2014 Appointment File Preparation

Graduate Student/Associates-In Appointments

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Lower-Division Courses

Students must advance to candidacy by January 6, 2014 to be eligible to teach.

Following is the list of required paperwork for a Graduate Student/Associate-In appointment file. Please scan documents in the same order as follows.

1. Academic Appointment Summary Form
   http://academicaffairs.ucsd.edu/_files/aps/forms/pdf/Temp-Appt-Summary-PDFfill-in.pdf

2. Department Chair or Program Director/Divisional Dean Memo/Letter addressed to the Dean, Office of Graduate Studies

3. Current Curriculum Vitae or Academic Biography

4. Copies of Teaching Evaluations (i.e. CAPEs) or Reference Letter

Upper-Division Courses

Students must advance to candidacy by January 6, 2014 to be eligible to teach.

Following is the list of required paperwork for a Graduate Student/Associate-In appointment file. Please scan documents in the same order as follows.

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2. Department Chair or Program Director/Divisional Dean Memo/Letter addressed to the Dean, Office of Graduate Studies

3. Current Curriculum Vitae or Academic Biography

4. Copies of Teaching Evaluations (i.e. CAPEs) or Reference Letter

5. Request to Appoint Associate-In *(not required for Lower-Division courses)*
   http://senate.ucsd.edu/committees/cep/cepforms/air_rev_09.pdf

Nominated for the Summer Graduate Teaching Scholars Program

Following is the list of required paperwork for a Graduate Student/Associate-In appointment file:

1. Academic Appointment Summary Form
   http://academicaffairs.ucsd.edu/_files/aps/forms/pdf/Temp-Appt-Summary-PDFfill-in.pdf

2. Copy of the Summer Graduate Teaching Scholars Nomination Packet

3. Request to Appoint Associate-In *(Upper-Division courses only)*
   http://senate.ucsd.edu/committees/cep/cepforms/air_rev_09.pdf

Eligibility Criteria

- A current spring evaluation (teaching assessment) on file

- Must be within candidacy time limits (or a letter of exception is necessary)

- Must be registered for Spring or Fall 2014
http://ogs.ucsd.edu/_files/financial/PPS/associates.pdf.

CEP Deadline for Requests to Teach Upper-Division courses
(Lower-division courses do not require CEP approval.)

Applications must have been received in the Academic Senate Office 4 weeks prior to the start of the Summer 2014.

May 28, 2014

(for both Sessions I and II)

Examples