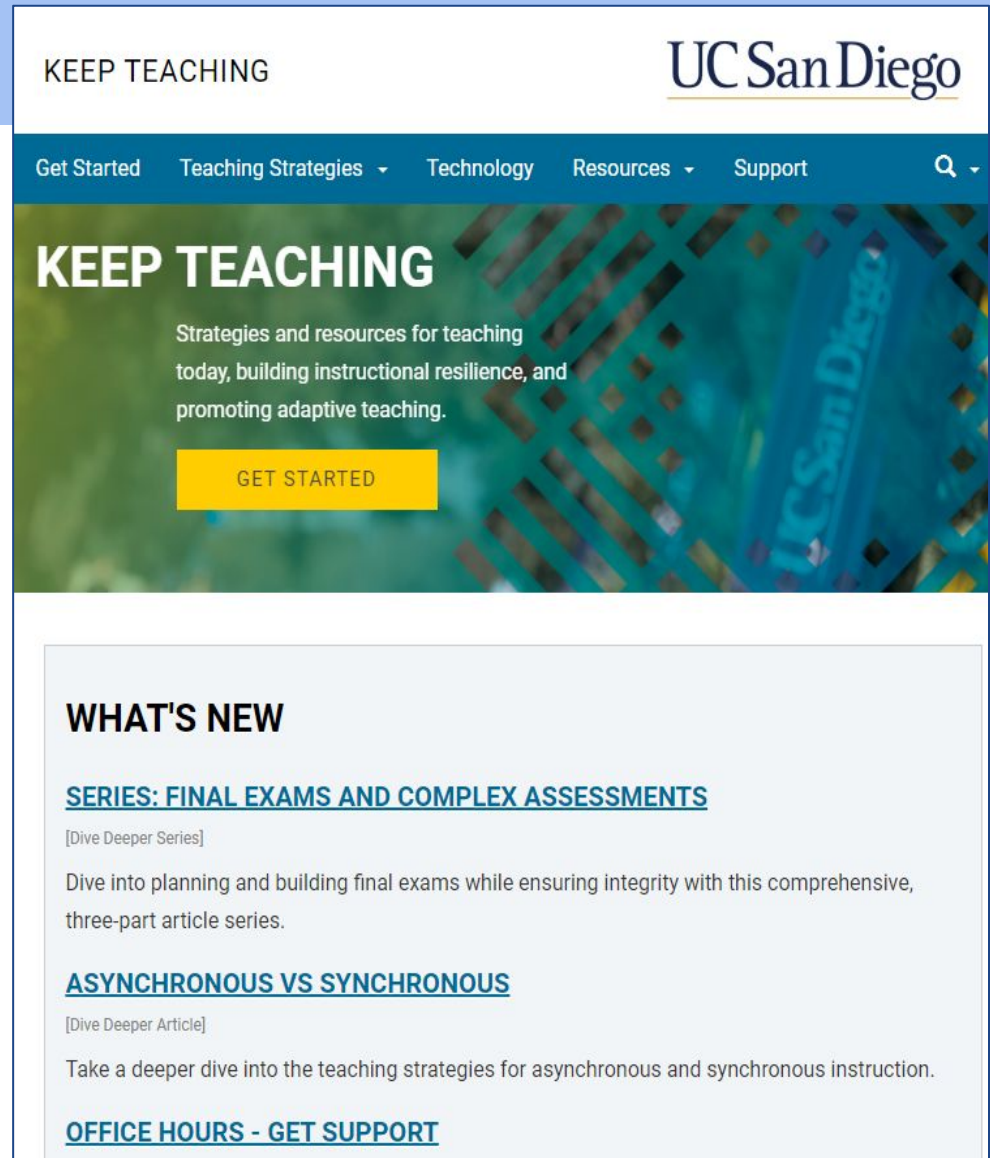
Academic Integrity

<https://academicintegrity.ucsd.edu/>

Teaching + Learning Commons

keepteaching.ucsd.edu

All Summer Session instructors are eligible to use the Teaching + Learning Commons.



The screenshot shows the homepage of the UC San Diego Keep Teaching website. At the top left, it says "KEEP TEACHING". At the top right is the "UC San Diego" logo. Below the logo is a navigation bar with links for "Get Started", "Teaching Strategies", "Technology", "Resources", and "Support", along with a search icon. The main content area features a large green and blue graphic with the text "KEEP TEACHING" and a sub-headline: "Strategies and resources for teaching today, building instructional resilience, and promoting adaptive teaching." Below this is a yellow "GET STARTED" button. Further down, there is a section titled "WHAT'S NEW" with three entries: "SERIES: FINAL EXAMS AND COMPLEX ASSESSMENTS" (with a sub-link "[Dive Deeper Series]"), "ASYNCHRONOUS VS SYNCHRONOUS" (with a sub-link "[Dive Deeper Article]"), and "OFFICE HOURS - GET SUPPORT".

Instructor Compensation

Course Salary - 1 per course

1 class - 50% appointment

2 classes - 100% appointment

2 classes max per Session

4 classes max per Summer

Success Bonus (SSP Courses ONLY -
2021 details still pending)

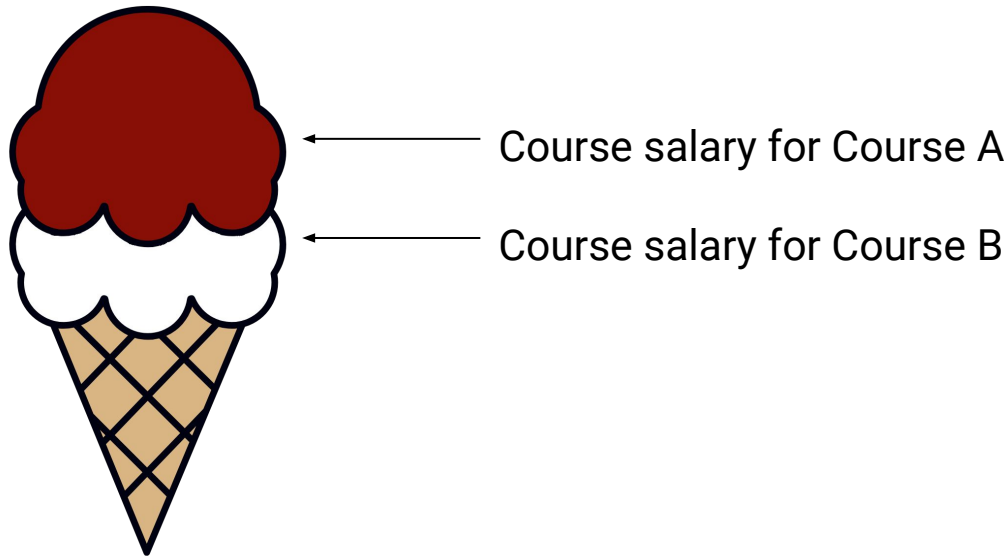
2 Pay Dates:

Session 1 - 7/30/21

Session 2 - 9/1/21

Instructor Compensation – How it Works

Example - Teaching 2 Courses in 1 Session



One ice cream
cone per pay
period.

2 scoops (course salaries) are added together for 1 UCPath payment per pay period.

- Requires coordination when the same instructor teaches for different departments.
- More about that in payroll training - Spring Quarter.

Instructor Compensation - Limitations



+



Session 1
Pay Date
7/30/21

Session 2
Pay Date
9/1/21

Total + other summer salary cannot exceed $3/9^{\text{th}}$ (33%) annual salary for July-September.

Maximum earnings for all instructors = $3/9^{\text{th}}$ (33%) annual salary for the summer period (July, August, September).

[APM-600](#)

Includes Summer Session + all other summer salary

Faculty, LSOE, LPSOE - Cannot exceed $1/9^{\text{th}}$ annual salary per month.

Recall appointments cannot exceed 43% limit [APM-205](#).

Academic Administrators (Provosts, Chairs, etc.) - AP reviews case by case. (Typically use vacation time.)

Instructor Compensation - How Course Salary is Calculated

Course Salary – Full vs Contingent

Full Salary (15+ Students Enroll)

4 Unit Course 8.5% annual salary
1-2 Unit Course 4.25% annual salary

Use salary as of 6/30/21
(Summer Session is end of AY.)

Contingent Salary (< 15 Students Enroll)

If Instructor agrees (not Grad Students)
 $\$150 \times \text{Units} \times \text{Students}$

Measure Enrollment Twice – Pay the Higher Amount

1st Snapshot - Month before class starts – Give time to recruit more students.

2nd Snapshot - Day after student refund deadline – Campus has that revenue.

Instructor Compensation - How Course Salary is Calculated

Snapshot Dates

Session 1

6/28/21 – 7/31/21

1st Snapshot – 6/2/21

2nd Snapshot – 7/6/21

Session 2

8/2/21 – 9/4/21

1st Snapshot – 7/7/21

2nd Snapshot – 8/9/21

Instructor Compensation - Example

UCSD Professor – 4 Unit course

Annual Salary: \$104,000

Summer Session Course Salary: \$8,840 (8.5% of \$104,000)

Teaching Session 1: June 28th – July 31st

Pay date: 7/30/21

1st Snapshot - 6/2/21

12 students enrolled

Paid on Contingency:

$\$150 \times 4 \text{ units} \times 12 = \$7,200$

2nd Snapshot - 7/6/21

15 students enrolled

Increase to Full Course Salary: \$8,840

Instructor Compensation – Limits Require Adjustments

Ladder Rank Faculty (LRF) and Teaching Professors teaching 2 courses in one Session.

- Total payment is 17% annual salary ($2 * 8.5\%$) - More than 1/9th
- Pay 1/9th (11%) one month + remaining 6% the following month

Recalls - Spread payment over 2 pay periods (43% max)

ALL instructors teaching 4 courses require a 1% payment reduction ($4 \times 8.5\% = 34\%$, which exceed 33% max)

LRF and Teaching Profs teaching 4 courses:

1/9th in July

1/9th in August

1/9th in September

Don't Worry, Summer Session Does the Math

Summer Session does the course salary calculations for you.
Payroll worksheets will be provided with the details.

Make sure that your faculty can “fit” Summer Session compensation with their other summer plans.

We'll discuss how to enter payments in our Spring Quarter training.

How to Hire Faculty & Lecturers - 4 Groups

Different Instructor Types Require Different Processing.



Walk in the Park

Enter Additional Pay



Fun Run

Process Position/Hire
Enter Additional Pay



10 K

Submit Appointment File
Process Position/Hire
Enter Additional Pay



Triathlon

Submit Appointment File
Process Position/Hire
Enter Additional Pay
Special Handling

How to Hire Faculty & Lecturers



Walk in the Park

Enter Additional Pay

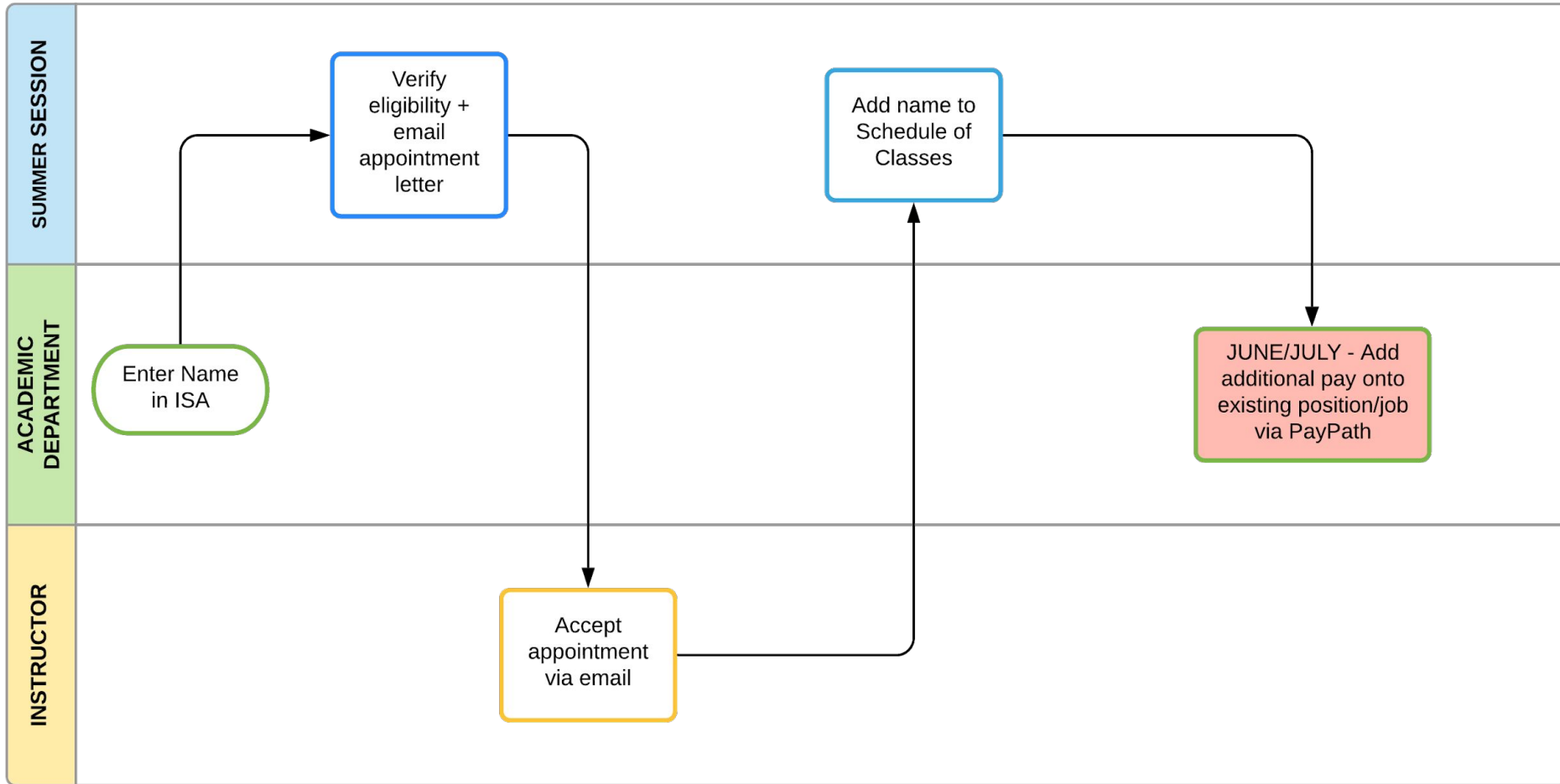
Ladder Rank Faculty
LSOE/LPSOE



Walk in
the Park

HIRING LADDER RANK FACULTY, LSOE, LPSOE

No Summer Session Position Needed in UCPATH.



JANUARY - JUNE

JUNE - JULY

Appointment
Letters will be
uploaded to
OneDrive.

All appointment letters will be
uploaded to the Summer Session
OneDrive site.

<https://go.ucsd.edu/3cPRUEF>

Email summer-payroll@ucsd.edu
to get access.

How to Hire Faculty & Lecturers



Fun Run

Process Position/Hire
Enter Additional Pay

Lecturers who taught at least 1
Quarter in 2020-2021 AY -
Rehire

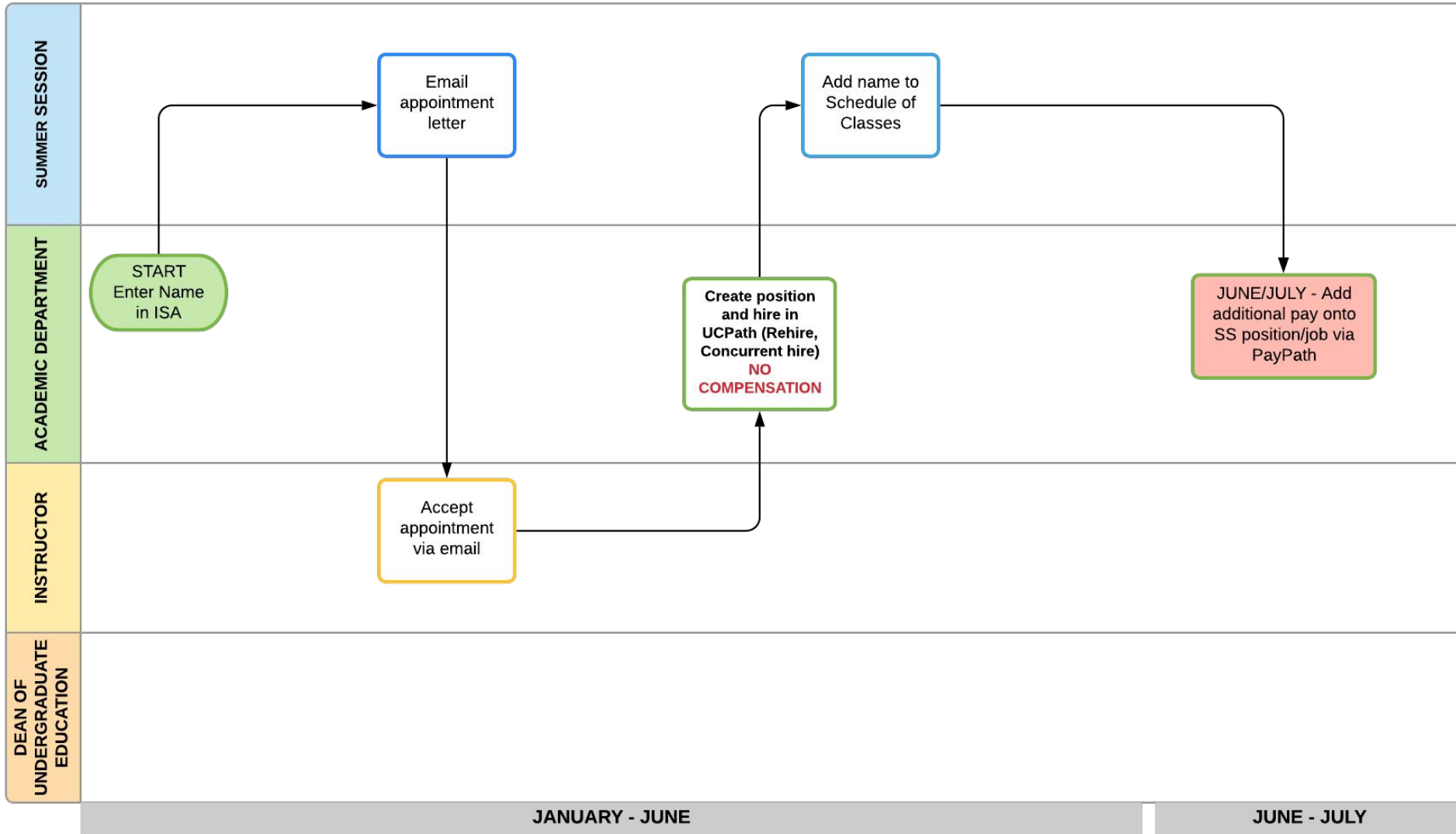
Lecturers who taught in
2020-2021 AY + have an
appointment starting 7/1/21
(Paid on 09/12 basis) -
Concurrent Hire



Fun
Run

Hiring Lecturers Who Taught in 2020-2021 AY

Summer Session Position Needed in UCPATH.



Positions for Summer Session Lecturers in UCPath

Job Aid: How to Process Payments for Lecturers in Summer Session

<https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions>

Tips

You can re-use positions from Summer Session 2020.

Confirmed with Kelly Maheu - Departments can reuse Summer Session positions from 2020. You will just need to change the funding if it differs.

If creating new positions, start the position at least one month before the anticipated hire date. (Need enough effective dated rows if position corrections are required.)

Use Job Code = 001550 and FTE = 0

Add funding using a Blank Earn Code row or rows; all earnings will be from ASN Earn Code.

Hires for Summer Session Lecturers in UCPath

Job Aid: How to Process Payments for Lecturers in Summer Session

<https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions>

Choose the appropriate hire template: New Hire, Rehire, Concurrent Hire

Effective Date	Beginning of summer pay period	7/1/21 or 8/1/21
Expected Job End Date	Last day of pay period they will be paid	7/31/21 or 8/31/21

Note the summer service dates in the comments. (We don't show service dates in UCPath like we did in PPS.)

On the **Job Data** tab:

1. Job Compensation section is left blank.
Do not enter any **Comp Rate Codes** or **Amounts**.
2. **FTE is 0**
3. Note in your **Comments** to UCPC that the job compensation should be 0, and that the Lecturer will be paid via Additional Pay.

DO NOT enter additional pay via PayPath until JUNE/JULY.

How to Hire: Lecturers and Recalls



10 K

Appointment File
Process Position/Hire
Enter Additional Pay

Lecturers who are only teaching for Summer Session - **New Hire or Rehire**

Lecturers who did NOT teach in 2020-2021 AY, but have an appointment starting 7/1/21 (Paid on 09/12 basis) - **Concurrent Hire**

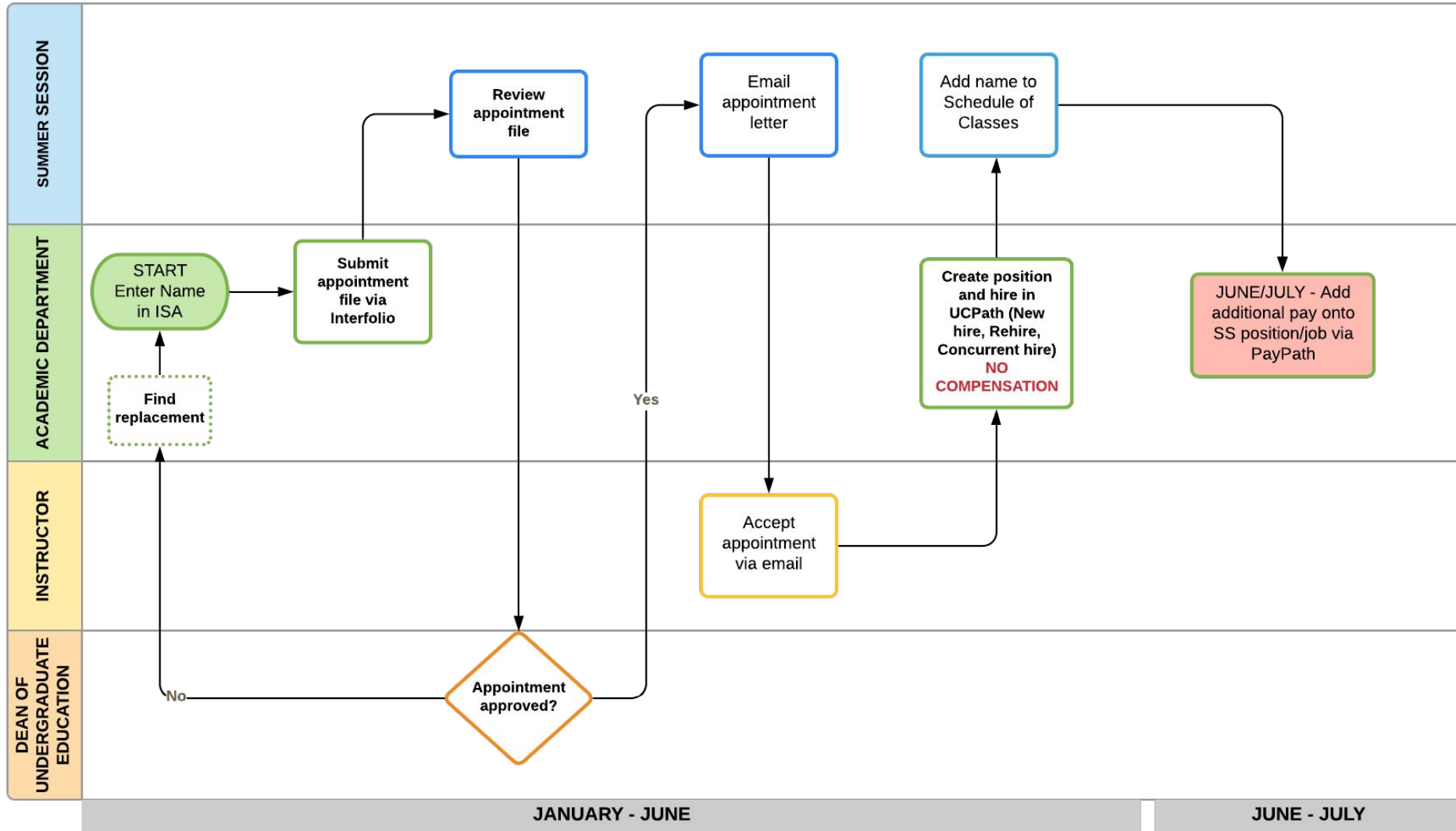
Recall Faculty - **Concurrent Hire**



10 K

Hiring Lecturers who did NOT teach in 2020-2021 AY, and Recalls

Summer Session Appointment File + Position Needed in UCPATH.



How to Submit Appointment Files

In Interfolio, use the “Summer Session Appointment” template.

See Job Aid in Summer Session Instructor Appointment Handbook or on the [AP SharePoint site](#).

The screenshot displays the UC San Diego Interfolio interface. At the top, the UC San Diego logo is visible. Below it, the heading "Summer Session Appointment File Creation" is centered. A list of five numbered steps provides instructions for creating a case. Step 5 includes a note that the "Summer Session Appointment" template is not department-specific. Below the instructions, the "New Case" page is shown, featuring two template options: "Blank Case" and "Summer Session Appointment". The "Summer Session Appointment" option is circled in red. Below this, another list of six numbered steps details the review process. The "Case Review Steps" page is also shown, with a list of steps. The first step, "Department Review", is highlighted, and a red circle highlights the pencil icon used to edit the step details. Below the step list, there are buttons for "Collapse Steps" and "Reorder". The "Department Review" step shows a group of "Departmental AP Staff (0)" with options for "No Instructions" and "No Required Documents", and an "Edit Details" button.

UC San Diego

Summer Session Appointment File Creation

1. Login via [review.ucsd.edu](#)
2. Click on 'Cases' under the Review, Promotion and Tenure menu on the left hand side of the screen
3. Click on 'Create Case'
4. Choose the home department or ORU for this appointment
5. Choose the 'Summer Session Appointment' template
 - Note: Unlike the other templates created for your department, this template is not department specific.

University of California-San Diego > Cases >

New Case

Blank Case
A blank case that can be customized to match your requirements

Summer Session Appointment
This template should be used for summer session appointments.

6. Search for a Candidate or enter their name and email address
7. Click 'Continue'
8. Update the candidate requirements (if applicable)
9. Click 'Continue'
10. Create any additional Internal Case Sections that you want to add to the file (if any)
 - Do not change the sections that are already created
11. Click 'Continue'
12. On the Case Review Steps page, click on the pencil icon on the first step of the workflow, "Department Review"

University of California-San Diego > Cases > Johnny Test >

Case Review Steps

Collapse Steps Reorder

1 Department Review

Departmental AP Staff (0)
No Instructions No Required Documents Edit Details

How to Submit Appointment Files

4 Sections in the Summer Session Appointment Template:

1. Summary	Appointment Summary Form or Recall Form
2. Recommendations	Dept. Chair memo to DUE
3. Evidence of Teaching Effectiveness	CAPES or Reference Letter
4. Candidate Documents	CV

Forms Needed in Appointment Files

Required Documentation for Summer Session Appointment Files. Must be Submitted via Interfolio.								
1	2	3	4	5	6	7	8	9
Faculty Type & Academic Year Title Code	Summer Session Title Code	No Documents Required	Appointment Summary Form	Dept. Chair Memo	Teaching Evaluations (CAPE) or Reference Letter	CV ¹	Recall Form (UCSD)	Exception Letter to Reduce Appt % and/or use Vacation
<i>UC San Diego Faculty (Dept. Chair and Summer Session Approval Required) - APM-661</i>								
Prof AY-1100 Assoc Prof AY-1200 Asst Prof AY-1300	1100,1200,1300	X						
Prof AY BEE-1143 Assoc Prof AY BEE-1243 Asst Prof AY BEE-1343	1143,1243,1343	X						
Lect SOE 1603,1604,1607,1608	1603,1604,1607,1608	X						
Lect PSOE 1600,1602,1605,1606,1680	1600,1602,1605,1606,1680	X						
Lect AY Teaching Current Year 1630,1631,1632	1550	X						
Adjunct Professor AY 3258,3268,3278	3258,3268,3278	X						
<i>UC San Diego Faculty (Dept. Chair and Summer Session, and DUE Approval Required) - APM-662</i>								
Recall (Emeriti) Faculty Teaching Only 1700	1700				X		X	
Recall (Emeriti) Faculty Teaching and Research, Clinical, &/or Administrative 1702	1702			X	X		X	
Fiscal Year Appointments- Researchers-3200,3210,3220 Postdocs-3252,3253	1550 ^a		X	X	X	X		X
Fiscal Year Appointments- Provost-1047	Use Underlying Prof Appt. title code as listed above - Column 2. No documents required.							
Health Compensation Plan (HCOMP) Faculty ² 1712-1734	1712-1734		X	X	X	X		X
<i>Visiting Faculty (Dept. Chair and Summer Session, and DUE Approval Required)</i>								
Visiting Professor	1108,1208,1308		X	X	X	X		
Lecturer	1550		X	X	X	X		

See page 19 in the [Instructor Appointment Handbook](#).

New for Summer Session 2021

Bio/Bib is no longer required in Summer Session appointment files.

Summer Session Appointment File Tips

- Propose annual salary that aligns with comparable faculty in your department & fits a UC academic salary scale. (Don't match home institution salary.)
- Suggestion: If CAPES are below 70% rating with 40% response rate, propose action plan to increase responses.
<http://www.cape.ucsd.edu/faculty/tips.html>
- Teaching CAPES are more important than TA evaluations. Two sets of CAPES are usually sufficient – don't need all CAPES.

Summer Session Appointment File Tips

If proposing a first-time instructor, the letter to DUE should include the type of support that will be provided: faculty mentor, Teaching + Learning Commons (highly recommend), other department support.

NEW - Bio/Bib is no longer required in Summer Session appointment files. Please be sure CV is complete.

Recalls – Position & Hire Tips in UCPath

Job Aid: How to Process Summer Salary for Professors, LSOE, and Recalls

<https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions>

Tips

If creating new positions, start the position at least one month before the anticipated hire date. (Need enough effective dated rows if position corrections are needed.)

Use **Job Code = 001700** and **FTE = 0**

Hire using a **Concurrent Hire** template. No **Comp Rate Codes** or **Amounts** should be entered on the job.

Note in the Comments that the employee's job compensation should be 0 and that the employee will be paid via Additional Pay.

We'll enter Additional Pay in June/July.

How to Hire Faculty & Lecturers



Triathlon

Appointment File
Process Position/Hire
Enter Additional Pay
Special Handling

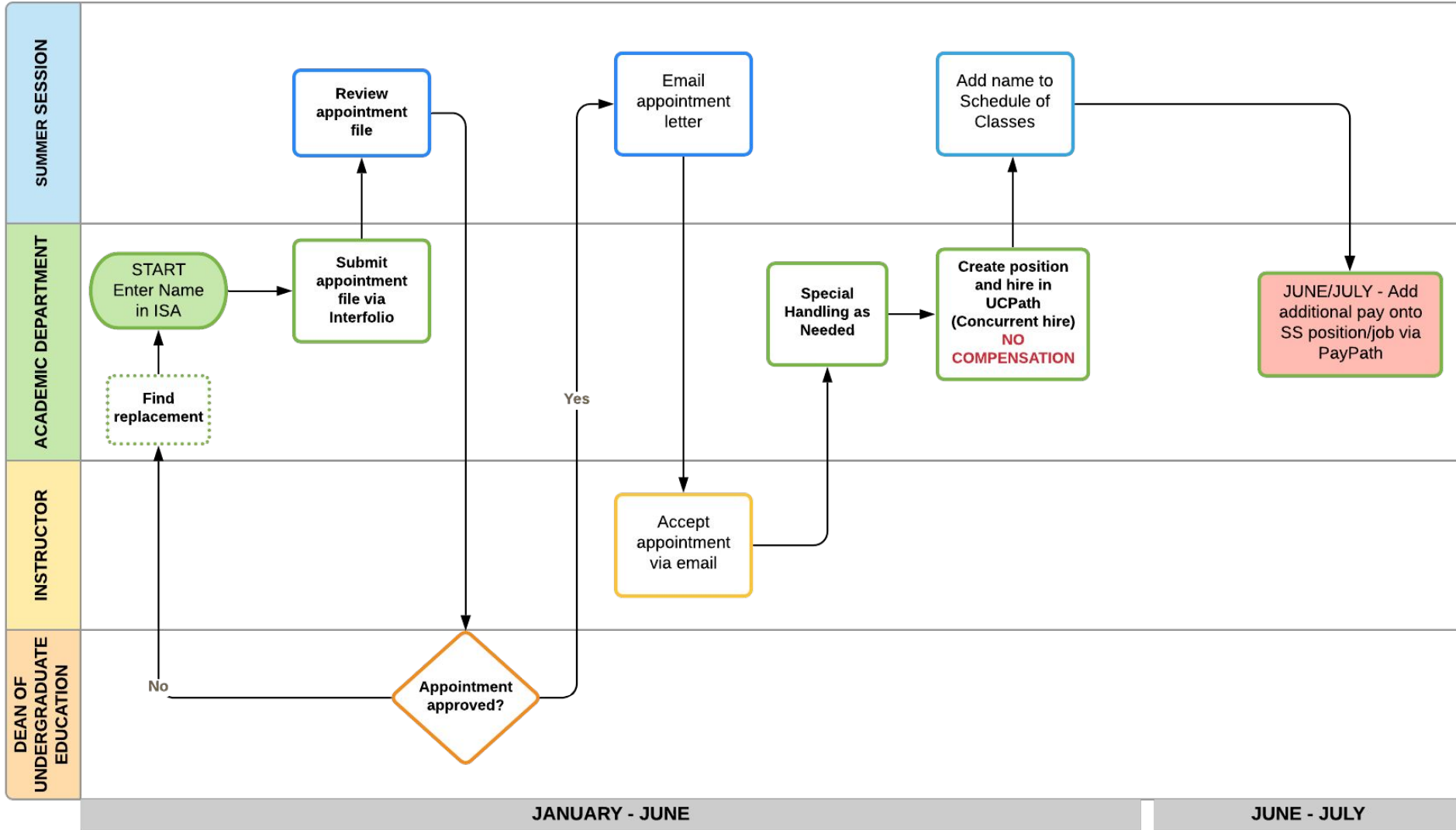
FY Appointments (Staff,
Researchers, Postdocs) -
Concurrent Hire

Faculty from other UC
Campuses - **Concurrent Hire**



Triathlon

Hiring FY Appointments (Staff, Postdocs, Researchers), or Faculty form other UCs Summer Session Appointment File + Position Needed in UCPATH + Special Handling.



Triathlon Group – Special Handling

FY Appointments (Staff, Researchers, Postdocs)

Reduce FTE on current appointment to fit a 50% (or 100%) Summer Session teaching appointment during the July or August pay period.

Alternatively, accrued vacation time can be used.

If postdoc is here on a visa, check with the [International Faculty & Scholars Office \(IFSO\)](#).

Certain visas may not allow teaching.

Triathlon Group – Special Handling

Faculty from other UC Campuses

Both UC campuses must sign a Multi-Location Agreement Form before the appointment begins.

UCSD department processes a Concurrent Hire.
(Not a fund transfer anymore)

Job Aid: How to Manage Multi-Location Appointments

<https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions>

Hiring-at-a-Glance

		Need an Appointment File?	Need a Position & Hire in UCPath	Which Hire Template?	Additional Pay via PayPath in June/July	Job Code	Special Handling?
Walk in the Park	Ladder Rank Faculty, LSOE, LPSOE				X		
Fun Run	Lecturer Taught at least 1 quarter during 2020-2021 AY		X	Rehire	X	1550	
	Lecture Taught in 2020-2021 AY Has an appointment starting 7/1/21 (Paid on 09/12 basis)		X	Concurrent Hire	X	1550	
10 K	Lecturer Summer Session teaching only	X	X	New Hire Rehire	X	1550	
	Lecturer Did NOT teach in 2020-2021 AY Has an appointment starting 7/1/21 (Paid on 09/12 basis)	X	X	Concurrent Hire	X	1550	
	Recall Faculty	X	X	Concurrent Hire	X	1700, 1702	
Triathlon	FY Appointments (Staff, Researchers, Postdocs)	X	X	Concurrent Hire	X	1550	Reduce current appointment to fit 50% or 100% Summer Session teaching, or used accrued vacation time.
	Faculty from other UC Campuses	X	X	Concurrent Hire	X	1108, 1208, 1308	Both campuses must sign Multi-Location Agreement Form.

Special Cases - Adjunct Professors

Adjunct Professors

Can teach Summer Session on their title/job.

However - Special Handling is required if they are without salary.

You need to change the existing Adj Prof job for the Summer Session pay, and then change it back.

1. Remove the UCWOS comp rate and make it a 0 FTE job
2. Enter the Summer Session Additional Pay.
3. After the payment has processed, you will need to change the title/job back to UCWOS comp rate and the correct FTE.

Special Cases – International Faculty Teaching Remotely

Need a Temporary Remote Work Agreement.

<https://aps.ucsd.edu/faculty-resources/covid-19/leavefaq.html#Temporary-Remote-Work-Agreement>

Taxes are different when not working in CA.

Instructor must complete Out-of-State tax form (domestic) or Foreign Source Income Statement form (International). Instructions are here:

<https://ucpath.ucsd.edu/transactors/local-updates-posts/out-of-state-tax-11252020.html>

Also materials in the UPK - Employee Self Service - Employee Actions: International Hire folder.

Tip - Be very clear and detailed in the initiator comments of the hire transaction. Make sure to state that the faculty is International, working remotely, and whether they have a United States SSN.

Special Cases - Visiting Professors

Visiting Professors

Eligible to teach SS with a Visiting Professor job code

If they have a Visiting Prof appointment ending 6/30/21:

- Extend the end date
- Change the FTE to 0

(Otherwise they will get paid from your department and Summer Session.)

Because they are only teaching, hiring as a 1550 Lecturer is also okay.

- If they had a 2020-2021 AY Visiting Prof appointment at UCSD, match that salary as close as possible on the Unit 18 scale.

Timeline for Department Action Items

Enter names in ISA	Now
Submit appointment files in Interfolio	By March 12th
Create positions in UCPath	Start now
Process Hires in UCPath	When instructor accepts appointment letter Session 1 - Hires complete end of May Session 2 - Hires complete end of June
Enter Additional Pay	Wait for June & July

Spring Quarter - Summer Session & Graduate Division will have another training session to cover entering additional pay.

Graduate Student Associate-In Applications

2021 Summer Session
Appointment File Preparation

Graduate Division Contacts

Courtney Aguila

Senior Graduate Employment
Coordinator

claguila@ucsd.edu

Kacy Cashatt

Graduate Employment Coordinator

kcashatt@ucsd.edu

Overview

Topics and Agenda

Agenda

- Academic Senate Policy
- Graduate Division Policy and Academic Eligibility
- Submission guidelines
- Resources

About this Information Session

- By the end of the session:
 - Know where to find the policy
 - Understand submission guidelines
- Goal: submit complete files, that meet the requirements, so that candidates can be reviewed and appointments can be made on time and 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 = 36
Winter = 33
Spring = 48
Total = 117

198

Summer Appointments Last Year!

Associates-In (Teaching a Course)

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

Graduate Division Review Priorities

- Quality of instruction for undergraduate students
- Training and mentorship for graduate students
- Alignment with Academic Senate policy

Policy for Associates to Teach Upper-Division Courses

Committee on Educational Policy, 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 an 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-In 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 CEP.
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 CEP, through the department chair or program director, a written assessment of the AI's teaching performance

Limitations on Serving

1. No graduate students will be allowed to serve as AIs more than three times during their tenure at UC San Diego or 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 have been received in the Academic Senate Office 4 weeks prior to the start of the quarter in which a course is to be taught.*

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

May 14, 2021

Deadline for Summer 2021 Upper- and Lower-Division
Course Applications

Graduate Division Policy for Associates

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.

Review Process: Department Nomination Letter

- Addressed to Dean of Graduate Division
- 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
 - Exe. Advancement to Candidacy issues

Advancement to Candidacy Exceptions

CEP 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.

Faculty Mentorship

CEP 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-In 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.

For Lower-Division courses, this information can be provided in the department nomination letter OR listed in the IA System Application in #10.

For Upper-Division courses, this information should be listed in the IA System Application in #10.

Limitations on Serving

No AI appointments to Graduate Level (200)
courses

Specialized Training

CEP 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.

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 Graduate Division: 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://collab.ucsd.edu/x/fmxjBq>

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-In Nomination
Application

Associate-In General Questions

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

Academic Year

Associate-In General Questions

1. Proposed course
CGS 123 - Gender & Reproductive Politics
2. Proposed quarter
WI21
3. Proposed appointment percent time
50
4. Projected enrollments for the proposed course
20
5. Actual (past 2 years) enrollments for the proposed course
WI20-14, WI18-17

Summer

Associate-In General Questions

1. Proposed course
ETHN 152 - Law and Civil Rights
2. Proposed quarter
S220
3. Sub-term (Special Session ONLY)
4. Proposed appointment percent time
50
5. Projected enrollments for the proposed course
30
6. Actual (past 2 years) enrollments for the proposed course
FA18=34; WI18=40
7. How many instructors will be teaching this class?
1
8. How many sections of this course will the applicant teach in the selected term?
1
9. Maximum units students can earn in the selected course
4

Associate-In Upper- Division Questions

Academic Year

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

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 Isolatr &Energy Dissip (Mosqueda, Gilberto)
FA18: Teaching Assistant, SE 220 - Seismic Isolatr &Energy Dissip (Mosqueda, Gilberto)
FA19: Teaching Assistant, SE 220 - Seismic Isolatr &Energy Dissip (Mosqueda, Gilberto)
FA20: Teaching Assistant, SE 220 - Seismic Isolatr &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-In Upper- Division Questions

Summer

Tip: For first time nominations, #10: “Proposed supervising faculty” should be completed for Lower-Division courses too

Associate-In Upper-Division Questions

10. Proposed supervising faculty
GORE, DAYO F.
11. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)
42
12. Total number of upper-division Associate-In appointments in hiring unit this year
3
13. Date applicant completed TA training with Teaching + Learning Commons
FA15
14. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course.
Please see the attached letter from our department chair.
15. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.
FA15: Reader, CGS 100 - Conceptlzg Gender-Theory&Methd (Santizo, Gabriela Domitila)
WI16: Reader, SOCI 188I - Israeli-Palestinian Conflict (Shafir, Gershon)
SP16: Reader, ETHN 118 - Contemporary Immigration Issues (Dorr, Kirstie A.)
FA16: Teaching Assistant, DOC 1 - Diversity (Mariscal, George)
WI17: Teaching Assistant, DOC 2 - Justice (Gagnon, Jeffrey C)
SP17: Teaching Assistant, DOC 3 - Imagination (Gagnon, Jeffrey C)
FA17: Teaching Assistant, ETHN 1 - Intro: Land and Labor (Frank, Ross H.)
WI18: Teaching Assistant, ETHN 2 - Intro: CirculationsofDifference (Espirtu, Yen)
SP18: Reader, CGS 112 - Sexuality & Nation (Dorr, Kirstie A.)
FA18: Associate (in lieu of TA), - ()
WI19: Associate (in lieu of TA), - ()
SP19: Reader, AAS 10 - Intro/African-American Studies (Odom, Mychal Matsemelaali)
SP19: Associate (in lieu of TA), - ()
16. List all courses taught by student as Associate-In, including lower division courses and courses taught in Summer Session.
S218: CGS 123 - Gender & Reproductive Politics
S119: CGS 147 - Black Feminisms Past & Pres
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.

Academic Year

Documents

14. 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.
[Combine all documents in one PDF File and upload](#)
15. Please upload a memo providing the recommendation justification for this request.
[Department nomination letter](#)
16. Please upload a departmental exception letter for this applicant (if applicable).
[Department exception letter \(if applicable\)](#)
17. Please upload this applicant's Academic Biography.
[Applicant's Academic Bio/CV](#)
18. If no CAPEs are available for this applicant, please upload a letter of support.
[Letter of Support](#)

Documents

Tip: You can combine department nomination letter, CV, and any supporting documents into one PDF and upload in first question (#14 or 18). Or upload each document to a separate question.

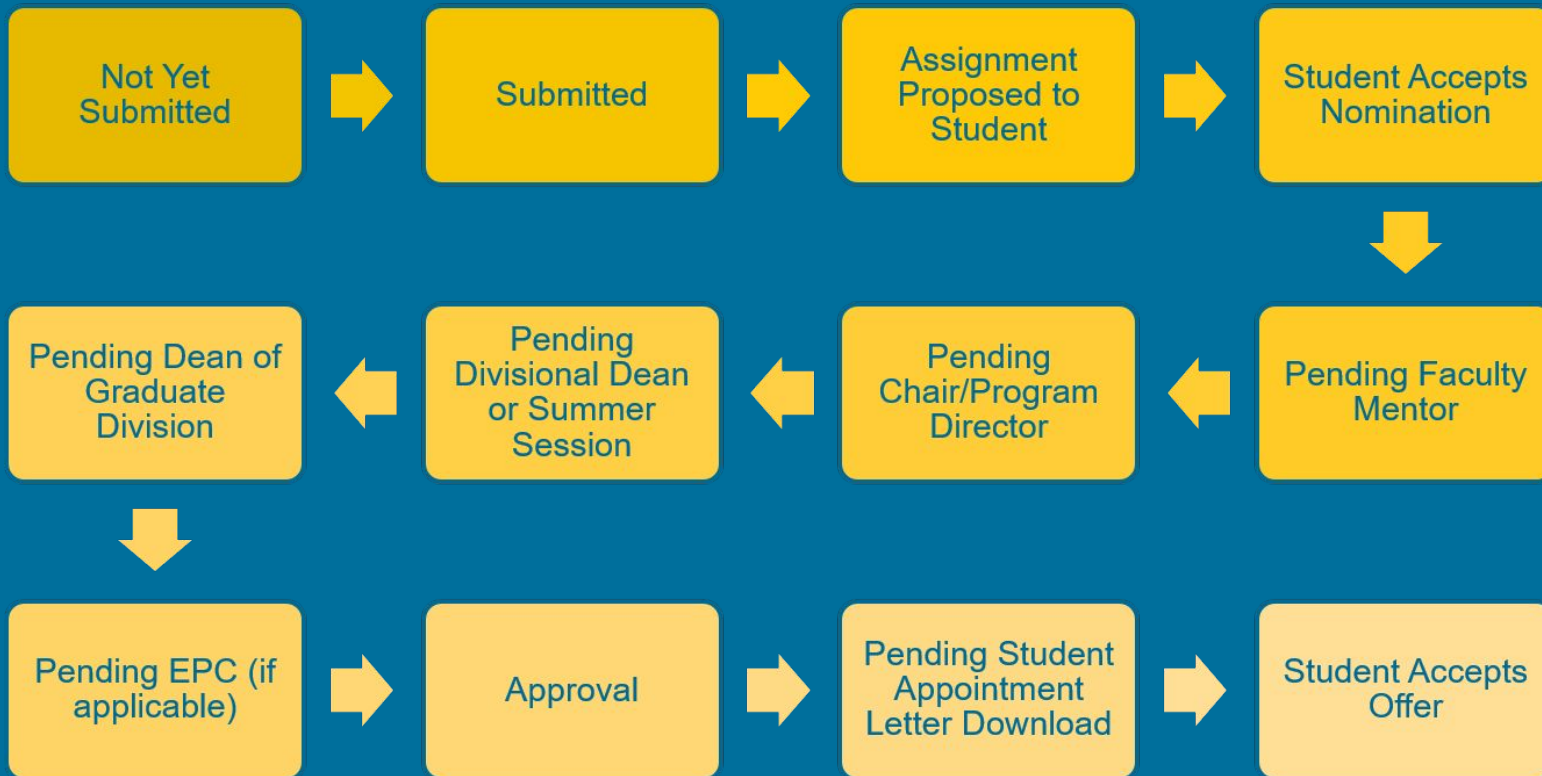
Summer

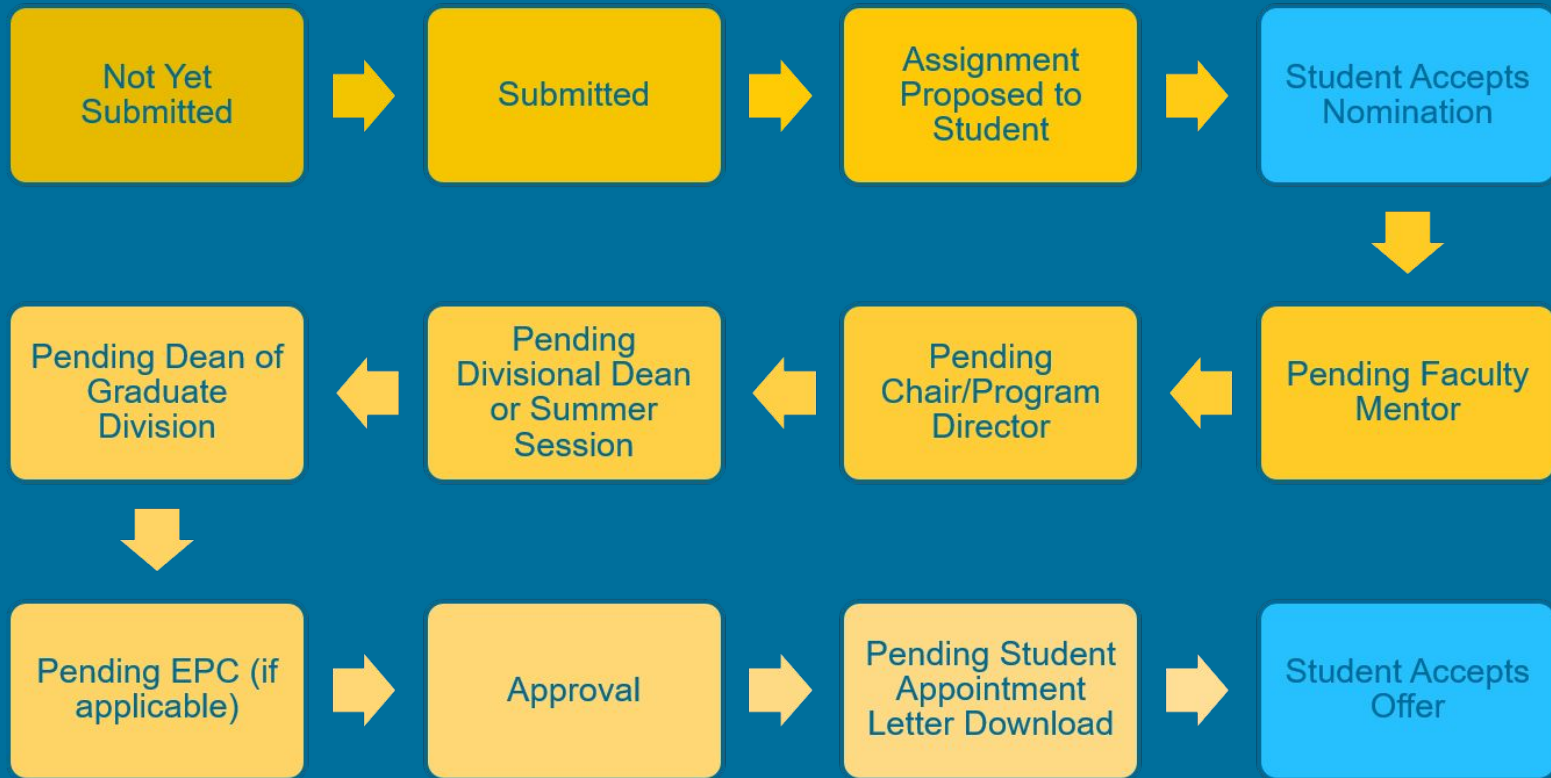
Documents

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.
[Combine all documents in one PDF File and upload](#)
19. Please upload a memo providing the recommendation justification for this request.
[Department nomination letter](#)
20. Please upload a departmental exception letter for this applicant (if applicable).
[Department exception letter \(if applicable\)](#)
21. Please upload this applicant's Academic Biography.
[Applicant's Academic Bio/CV](#)
22. If no CAPEs are available for this applicant, please upload a letter of support.
[Letter of Support](#)

Approval

Routing and Application Status





Corrective Actions

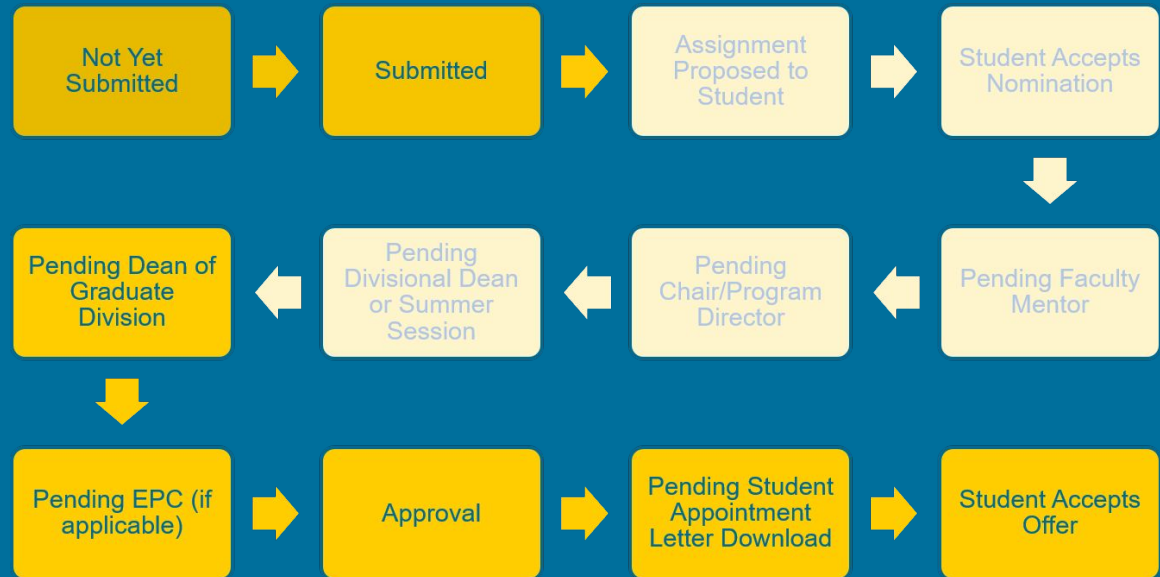
Return to Department for Quick Edits

- Clerical errors (typos in the rate, name, faculty mentor, question responses)
- PDF errors (additional blank pages; NOT all blank pages)

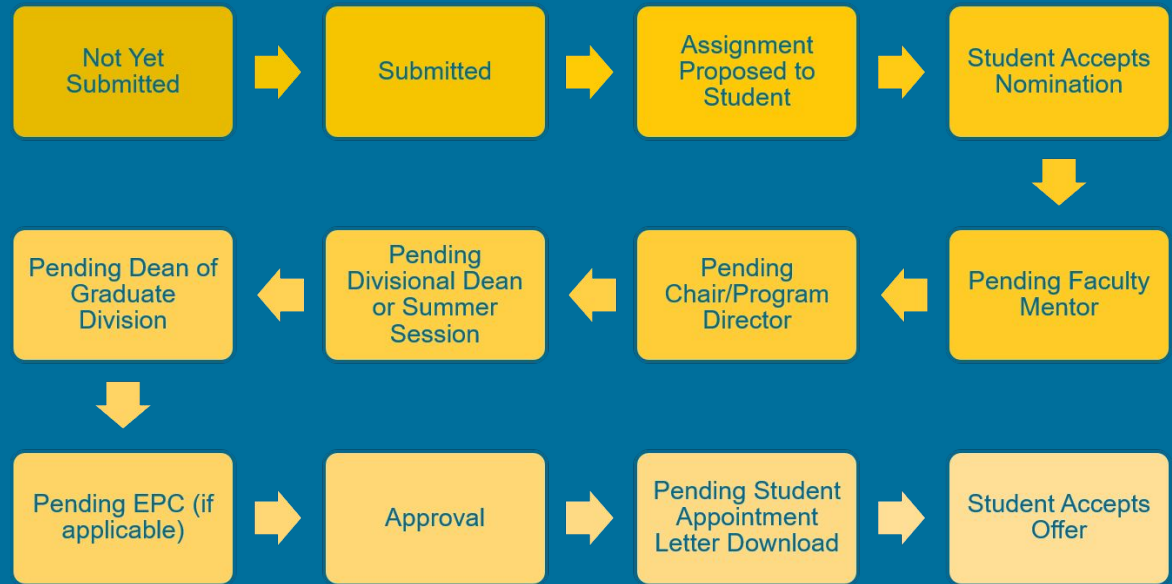
Return to Department for Revisions

- 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:
 - Courtney Aguila, Sr. Graduate Employment Coordinator, Graduate Division, claguila@ucsd.edu
 - Kacy Cashatt, Graduate Employment Coordinator, Graduate Division, kcashatt@ucsd.edu
- Student Committee Membership App
 - Contact the Admin in your department

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>
- Graduate Division 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>



Questions?

Summer Session

Lisa Bargabus, lbargabus@ucsd.edu

Matt Sapien, msapien@ucsd.edu

Graduate Division

Courtney Aguila, claguila@ucsd.edu

Kacy Cashatt, kcashatt@ucsd.edu

Happy Holidays!

Hope to see you for payroll training in Spring Quarter.