Summer & UCPath are Coming.

2020 INSTRUCTOR APPOINTMENT PROCESS

12/12/19
Agenda

- Welcome
- Lisa Bargabus, Summer Session
  - 2019 Recap
  - How Summer Session Works
  - Instructor Hiring & Compensation
- Courtney Aguila & Kacy Cashatt, Graduate Division
  - Hiring Academic Student Employees (Associate-Ins and TAs/Tutors/Readers)
- Kelly Maheu, Academic Personnel
  - UCPath Preview
- Questions
Summer Session Team

Becky Arce, Director (x47074)
Lisa Bargabus, Business Manager (x25064)
Renee Lee, Student Affairs Manager (x48277)
Matthew Sapien, Administrative Assistant (x44744)
Jonathan Vega, Special Programs Manager (x45358)

summersession.ucsd.edu

summer@ucsd.edu
summer-payroll@ucsd.edu

summer-scheduling@ucsd.edu
summer-programs@ucsd.edu
Thank YOU for a Successful Summer Session 2019!

- Headcount - 11,558
  Enrollment - 24,868

- 95% of Summer Session students are UCSD Students

- 595 Summer Session Instructor Appointments

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Instructor Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>36%</td>
<td>Lecturers</td>
</tr>
<tr>
<td>22%</td>
<td>Ladder-rank Faculty + Teaching Professors</td>
</tr>
<tr>
<td>27%</td>
<td>Graduate Students</td>
</tr>
<tr>
<td>10%</td>
<td>Visitors</td>
</tr>
<tr>
<td>2%</td>
<td>Researchers</td>
</tr>
<tr>
<td>2%</td>
<td>Recall appointments</td>
</tr>
<tr>
<td>1%</td>
<td>Adjunct Prof</td>
</tr>
</tbody>
</table>
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.
- Summer Session pays:
  1. Instructor Course Salaries
  2. TA Allocation (block-funded)
  3. Administrative Funding to Departments
Summer Programs for 2020

- **Summer Success Programs**
  
 SSPs will continue in 2020.

  Program details are pending leadership review.

- **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.
Summer Programs for 2020

- **summer.ucsd.edu**
  All UC San Diego summer programs, not just Summer Session.
  
  Summer Program Finder
  [https://summer.ucsd.edu/program-finder/index.html](https://summer.ucsd.edu/program-finder/index.html)

- **summersession.ucsd.edu**
  Summer Session website.
### How Summer Session Works

<table>
<thead>
<tr>
<th>October</th>
<th>November</th>
<th>December</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit &amp; Reporting</td>
<td>Call for course proposals</td>
<td>Advisory Committee Mtg.</td>
<td>Begin appointment letters</td>
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<tr>
<td></td>
<td>Course proposals due</td>
<td>Approved courses - 12/13/19</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preview of Classes posted</td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>February</td>
<td>March</td>
<td>April</td>
<td>May</td>
</tr>
<tr>
<td>Classrooms assigned</td>
<td>Courses on TritonLink</td>
<td>Students begin enrolling</td>
<td>Manage waitlists</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students fees assessed</td>
</tr>
<tr>
<td></td>
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</tr>
<tr>
<td>June</td>
<td>July</td>
<td>August</td>
<td>September</td>
</tr>
<tr>
<td>Student fees due</td>
<td>Students add/drop courses</td>
<td>Session 2 begins</td>
<td>Sessions end</td>
</tr>
<tr>
<td>Session 1 begins</td>
<td>Session 1 pay date</td>
<td>Fees due</td>
<td>Session 2 pay date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reporting begins</td>
</tr>
</tbody>
</table>
# Summer Session 2020

## 5 Week Sessions

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 1</td>
<td>June 29 – August 1</td>
</tr>
<tr>
<td>Session 2</td>
<td>August 3 – September 5</td>
</tr>
</tbody>
</table>

See 2020 Summer Session Guidebook for Operational Calendar.

## Special Sessions

<table>
<thead>
<tr>
<th>Duration</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 Weeks</td>
<td>June 29 – July 18</td>
</tr>
<tr>
<td></td>
<td>July 20 – August 8</td>
</tr>
<tr>
<td></td>
<td>August 10 – August 29</td>
</tr>
<tr>
<td>8 Weeks</td>
<td>June 29 – August 22</td>
</tr>
<tr>
<td>10 Weeks</td>
<td>June 29 – September 5</td>
</tr>
<tr>
<td>15 Weeks</td>
<td>June 15 – September 25</td>
</tr>
<tr>
<td>Restricted Session (year-round programs only)</td>
<td>June 15 – September 25</td>
</tr>
</tbody>
</table>
## How Summer Session Works

<table>
<thead>
<tr>
<th>ACADEMIC DEPARTMENTS</th>
<th>SUMMER SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Propose courses &amp; instructors</td>
<td>Approve courses</td>
</tr>
<tr>
<td>Submit appointment files</td>
<td>Oversee DUE approval of Lecturers</td>
</tr>
<tr>
<td>Submit Associate-In applications</td>
<td>Create &amp; email appointment letters</td>
</tr>
<tr>
<td>Instructor onboarding</td>
<td>Schedule of Classes (add instructor names asap)</td>
</tr>
<tr>
<td>Hire instructional support</td>
<td>Calculate instructor payments (payroll worksheets)</td>
</tr>
<tr>
<td>Enter appointments into UCPath???</td>
<td>Support/Manage special summer programs</td>
</tr>
<tr>
<td>TBD for 2020</td>
<td>Block-fund TA allocation (summer formula)</td>
</tr>
<tr>
<td>Enter appointments into UCPath???</td>
<td></td>
</tr>
</tbody>
</table>
Instructor Compensation

Course Salary + Success Bonus (for SSP Courses ONLY)

- No Maximum Course Salary Cap
- No Enrollment Bonuses or Science Lab Bonuses

New for 2020
Instructor Compensation

Final Dates to Determine Final Salary
Session 1 – July 7, 2020
Session 2 – August 10, 2020

MAX ALLOWED for ALL SUMMER COMPENSATION
33% of UC Annual AY Salary
(1/9 for 3 summer mos. = 3/9ths)
See APM-600

Ladder-rank faculty and teaching professors (LSOE, LPSOE) are held
to 1/9th per month. Spread payment as needed.

43% limit for Emeriti (Recall faculty)
See APM-205

Academic Administrators (Ex: Provost, Dept. Chair)
AP reviews case by case

Note
Instructors who teach 4 courses in
Summer Session will require a 1%
course salary reduction to comply
with the 33% (3/9) UC annual
salary maximum.

Course Salary

Full Course Salary
3-6 Unit Course
8.5% of Annual Salary
1-2 Unit Course
4.25% of Annual Salary

Success Bonus

1 Course
50% appointment

2 Courses
100% appointment

Low Enrollment
Courses with < 15 students may be paid on contingency:
$100 x Units x Students
Not to exceed full course salary.
Graduate Students not eligible for contingent salary (Article 23).

$500 per week
See pg. 6 for details

2020 Faculty Appointment Handbook, Page 5
Instructor Compensation

Course Salary - Full vs Contingent

**Full Salary if 15+ Students Enroll**
- 4 Unit Course: 8.5% annual salary
- 1-2 Unit Course: 4.25% annual salary

**Contingent Salary if < 15 Students Enroll**
If Instructor agrees (not Grad Students)
$100 \times \text{Units} \times \text{Students}$

**Measure Enrollment Twice - Pay the Higher Amount**
1\textsuperscript{st} Snapshot - Month before class starts - Give time to recruit more students.
2\textsuperscript{nd} Snapshot - Day after student refund deadline - Campus has that revenue.
Instructor Compensation

Snapshot Dates

**Session 1**  
6/29/20 – 8/1/20  
1st Snapshot - 6/3/20  
2nd Snapshot - 7/7/20

**Session 2**  
8/3/20 – 9/5/20  
1st Snapshot - 7/8/20  
2nd Snapshot - 8/10/20

**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

No Course Salary Maximum - IMPACT

Instructors teaching 2 courses in one Session earn 17% annual salary.

Ladder Rank Faculty and Teaching Professors – Spread payment as needed to comply with 1/9th per month.

ALL instructors teaching 4 courses require a 1% payment reduction
(4 × 8.5% = 34%, which exceed 33% max)
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 29th – August 1st
Pay date: 7/31/20

1st Snapshot - 6/3/20
12 students enrolled
Paid on Contingency:
$100 \times 4 \text{ units} \times 12 = $4,800

2nd Snapshot - 7/7/20
15 students enrolled
Increase to Full Course Salary: $8,840
Summer Session block-funds instructional support.
TA Allocation formula similar to F/W/S, adjusted for summer.

1st day of Session 1 – Preliminary Calculation
Last day of Session 2 – Final Calculation

Why 2 calculations?
Success Program students in Session 2 are not enrolled by the 1st day of Session 1.

2019 - $1.8M to Departments
To support Time to Degree initiative - Departments who offer more Courses AND more Enrollments in 2020 will receive the Incentive Pilot funding.

<table>
<thead>
<tr>
<th></th>
<th>STANDARD</th>
<th>NEW INCENTIVE</th>
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</thead>
<tbody>
<tr>
<td>Courses</td>
<td>$500/course</td>
<td>$1,000/course</td>
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<tr>
<td>Enrollment</td>
<td>$13/33 per student</td>
<td>$25/50 per student</td>
</tr>
</tbody>
</table>

Compare end-of-term data for 2018 vs 2020

2019 - $1.1M to academic units.
   25 units - New Incentive funding
   21 units - Standard funding
4 Faculty Groups

**SUN GOD**
Has UCSD academic appointment in 2019/2020.

**STONEHENGE**
UCSD staff/researchers without academic appointment in 2019/2020.
Need DUE approval.

**RED SHOE**
Visiting Lecturers and Visiting Professors.
Need DUE approval.

**TRITON**
Graduate students teaching as Associates-In.
Need Dean of Graduate Division approval.
How to Hire: SUN GOD

- Summer Session will start sending appointment letters January 8, 2020.

- UCSD Annual Salary as of 6/30/20
  - (Not July 1, 2020 increases)

- Department Action Item:
  - Please review list of courses and salaries from Summer Session.
Submit appointment files via Interfolio using the Summer Session appointment template. Lisa will email when ready.

Instructions are on the AP SharePoint site.

Appointment Files approved by:

- John C. Moore, Dean of Undergraduate Education

Summer Session creates appointment letters & will upload copies to OneDrive. (link pending)

Departments manage onboarding.

International candidates – Consult with IFSO.

https://ifso.ucsd.edu/

STONEHENGE – Fiscal Year appointments must be reduced or use vacation to accommodate a 50% Summer Session appointment. Consult with HR for impact.
# How to Hire: STONEHENGE & RED SHOE

## 2020 Faculty Appointment Handbook

### Chart - Pg. 13

### Sample Forms - Appendix A

<table>
<thead>
<tr>
<th>Faculty Type &amp; Academic Year Title Code</th>
<th>Summer Session Title Code</th>
<th>No Documents Required</th>
<th>Appointment Summary Form</th>
<th>Dept. Chair Memo</th>
<th>Teaching Evaluations (CAPE) or Reference Letter</th>
<th>CV</th>
<th>BIO/BIB Signature Dates</th>
<th>Jan 2017-June 2019</th>
<th>Recall Form (UCSD)</th>
<th>Exception Letter to Reduce Appt% and/or use Vacation</th>
</tr>
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<tbody>
<tr>
<td>UC San Diego Faculty (Dept. Chair and Summer Session Approval Required) - APM-661 SUN GOD GROUP</td>
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<td>Prof AY-1100 Assoc Prof AY-1200 Asst Prof AY-1300</td>
<td>1103,1203,1303</td>
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<tr>
<td>Prof AY BEE-1143 Assoc Prof AY BEE-1243 Asst Prof AY BEE-1343</td>
<td>1143,1243,1343</td>
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<tr>
<td>Lect SOE 1603,1604,1607,1608</td>
<td>1603,1604,1607,1608</td>
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<td>Lect PSOE 1600,1602,1605,1606,1680</td>
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<td>Lect AY Teaching Current Year 1630,1631,1632</td>
<td>1550</td>
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<tr>
<td>Adjunct Professor AY 3258,3268,3278</td>
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<tr>
<td>UC San Diego Faculty (Dept. Chair and Summer Session, and AVCDUE Approval Required) - APM-662 STONEHENGE GROUP</td>
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<tr>
<td>Recall [Emeriti] Faculty Teaching Only 1700</td>
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<tr>
<td>Recall [Emeriti] Faculty Teaching and Research, Clinical, B/ or Administrative 1702</td>
<td>1702</td>
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<td>Fiscal Year Appointments-Researchers-3200,3210,3220 Postdocs-3252,3253</td>
<td>1550</td>
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<td></td>
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<tr>
<td>Fiscal Year Appointments-Provost-1047</td>
<td>Use Underlying Prof Appt. title code as listed above in Sun God Group - Column 2. No documents required. Need AP compensation review &amp; approval.</td>
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<tr>
<td>Health Compensation Plan (HCOMP) Faculty 1712-1734</td>
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<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Visiting Faculty (Dept. Chair and Summer Session, and AVCDUE Approval Required) RED SHOE GROUP</td>
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<tr>
<td>Lecturer 1550</td>
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<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tbody>
</table>
Propose annual salary that aligns with comparable faculty & fits a 7/1/19 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.
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.

An email from the candidate is ONLY needed if Bio/Bib signature is blank or typed.

New for 2020
Services are available to all Summer Session instructors.

See the Engaged Teaching Hub website for details.

https://commons.ucsd.edu/educators/index.html
How to Hire: TRITON

Graduate Division manages the process for hiring graduate students to teach as Associate-Ins, as well as TAs, Tutors and Readers.
Graduate Student Associate-In Appointments

2020 Summer Session Appointment File Preparation
Graduate Division
Contacts

Courtney Aguila
Senior Graduate Employment Coordinator
(858) 534-3727, claguila@ucsd.edu

Kacy Cashatt
Graduate Employment Coordinator
(858) 534-6562, kcashatt@ucsd.edu
Overview
Agenda

- Policy
- Updates
- Submitting Applications
- Deadlines
- Resources
Appointments by Term

- In the last 3 years, on average, there were between 30-40 Associate-In applications per quarter.

Fall = 36
Winter = 33
Spring = 41
Total = 110
Summer Appointments 160
Policy
Policy for Associates to Teach Upper-Division Courses

Committee on Educational Policy, UC San Diego Academic Senate

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

- Students must be advanced to candidacy at the time of file submission in order to be eligible to teach
- Students must be approved to teach before they can begin instruction
- A current (AY 2018-2019) academic Spring Evaluation is required for Associate-In requests
  - Excluding: students who advanced to doctoral candidacy or MFA candidacy during Winter 2020 or Spring 2020; or were on a leave of absence for Spring 2020
  - After the end of Spring 2020, June 12th, an AY 2019-2020 Spring Evaluation will be required
- Must be registered for Spring 2020 or Fall 2020
  - Students expecting to graduate in Spring should be submitted as an Associate-In through the IA System first. If they do graduate, an appointment file must be submitted through SharePoint for approval as a Lecturer.
- Summer Graduate Teaching Scholar (SGTS) students must be advanced to candidacy by February 7, 2020
Graduate Division
Review of Associate-In Applications

- Quality of instruction for undergraduate students
- Training and mentorship for graduate students
- Alignment with Academic Senate policy
Graduate Division Review of Associate-In Applications

- Support Time Limit (1-2 quarters away)
- Overall GPA
- Registration Status (Registered)
- Academic Status (Good Standing)
- Applicant Assignment History & Student Teaching Evaluations (75%<)
- Applicant CAPEs (75%<)
- Applicant Course History
Updates

Effective Spring 2019
Advancement to Candidacy Exceptions

Requests for this type of exception 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.
Departments nominating students to teach for the first time are required to list a faculty mentor.
No Associate-In appointments to Graduate Level courses
Specialized Training

Departments must show that the student has connected with the Teaching+Learning Commons and/or the Engaged Teaching Hub and has completed specialized training.
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
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)
Tip

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

Department
- Dept Staff Submits Appt. File in IA System
- Dept. Faculty Mentor Reviews Appt. File
- Dept. Chair Reviews Appt. File
- College Provost Reviews Appt. File (if applicable)

Student
- Student Reviews Appt. File
- Appt. Confirmed and Appt. Letter Generated for Student

Summer Session
- Summer Session Approves Appt. File
- Student Assigned to Course at Schedule of Classes

Graduate Division
- Graduate Division Reviews Appt. File
- Dean of Graduate Division Reviews Appt. File

EPC
- EPC Approves Appt. File
- Late File
General Information

• All Summer Session Associate-In requests must be submitted through the IA System
  • Includes SP20 graduates (be sure to note the student’s graduation status in IA System comments when submitting)
  • Includes Summer Graduate Teaching Scholar appointments

• The Summer Session campaign link will be sent to the GradEmp@ listserv in December
Submission Requirements

Lower-Division Courses
- Complete Position Details
- Answer questions 1-5 on the application
- Attach documents

Upper-Division Courses
- Answer questions 1-13 on the application
- Attach documents
Lower-Division Questions

Complete Position Details and Questions 1-5.

Questions 1-5 are required for Lower-Division and Upper-Division appointments

Position Details

Unit: Cognitive Science
Position: Associate-In [Associate (teaching a course)]

Associate-In General Questions

1. Proposed course
   COGS 107B - Systems Neuroscience

2. Proposed quarter
   S215

3. Proposed appointment percent time
   50

4. Projected enrollments for the proposed course
   50

5. Actual (past 2 years) enrollments for the proposed course
   WI15-203, WI14-232
Upper-Division Questions
Complete Position Details and Questions 1-13.
Questions 1-5 are required for Lower-Division and Upper-Division appointments

Associate-in Upper-Division Questions

6. Proposed supervising faculty
   NITZ, DOUGLAS A

7. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)
   94

8. Total number of upper-division Associate-in appointments in hiring unit this year
   57

9. Date applicant completed TA training with CTD
   Fall 2011

10. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course. See attached letter from chair of department.

11. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.
    - W13: Teaching Assistant, COGS 107B - Systems Neuroscience (Nitz, Douglas A.)
    - W14: Teaching Assistant, COGS 175 - From Sleep to Attention (Nitz, Douglas A.)
    - S214: Teaching Assistant, COGS 177 - Neurobiology of Cognition (Johnson, Christine M.)
    - SP15: Teaching Assistant, COGS 8 - Hands-On Computing (Kamowski, Jeremy Benjamin)

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

13. Please indicate below which of the following policy statement(s) is/are the primary reason(s) for the request.
    The appointment provides an opportunity for undergraduate students to benefit from the unusual talents or unique expertise of the graduate student.
    The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.
Required Documents

- List of required paperwork for a Graduate Student Associate-In-appointment file; scan documents (portrait orientation) in order as listed:
  - Department or Program nomination letter, addressed to Dean of Graduate Division, James Antony (should be formal)
  - Exception letter (if applicable)
  - Current Curriculum Vitae (CV) or Academic Biography
  - Current Teaching Evaluations or Letter of Support (only needed if no CAPEs appear)
Required Documents

- Department nomination letter
- LOE (if applicable)
- CV or Academic Biography
- TA Evals or CAPEs
Summer Graduate Teaching Scholars (SGTS)

- SGTS nominations also need to be submitted through the IA System
- Complete position details section
- Answer questions 1-5 for LD courses; answer questions 1-13 for UD courses
- Attach SGTS nomination packet under question 14
“Pending Review by Graduate Division”

Files must have the status “Pending Review by Graduate Division” by the **May 26, 2020** deadline for Upper-Division Courses.

Files must have the status “Pending Review by Graduate Division” by the end of Spring quarter, **June 12, 2020**, to make use of the AY 2018-2019 Spring Evaluation.
IA System Processes

- Approval status may be tracked under Application Status on the Applicants page of the IA System
- If you have started a file but not yet completed it, you can click the “Save” button; do not click the “Submit” button until the application is complete
Reminders

- Remind your students to download their Appointment Letter once you receive email notification of final approval.
- Written assessments of Upper-Division Associate-In appointments are required at the end of the quarter and should be sent via email to Academic Senate with a copy to the Graduate Division.
Deadlines
May 26, 2020
Upper- and Lower-Division courses
Contacts and Resources
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 or ext. 4-3727
  - Kacy Cashatt, Graduate Employment Coordinator, Graduate Division, kcashatt@ucsd.edu or ext. 4-6562

- Summer Session classes, scheduling:
  - Summer Session, summer-payroll@ucsd.edu

- Student Committee Membership App
  - Contact the Admin in your department
Resources

- Education Policy Committee – Student Instructional Support: https://senate.ucsd.edu/operating-procedures/educational-policies/student-instructional-support/
- Graduate Division: http://grad.ucsd.edu/
- IA System: https://academicaffairs.ucsd.edu/Modules/ASES/Default.aspx
- Summer Graduate Teaching Scholars: http://undergrad.ucsd.edu/programs/sgts.html
Associate-In Information Session
Late February 2020
Details via GradEmp ListServ
Questions?

Live chat feature on summersession.ucsd.edu.

Staff & Faculty – Lots of helpful information.