How to Hire Summer Session Instructors

Summer Session 2023
December 13, 2022
Agenda

- Welcome
  - Matt Sapien, Summer Session
- Summer Session Overview
- Hiring - Who, How, When, Where
- Faculty, Lecturers
  - Lisa Bargabus, Summer Session
- Associates-In, IAs
  - Dimple Bhatt & Kacy Cashatt, GEPA
- Questions
Summer Session Team

Becky Arce, Director
Lisa Bargabus, Business Manager
Renee Lee, Student Affairs Manager
Matthew Sapien, Administrative Assistant

summer@ucsd.edu
summer-payroll@ucsd.edu
summersession.ucsd.edu
Thank YOU for a Successful Summer Session 2022!

- Enrollments - 32,103 (down 5% from 2021)
- 95% of Summer Session students are UCSD Students
  - Supports **Time to Degree** Initiative
- 780 Summer Session Instructor Appointments

**914 proposed classes for Summer Session 2023!**
Summer Session is not a 4th Quarter. How is it 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 teaching appointments are not in AP Data
- Summer Session pays:
  1. Instructor Course Salaries
  2. TA Allocation (block-funded) to Departments - $2.6M in 2022
  3. Administrative Funding to Departments - $1.6M in 2022

Residents & Non-Residents pay the same rate.
How the Financials Work

**Instructor Pay**
Summer Session pays the gross salary + GL + benefits for all instructors. Not part of your department FTE.

**TA Allocation**
Formula based on number of classes (more than 10 students), total enrollment, and your department TA Load Factor. See the [Summer Session 2023 Guidebook](#), page 43 for the formula. Summer Session pays the TA allocation + GL + benefits.

**Incentive Pilot Program**
Departments that offer more courses and teach more students than in 2018 will receive:
- $1,000 per course + $25 per student (A&H, Social Sciences, Rady, SIO, Colleges, & related programs)
- $50 per student (Physical Sciences, School of Bio. Sci, JSOE, and related programs)

Departments that do not exceed 2018 courses and enrollments receive the standard Department Administrative Services Program (DASP) funding:
- $500 per course + $13 per student (A&H, Social Sciences, Rady, SIO, Colleges, & related programs)
- $33 per student (Physical Sciences, School of Bio. Sci, JSOE, and related programs)
Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

Article 23 - Summer Session

- Academic Term Count
  - Summer Session teaching will count as one credit towards Continuing status provided:
    - the Lecturer has not taught all three quarters in the previous academic year and;
    - the course is in the same department, program or unit and;
    - the Lecturer requests such credit.
Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

AFTER Summer Session teaching is complete

Lecturer can make a formal request via memo to their department

Dean endorses the request

Department AP staff enter the summer credit into AP Data.
1. In-person modality is approved

2. Online “R” courses are approved

3. Remote modality is currently not approved. Expect a decision from campus leadership in January.

Read the Summer Scoop for the latest information. Sign up here: https://signup.e2ma.net/signup/1931866/1922989/

Summer Session will also send targeted emails with updated information.
Summer Programs for 2023

Summer Success Programs
Leadership is meeting to plan for 2023.

Summer Graduate Teaching Scholars (SGTS)
Grad students are nominated by Departments (Nov.)
Students teaching as first-time Assoc-In have priority
SGTS committee selects participants.
Grad students attend training at the Teaching + Learning Commons and receive $1,200 stipend.
Faculty mentors receive $500 to their research account/Project.

Global Seminars
21 programs planned for 2022.
Subject to change (Covid travel restrictions)
# 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>Approve courses</td>
<td>Begin appointment letters</td>
</tr>
<tr>
<td></td>
<td>Course proposals due</td>
<td>Preview of Classes posted</td>
<td>Departments finalize Schedule Build</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses Scheduled &amp; Classrooms assigned</td>
<td>Courses on TritonLink</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MARCH</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courses on TritonLink</td>
<td>Students begin enrolling</td>
<td>Goal - Have instructor names on Schedule of Classes.</td>
<td>Manage waitlists</td>
</tr>
<tr>
<td>APRIL</td>
<td></td>
<td></td>
<td>Students fees assessed</td>
</tr>
<tr>
<td>Students begin enrolling</td>
<td></td>
<td></td>
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<tr>
<td>MAY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Manage waitlists</td>
<td></td>
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<td></td>
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<tr>
<td>JUNE</td>
<td></td>
<td></td>
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<tr>
<td>Student fees due</td>
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<tr>
<td>JULY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students add/drop courses</td>
<td>Session 1 begins</td>
<td>Session 1 pay date</td>
<td>Session 2 pay date</td>
</tr>
<tr>
<td>AUGUST</td>
<td></td>
<td></td>
<td>Sessions end</td>
</tr>
<tr>
<td>Session 1 pay date</td>
<td></td>
<td></td>
<td>Reporting begins</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## Summer Session 2023

### 5-WEEK SESSIONS

<table>
<thead>
<tr>
<th>Session 1</th>
<th>July 3 – August 5</th>
<th>8/1/23</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 2</td>
<td>August 7 – September 9</td>
<td>9/1/23</td>
</tr>
</tbody>
</table>

### SPECIAL SESSIONS

<table>
<thead>
<tr>
<th>3 Weeks</th>
<th>July 3 – July 22</th>
<th>8/1/23</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 24 – August 12</td>
<td>8/1/23</td>
</tr>
<tr>
<td></td>
<td>August 14 – September 2</td>
<td>9/1/23</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8 Weeks</th>
<th>July 3 – August 26</th>
<th>8/1/23</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>10 Weeks</th>
<th>July 3 – September 9</th>
<th>8/1/23</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>15 Weeks</th>
<th>June 19 – September 22</th>
<th>8/1/23</th>
</tr>
</thead>
</table>

Restricted Session (year-round programs only)
# How Summer Session Works

<table>
<thead>
<tr>
<th>ACADEMIC DEPARTMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Decide WHAT to teach</td>
</tr>
<tr>
<td>Propose courses in ISA</td>
</tr>
<tr>
<td>Decide WHO is teaching</td>
</tr>
<tr>
<td>Enter instructors in ISA</td>
</tr>
<tr>
<td>Submit appointment files in Interfolio</td>
</tr>
<tr>
<td>Submit Associate-In applications in IA System</td>
</tr>
<tr>
<td>Hire Instructional Support</td>
</tr>
<tr>
<td>TAs, Tutors, Readers</td>
</tr>
<tr>
<td>Hire Instructors</td>
</tr>
<tr>
<td>Enter positions and hires in UCPath</td>
</tr>
<tr>
<td>Instructor onboarding</td>
</tr>
<tr>
<td>Process Additional Pay for Instructors &amp; Instructional Support</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUMMER SESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oversight of Schedule of Classes</td>
</tr>
<tr>
<td>Approve courses</td>
</tr>
<tr>
<td>Monitor enrollment - cancel if low enrollment</td>
</tr>
<tr>
<td>Oversee DUE approval of Lecturers</td>
</tr>
<tr>
<td>Create &amp; email appointment letters <em>(non-grads)</em></td>
</tr>
<tr>
<td>Check with dept. AP experts first</td>
</tr>
<tr>
<td>Schedule of Classes (add instructor names asap)</td>
</tr>
<tr>
<td>Calculate instructor payments (payroll worksheets)</td>
</tr>
<tr>
<td>Support/Manage special summer programs</td>
</tr>
<tr>
<td>Manage TA allocation &amp; department admin funding</td>
</tr>
</tbody>
</table>
Resources for Summer Session Instructors

Canvas Sites for New Visiting Instructors
Canvas team working with dept. IT staff to create accounts based on what AD login will be. [https://canvas.ucsd.edu](https://canvas.ucsd.edu)

Office for Students with Disabilities
[https://osd.ucsd.edu/resources/covid-19.html#Information-for-Faculty](https://osd.ucsd.edu/resources/covid-19.html#Information-for-Faculty)

Academic Integrity
[https://academicintegrity.ucsd.edu/](https://academicintegrity.ucsd.edu/)
All Summer Session instructors are eligible to use the Teaching + Learning Commons.

Individual consultations
Support to design syllabus for shorter summer terms
Slack communities
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 (Summer Success Program Courses ONLY - 2023 details still pending)

Lab Bonuses - For science wet-labs only

2 Pay Dates:
Session 1 - 8/1/23
Session 2 - 9/1/23
Instructor Compensation – How Course Salary is Calculated

Course Salary – Always uses AY annual salary in effect on 6/30/23.

*Summer Session 2023 is the end of the 2022-2023 AY.*

So we use the annual salary in effect Spring 2023.

<table>
<thead>
<tr>
<th>Course Length</th>
<th>Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-7 Unit Course</td>
<td>8.5% of UCSD AY annual salary</td>
</tr>
<tr>
<td>1-2 Unit Course</td>
<td>4.25% of UCSD AY annual salary</td>
</tr>
<tr>
<td>8+ Unit Course</td>
<td>17% of UCSD AY annual salary</td>
</tr>
</tbody>
</table>

Course salary is the same regardless of the class length (3, 5, 8 or 10 weeks).
Courses can be Canceled for Low Enrollment.

Summer Session & Departments will decide 3–4 weeks before classes begin.

<table>
<thead>
<tr>
<th>5 WEEK SESSIONS</th>
<th>Low Enrollment Notification</th>
</tr>
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<tbody>
<tr>
<td>Session 1</td>
<td>July 3 – August 5</td>
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Instructor Compensation – How it Works

Example - Teaching 2 Courses in 1 Session

Lecturer with $64,329 annual salary, teaching two 4-unit courses

Course salary for Course A = $5,468 (8.5% annual salary)
Course salary for Course B = $5,468 (8.5% annual salary)

July pay period = $10,936 as Additional Pay
Example - Teaching 2 Courses in 1 Session

Lecturer with $64,329 annual salary, teaching two 4-unit courses:

- Course salary for Course A = $5,468 (8.5% annual salary)
- Course salary for Course B = $5,468 (8.5% annual salary)

July pay period = $10,936 as Additional Pay

Requires coordination when the same instructor teaches for different departments.
More about that in payroll training - Spring Quarter.
Instructor Compensation – AP Policy Limitations

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

**APM-600**

- Includes Summer Session + all other summer salary

Faculty, LSOE, LPSOE - Cannot exceed $\frac{1}{9}$ annual salary per month.

Recall appointments cannot exceed 43% monthly limit **APM-205**.

Fiscal year appointees (postdocs, research scientists, staff) can receive an additional $\frac{1}{12}$ annual salary - need Lecturer appointment. Must reduce FY appointment or use vacation accrual.

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

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Session 1
Pay Date: 8/1/23

Session 2
Pay Date: 9/1/23

Total + other summer salary cannot exceed $\frac{3}{9}$ (33%) annual salary for July-September.
Instructor Compensation – Limits Require Adjustments

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

- Can earn max of $\frac{1}{9}$th per month (~11% annual salary)
- Teaching 2 courses in same session = 17% annual salary
- Need to spread their payment over 2 months:
  Pay $\frac{1}{9}$th + Pay remaining 6% the next month

**Example: Professor Teaching 2 classes in Session 1**
AY annual salary is $111,500; $\frac{1}{9}$th is $12,388
Course salary = $9,478 ($111,500 \times .085$)
Total Summer Session payment = $18,956 (9,478 \times 2 \text{ courses})
Need to spread that payment over 2 months:

Pay $12,388 in July pay period + remaining $6,568 in August pay period
Instructor Compensation – Limits Require Adjustments

Recall Teaching - Spread payment over 2 or 3 months
Only pay them 43% of 1/9\textsuperscript{th} each month (~4.8% annual salary)

- 1 class pays full salary - spread over 2 months
- Teaching 2 classes would pay ~14.4% (not 17% annual salary)

**Example: Recall Teaching 1 class in Session 2**
AY annual salary is $120,200; 1/9\textsuperscript{th} is $13,355
Course salary = $10,217 ($120,200 * .085)
Allowed to pay 43% of 1/9th per month: 13,355 * .43 = $5,742
Need to spread that payment over 2 months:

Pay $5,742 in Aug. pay period + remaining $4,475 in Sept. pay period

If they want to teach 2 classes, the maximum Summer Session can pay them is: $5,742 in July, Aug, & Sept = $17,226.

Not enough room to pay 17% annual salary, which is $20,434.
Instructor Compensation – Limits Require Adjustments

Teaching Four 4-Unit Courses

ALL instructors teaching 4 courses require a 1% payment reduction.
WHY? 4 × 8.5% = 34%, which exceeds 33% max

Unit 18 Lecturers teaching 4 courses:
Reduce Session 2 course salaries by 1%

Ladder-Rank Faculty and Teaching Profs teaching 4 courses:
1/9th in July
1/9th in August
1/9th in September

Graduate Students teaching as Associates-In:
Can’t reduce their salary by 1%, so they can only teach 3 courses max.
Subject to change with new contract
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 (research payments, administrative work, etc.)
Hiring Summer Session Instructors
Tips & Tricks

1. Find out what courses are approved for Summer 2023 and who will be teaching.
   - Courses have already been submitted in the Instructional Scheduling Assistant (ISA)
   - Summer Session will approve the courses before the holiday break.

2. Organize your instructors into groups and make a plan.
   - Which instructors need an appointment file?
   - Which instructors need a summer UCPath position & hire?
   - Who is hiring the graduate students? Make sure to involve them now.

3. Make sure you understand what documents you need for your Lecturer files vs Associate-In files.

4. Know your deadlines for the different types of files as well as onboarding deadlines for UCPath.

5. Make sure you have access to all of the systems that you need. Interfolio, IA System, UCPath, Summer Session OneDrive

6. Attend the summer session training workshops & ask questions.
## Divide your Instructors into 5 Groups

Different Instructor Types Require Different Processing.

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUN GOD</strong></td>
<td>Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2022-2023 AY.</td>
</tr>
<tr>
<td><strong>STONEHENGE</strong></td>
<td>Unit 18 Lecturers with active appointments in the 2022-2023 AY (even if just for 1 Quarter)</td>
</tr>
<tr>
<td><strong>RED SHOE</strong></td>
<td>Unit 18 Lecturers, Visiting Professors, and Recall appointees who did not teach in the 2022-2023 AY</td>
</tr>
<tr>
<td><strong>SNAKE PATH</strong></td>
<td>Fiscal Year appointees (postdocs, researchers, staff) &amp; Faculty from other UC campuses</td>
</tr>
<tr>
<td><strong>TRITON</strong></td>
<td>Graduate Students teaching as Associates-In, See GEPA presentation.</td>
</tr>
</tbody>
</table>
SUN GOD Group

No appointment file needed.

No summer position & hire needed in UCPath

Additional pay will be issued on their current position

You just need to worry about processing the additional pay in July-September.

Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2022-2023 AY.
SS will confirm with dept. before sending contracts.

SUN GOD
Group

HIRING LADDER RANK FACULTY, LSOE, LPSOE, ADJUNCT/VISITING PROFS WHO TAUGHT 2022-2023 AY
NO Summer Session Position & Hire Needed in UCPath.

SUMMER SESSION

Verify eligibility + email appointment letter

SS will confirm with dept. before sending contracts.

ACADEMIC DEPARTMENT

Enter Name in ISA

Add name to Schedule of Classes

Make sure they don't exceed 3/9ths annual salary July-Sept (Summer Session + summer ninths)

INSTRUCTOR

Accept appointment via email

Upload Payroll Spreadsheets to OneDrive

Process Additional Pay in PayPath

JANUARY - MARCH

APRIL - AUGUST
Special Case – Adjunct Professors Without Salary

Adjunct Professors

Can teach Summer Session on their current 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. After the Summer Session additional pay has processed, you will need to change the title/job back to UCWOS comp rate and the correct FTE.
Special Case – Visiting Professors with appointments ending 6/30/23

Visiting Professors

Eligible to teach SS with a Visiting Professor job code

If they have a Visiting Prof appointment ending 6/30/23:
- Extend the end date
- Change the FTE to 0

(Otherwise they will get paid from your department and Summer Session.)
Appointment Letters will be uploaded to you Summer Session OneDrive department folder.

All appointment letters for non-graduate student instructors will be uploaded to the Summer Session OneDrive site. Email summer-payroll@ucsd.edu to get access.

Graduate student appointment letters are in the IA System.
No appointment file needed.

You need to create a 001550 LECT in Summer Session position & process the hire in UCPath

You need to process the additional pay in July-September.

Unit 18 Lecturers with active appointments in the 2022-2023 AY
(even if just for 1 Quarter)
SS will confirm with dept. before sending contracts.

Hiring Lecturers Who Taught in 2022-2023 AY

LECT in Summer Session Position & Hire Needed in UCPath.

STONEHENGE Group
Tips for Summer Session Positions – Lecturers

UCPath Job Aid: How to Process Payments for Lecturers in Summer Session
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

You can reuse positions from previous summers.
- Be sure to change the funding if it differs
- Make sure to use ACS Earn Code

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.)

Job Code = 001550
FTE = 0

Leave the Blank Earn Code row and add a new row for the ACS Earn Code with your Summer Session funding. (Payment will be issued via additional pay)
Tips for Hiring Summer Visiting Instructors.

Formal open recruitment is not required.

Ask your faculty or graduate students if they have anyone to recommend.

Reach out to instructors who have taught for your department previously.

Email listservs to look for candidates.
Hold on Processing Summer Session UCPath
Hires until Spring Quarter

Create positions now - but wait until Spring Quarter to process hires in UCPath. (In case course is canceled for low enrollment.)

We’ll have a payroll training in April/May to go over tips on how to hire Summer Session Lecturers.
Unit 18 Lecturers, Visiting Professors, and Recall appointees who did not teach in the 2022-2023 AY

RED SHOE Group

You need to submit an appointment file in Interfolio.

You need to create position & process the hire in UCPath

1550 LECT in Summer Session
1700 Recall Teaching
1108/1208/1308 Visiting Prof

You need to process the additional pay in July-September.
Hiring Lecturers, Visiting Profs, and Recalls who did NOT teach in 2022-2023 AY

*Summer Session Appointment File + Position & Hire Needed in UCPath*

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**SUMMER SESSION**

- **Review appointment file**
- **Email appointment letter**
- **Add name to Schedule of Classes**
- **Upload Payroll Spreadsheets to OneDrive**

**ACADEMIC DEPARTMENT**

- **START Enter Name in ISA**
- **Submit appointment file via Interfolio**
- **Create a position in UCPath (if you don’t already have one to reuse)**
- **Spring Quarter - Process Hire in UCPath**

**INSTRUCTOR**

- **Accept appointment via email**

**DEAN OF UNDERGRADUATE EDUCATION**

- **Appointment approved?**

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**JANUARY - MARCH**

**APRIL - AUGUST**
Tips for Summer Session Positions – Recall Teaching

Job Aid: How to Process Summer Salary for Professors, LSOE, and Recalls
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

Must have a 30 day break in service before teaching Summer Session. Faculty who retire 6/30/23 cannot teach in Session 1 2023.

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.)

Job Code = 001700
FTE = 0 and BYA salary plan

Earn Code for Recall appointments is ASN

Different than Faculty & Lecturers
How to Submit Appointment Files in Interfolio

All departments use the “Summer Session Appointment” template.

Why? Because Dean of Undergraduate Education (DUE) approves the appointments not School Deans.

See Job Aid in Summer Session Instructor Appointment Handbook or on the AP SharePoint site.
# 4 Sections in the Summer Session Appointment File Template

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Document to Include</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Summary</td>
<td>Appointment Summary Form or Recall Form</td>
</tr>
<tr>
<td>2. Recommendations</td>
<td>Dept. Chair memo to DUE</td>
</tr>
<tr>
<td>3. Evidence of Teaching Effectiveness</td>
<td>CAPES or Reference Letter</td>
</tr>
<tr>
<td>4. Candidate Documents</td>
<td>CV</td>
</tr>
</tbody>
</table>

Summer appointments are not currently included in AP Data, so use PDF forms.
## Forms Needed in Appointment Files

<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>Recall Form (UCSD)</th>
<th>Exception Letter to Reduce Appt % and/or Use Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC San Diego Faculty (Dept. Chair and Summer Session Approval Required) - APM-661</td>
<td></td>
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<tr>
<td>Prof AY-1100</td>
<td>1100,1200,1300</td>
<td>X</td>
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<tr>
<td>Assoc Prof AY-1200</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Asst Prof AY-1300</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof AY BEE-1143</td>
<td>1143,1243,1343</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assoc Prov AY BEE-1243</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Asst Prov AY BEE-1343</td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lect SOE</td>
<td>1603,1604,1607,1608</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lect SOE</td>
<td>1600,1602,1605,1606,1608</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Lect AY</td>
<td>1600,1602,1605,1606,1608</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Adjunct Professor AY</td>
<td>1550</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC San Diego Faculty (Dept. Chair and Summer Session, and DUE Approval Required) - APM-662</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall (Emeriti) Faculty Teaching Only</td>
<td>1700</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall (Emeriti) Faculty Teaching and Research, Clinical, &amp;/or Administrative</td>
<td>1702</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year Appointments: Researchers-3200,3210,3220 Postdocs-3225,3233</td>
<td>1550</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year Appointments: Provost-1047</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Compensation Plan (HCOMP) Faculty*</td>
<td>1712-1734</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Faculty (Dept. Chair and Summer Session, and DUE Approval Required)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Professor</td>
<td>1100,1200,1300</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecturer</td>
<td>1150</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
SUMMARY: Sample Appointment Summary Form

Download the PDF form here and fill it in.

Use Session dates (not pay period dates)

Propose annual salary that aligns with what you would pay them to teach Fall/Winter/Spring
-Place on UC academic salary scale.
-Don’t match home institution salary.

Table 15 - 7/1/2022 scale for Unit 18 Lecturers

You can list Previous UC Experience on a separate page if it doesn’t fit into the chart.
Recall appointees need a 30-day break in service. (Cannot teach in Session 1 if they retire 6/30/23)

Recall Teaching appointment files only need:

1. UCSD Academic Recall Appointment form
2. CAPES

DUE approves Summer Session Recall Teaching appointments in lieu of the school deans

See instructions on page 3. Signatures are on page 2
RECOMMENDATIONS: Sample Letter to Dean of Undergraduate Education (DUE)

UNIVERSITY OF CALIFORNIA, SAN DIEGO

DATE: January 27, 2023

TO: John C. Moore
    Academic Affairs
    Dean of Undergraduate Education (DUE)

FROM: Dean Deborah Davis, Professor and Chair
      Computer Science and Engineering Department

RE: Appointment for Steve Software as Lecturer in Summer Session 2023

The Department of Computer Science and Engineering proposes the appointment of Steve Software as a Lecturer for Summer Session 2, 2023 at an annual salary of $83,934 (7/1/22 Unit 18) to teach the course listed below:

Course Title: CSE 5A. Introduction to Programming I (4) Introduction to algorithms and top-down problem solving. Introduction to the C language, including functions, arrays, and standard libraries. Basic skills for using a PC graphical user interface operating system environment. File maintenance utilities are covered. A student may not receive credit for CSE 5A after receiving credit for CSE 11 or CSE 8B. Recommended preparation: A familiarity with high school-level algebra is expected, but this course assumes no prior programming knowledge. Prerequisites: restricted to undergraduates. Graduate students will be allowed as space permits.

Steve Software is the Owner/Software Engineer at Imagine Group, and the San Diego Regional Manager at CODE. Mr. Software received his bachelor’s degree in Computer Engineering from the University of California, San Diego (2012) and he received his master’s degree in Technology from the University of Advancing Technology (2015). He has several years of industry experience and has previously held other academic titles, including Lecturer at UCSD (Spring 2018) and Adjunct Professor at University of Advancing Technology (2018-2022). Mr. Software’s evaluations are included in the file. Although his CAPES were low in 2018, he has since gained more teaching experience. The department has assigned Professor Smith and Professor Gold to joint faculty mentors to support Mr. Software in his teaching. Professor Smith will help him with guidance about teaching at UCSD, including classroom observation, and Professor Gold will share class materials and experience for lower-division programming classes. His 2018 CAPE response rate was only 33%, so the department will suggest that Mr. Software provide classroom time for students to complete their evaluation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>Enroll</th>
<th>Evals Made</th>
<th>Remad Class</th>
<th>Remad Instr</th>
<th>Study Hrs/Wk</th>
<th>Avg Grade Expected</th>
<th>Avg Grade Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSD11</td>
<td>SP16</td>
<td>120</td>
<td>40</td>
<td>83%</td>
<td>60.4%</td>
<td>12.62</td>
<td>3.59</td>
<td>3.08</td>
</tr>
</tbody>
</table>
If proposing an instructor teaching at UC San Diego for the first time, the letter to DUE should include the type of support that will be provided: faculty mentor, Teaching + Learning Commons (highly recommend), other department support.
EVIDENCE OF TEACHING EFFECTIVENESS: Tips for including CAPEs

Download the full CAPE report with student free-response comments at the Academic Affairs website: https://academicaffairs.ucsd.edu/Modules/Evals

If you are not able to log in, you can email Stephen Hamilton in IT to get yourself set up as a user at shhamilton@ucsd.edu.
Tips for including CAPEs

- Suggestion: If CAPES are below 70% rating with 40% response rate, propose action plan to increase responses in the letter to the DUE.
  http://www.cape.ucsd.edu/faculty/tips.html

- Teaching CAPES are more important than TA evaluations. 2 or 3 sets of CAPES are usually sufficient – don’t need all CAPES.

- Letter of recommendation will be accepted if there are no CAPES or student evaluations from another university.
You need to submit an appointment file in Interfolio.

You need to create position & process the hire in UCPath

1550 LECT in Summer Session
1108/1208/1308 Visiting Prof

You need to process the additional pay in July-September.

Special Handling is Required
Hiring FY Appointments (Staff, Postdocs, Researchers), or Faculty from other UCs: Summer Session Appointment File + Position & Hire Needed in UCPATH + Special Handling.

### SNAKE PATH

**Group**

1. **START** Enter Name in ISA
2. Find replacement if applicable
3. **Academic Department**
   - Review appointment file
4. **SUMMER SESSION**
   - Submit appointment file via Interfolio
5. **Email appointment letter**
6. **Add name to Schedule of Classes**
7. **Create position in UCPATH (if you don’t have one to reuse)**
8. **Special Handling**
   - Spring Quarter - Process Hires in UCPATH
9. **Upload Payroll Spreadsheets to OneDrive**
10. **INSTRUCTOR**
    - Accept appointment via email
11. **Dean of Undergraduate Education**
    - Appointment approved?

**Timeline**

- **JANUARY - MARCH**
- **APRIL - AUGUST**
Fiscal Year Appointees (Staff, Researchers, Postdocs)

Hire on a 1550 Lecturer in Summer Session position.

Reduce FTE on current FY appointment to fit a 50% 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 do not allow teaching.
Faculty from other UC Campuses

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

UCSD is the “Host” location
Other UC campus is the “HOME” location

UCSD department processes a Rehire (if taught at UCSD in this title a previous summer) or Concurrent Hire (if teaching at UCSD for the first summer).

Job Aid: How to Manage Multi-Location Appointments

https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions
<table>
<thead>
<tr>
<th>College/Unit</th>
<th>Description</th>
<th>Need an Appointment File?</th>
<th>Need a Position &amp; Hire in UCP</th>
<th>Job Code</th>
<th>Special Handling?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN GOD</td>
<td>Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2022-2023 AY.</td>
<td>no</td>
<td>no</td>
<td>na</td>
<td>no</td>
</tr>
<tr>
<td>STONEHENGE</td>
<td>Unit 18 Lecturers with active appointments in the 2022-2022 AY</td>
<td>no</td>
<td>yes</td>
<td>1550</td>
<td>no</td>
</tr>
<tr>
<td>RED SHOE</td>
<td>Unit 18 Lecturers who did not teach during 2022-2033 AY</td>
<td>yes</td>
<td>yes</td>
<td>1550</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>Visiting Profs who did not teach during 2022-2033 AY</td>
<td>yes</td>
<td>yes</td>
<td>1108/1208/1308</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>Recalled Faculty who did not teach during 2022-2033 AY</td>
<td>yes</td>
<td>yes</td>
<td>1700</td>
<td>no</td>
</tr>
<tr>
<td>SNAKE PATH</td>
<td>FY Appointments (Staff, Researchers, Postdocs)</td>
<td>yes</td>
<td>yes</td>
<td>1550</td>
<td>Reduce current appointment to fit 50% Summer Session teaching, or used accrued vacation time.</td>
</tr>
<tr>
<td></td>
<td>Faculty from other UC Campuses</td>
<td>yes</td>
<td>yes</td>
<td>varies (1108/1208/1308/1550)</td>
<td>Both campuses must sign Multi-Location Agreement Form.</td>
</tr>
</tbody>
</table>
# Timeline for Department Action Items

<table>
<thead>
<tr>
<th>Task</th>
<th>Deadline/Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter instructor names in ISA</td>
<td>ASAP</td>
</tr>
<tr>
<td>Organize your instructors into groups &amp; make a plan</td>
<td>ASAP</td>
</tr>
<tr>
<td>Submit appointment files in Interfolio</td>
<td>Due March 31st</td>
</tr>
<tr>
<td>Create positions in UCPPath</td>
<td>Can start now</td>
</tr>
<tr>
<td>Process Hires in UCPPath</td>
<td>Wait until Spring Quarter (in case course is canceled for low enrollment)</td>
</tr>
<tr>
<td>Enter Additional Pay in PayPath</td>
<td>Wait for June-August</td>
</tr>
</tbody>
</table>

Spring Quarter - Summer Session & Graduate Division will have another training session to cover hiring & additional pay process.
Division of Graduate Education and Postdoctoral Affairs (GEPA)

Contacts

Dimple Bhatt (M - End)
Graduate Employment Coordinator

Laura Jimenez (A - L)
Graduate Employment Coordinator

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
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
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 = 42
Winter = 40
Spring = 41
Total = 123
233

Last Year’s Summer Appointments
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
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])
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.
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, 2023

Lower-Division: May 30, 2023

Deadlines: Summer 2023 Upper- and Lower-Division Courses
Applications due to GEPA for timely processing
GEPA Policy for Associate-Ins

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 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

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.

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

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.
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://collab.ucsd.edu/x/fmxjBg
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-Teaching
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

<table>
<thead>
<tr>
<th>Associate-In General Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proposed course</td>
</tr>
<tr>
<td>CGS 123 - Gender &amp; Reproductive Politics</td>
</tr>
<tr>
<td>2. Proposed quarter</td>
</tr>
<tr>
<td>W121</td>
</tr>
<tr>
<td>3. Proposed appointment percent time</td>
</tr>
<tr>
<td>50</td>
</tr>
<tr>
<td>4. Projected enrollments for the proposed course</td>
</tr>
<tr>
<td>20</td>
</tr>
<tr>
<td>5. Actual (past 2 years) enrollments for the proposed course</td>
</tr>
<tr>
<td>W120-14, W18-17</td>
</tr>
</tbody>
</table>

Summer

<table>
<thead>
<tr>
<th>Associate-In General Questions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Proposed course</td>
</tr>
<tr>
<td>ETHN 152 - Law and Civil Rights</td>
</tr>
<tr>
<td>2. Proposed quarter</td>
</tr>
<tr>
<td>S229</td>
</tr>
<tr>
<td>3. Sub-term (Special Session ONLY)</td>
</tr>
<tr>
<td>4. Proposed appointment percent time</td>
</tr>
<tr>
<td>50</td>
</tr>
<tr>
<td>5. Projected enrollments for the proposed course</td>
</tr>
<tr>
<td>30</td>
</tr>
<tr>
<td>6. Actual (past 2 years) enrollments for the proposed course</td>
</tr>
<tr>
<td>FA18=34, W18=40</td>
</tr>
<tr>
<td>7. How many instructors will be teaching this class?</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>8. How many sections of this course will the applicant teach in the selected term?</td>
</tr>
<tr>
<td>1</td>
</tr>
<tr>
<td>9. Maximum units students can earn in the selected course</td>
</tr>
<tr>
<td>4</td>
</tr>
</tbody>
</table>
### 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 Isolation & Energy Dissip (Mosqueda, Gilberto)
    - FA18: Teaching Assistant, SE 220 - Seismic Isolation & Energy Dissip (Mosqueda, Gilberto)
    - FA19: Teaching Assistant, SE 220 - Seismic Isolation & Energy Dissip (Mosqueda, Gilberto)
    - FA20: Teaching Assistant, SE 220 - Seismic Isolation & 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.

---

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>10. Proposed supervising faculty</td>
<td>GORE, DARYL F.</td>
</tr>
<tr>
<td>11. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)</td>
<td>42</td>
</tr>
<tr>
<td>12. Total number of upper-division Associate-in appointments in hiring unit this year</td>
<td>3</td>
</tr>
<tr>
<td>13. Date applicant completed TA training with Teaching + Learning Commons</td>
<td>FA15</td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
| 15. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty. | **FA15:** Reader, CS109 - Conceptualizing Gender: Theory & Method (Santizo, Gabriela Domitila)  
**WI15:** Reader, SOC1 168 - Israeli-Palestinian Conflict (Shachter, Gershon)  
**SP16:** Reader, ETHN 118 - Contemporary Immigration Issues (Dunn, Kirstie A.)  
**FA16:** Teaching Assistant, DDC 1 - Diversity (D’Aucell, George)  
**WI17:** Teaching Assistant, DDC 2 - Justice (Gagnon, Jeffrey C)  
**SP17:** Teaching Assistant, DDC 3 - Imagination (Gagnon, Jeffrey C)  
**FA17:** Teaching Assistant, ETHN 1 - Intro: Land and Labor (Frank, Ross H.)  
**WI18:** Teaching Assistant, ETHN 2 - Intro: Circulations of Difference (Espiritu, Yen)  
**SP18:** Reader, CS112 - Sexuality & Nation (Dunn, Kirstie A.)  
**FA18:** Associate (in lieu of TA); - ()  
**WI19:** Associate (in lieu of TA); - ()  
**SP10:** Reader, AAS 10 - Intro: African-American Studies (Odum, Mychal Matsonalaai)  
**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:** CS123 - Gender & Reproductive Politics  
**S119:** CS147 - Black Feminisms Past & Present |
| 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

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.

For SGTS applicants, you can upload a copy of the SGTS nomination packet under #18 instead of submitting a new nomination letter.
New Functionality - SGTS Campaign

- 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
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

Not Yet Submitted → Submitted → Pending Summer Session (Summer only) → Assignment to Proposed Student → Student Accepts Nomination

Pending EPC (if applicable) → Pending Dean of GEPA → Pending Divisional Dean (AY only) → Pending Chair/Program Director → Pending Faculty Mentor

Approval → Pending Student Appointment Letter Download → Student Accepts Offer
Return to Department for Revisions

1. Not Yet Submitted
2. Submitted
3. Pending Summer Session (Summer only)
4. Assignment to Proposed Student
5. Pending Faculty Mentor
6. Pending Chair/Program Director
7. Pending Dean of GEPA
8. Pending Divisional Dean (AY only)
9. Pending EPC (if applicable)
10. Approval
11. Pending Student Appointment Letter
12. Student Accepts Offer
13. Student Accepts Nomination

I. Download
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, 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
Questions?

Summer Session
Lisa Bargabus, lbargabus@ucsd.edu
Matt Sapien, msapien@ucsd.edu

GEPA
Dimple Bhatt & Kacy Cashatt, grademployment@ucsd.edu

Happy Holidays!

See you for payroll training in Spring Quarter.