

SAMPLE

ACADEMIC APPOINTMENT SUMMARY FORM FOR TEMPORARY EMPLOYEES

Name: Erica Emerson
 Highest Degree/Institution/Year: BS/UC San Diego/2014
 OADEO selection/waiver #: _____

Department: Cognitive Science
 College of FTE: _____
 Begin Date: 8/4/14 End Date: 9/6/14

Present Status (Date: W/14)
 Institution: UC San Diego
 Title: Teaching Assistant
 Title Code: 2310
 Salary: \$ 3,923.33 % of Time: 25
 Basis: Academic Fiscal

Proposed Status
 Title: Associate-in
 Title Code: 1506
 Salary: \$43,856.00 % of Time: 50
 (\$3,728/course scale) Qtr: _____
 Basis: Academic Fiscal
 Funding Source: _____ Current Year Cost: _____

Dept/Div Chair Signature: *John Knott* Date: 2/14/14

On Leave from Home Institution _____ Merit/Salary Incr _____ Retired Faculty _____
 Registered UC Grad. Student _____ 3-year Appt. _____ Concurrent Appt. _____

Previous UC Experience

Dates	Title	Annual Salary & Salary Scale (Indicate Merits with *)	% Time	Dept/UC Campus
	S213-Teaching Assistant		25	CogSci/UCSD
	S112-Teaching Assistant		25	CogSci/UCSD

Total Unit 18 Qtrs in dept _____ as of _____ (indicate end date of last Unit 18 Appt)

Proposed Classes

Quarter	Course No.	Course Name	Hours/Week for (P.E.)	Enrollments	
				Projected	Actual (past 2 yrs)
S214	COGS10	Cognitive Consequence		100	S213 - 113
					S212 - 96

Other Duties: _____ Name of Designated Supervisor(s): _____

REVIEW ACTION	Approve	Disapprove	Modify	Date
Reviewing Provost				
Dean, OGS				
CAP				
Dean-SIO/SOM/SSPPS/ Dean of Division				
EVCAA/AVC-UE				

SAMPLE

Department Chair Memo/Letter

Date: February 8, 2014

To: Kim Barrett
Dean, Office of Graduate Studies

From: Mark Jackson
Department Chair
Cognitive Science

Re: Appointment for Erica Emerson as an Associate-In for Summer Session 2014

The Cognitive Science Department proposes the appointment of Erica Emerson as an Associate-In at an annual salary of \$43,856 to teach COGS10, Cognitive Consequence/Technology in Summer Session 1, 2014.

COGS10 is a critical core course for students in the department. Erica Emerson has been a TA for this course twice. Students have commented on her depth and breadth of knowledge, her passion for the subject, and her enthusiasm in helping them learn new areas. It is required for all B.S. students. It is only offered once in the academic year and gets high enrollment. It is necessary we offer this course again in the summer. With Erica Emerson's excellent qualifications to teach this course, I approve her appointment to teach COGS10.

Sincerely,



Mark Jackson,
Department Chair, Cognitive Science

SAMPLE

Request to Appoint Associate-In Form

Request to Appoint Associate-In (AI) to Teach Upper-Division Course

Student, Department and Course Information

1. Graduate Student Erica Emerson PID A08051199
2. Department/Program Requesting Appointment Cognitive Science
3. Course Number COGS10 Course Title Cognitive Consequence/Technology Quarter S214
4. Student Advanced to Candidacy (Date) 1/9/13 TA training with CTD completed (date) FA 2013
5. Total number of upper-division courses offered last academic year (excluding 195, 197, 198, or 199) 38
6. Total number of upper-division AI appointments within the department/program this year 1
6. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty:
NOTE: Please attach TA evaluation materials to this request.
7. List all courses taught by student as an AI, including lower division courses & courses taught in Summer Session
NOTE: Please attach instructor evaluation materials (e.g. CAPE summaries) to this request.

Justification for Request

8. Please attach a memo providing the department/program's justification for the request. In addition, please indicate below which of the following policy statements is the primary reason 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 is used as a substitute for a faculty appointment **only** when it is impossible to make an appropriate temporary faculty appointment.
 - The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.

Course Content and Student Expertise

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

Erica's thesis research involves developing improved cognitive analysis methods. Her research is ideally suited to teach this course. She knows the area well enough not just the material, but give the "big picture" this is expected in University level courses.

Department/Programs are responsible for oversight of the Associate-In. A faculty member in the department/program, or the Department Chair/Program Director, must act as mentor to the student. The mentor is required to meet with the Associate-In at regular intervals during the quarter, observe the graduate student in the classroom at least once, and submit a written assessment of the student's performance as course instructor to the Committee on Educational Policy.

Faculty Mentor/ Date

1/2/8/14

Department Chair/Program Director / Date

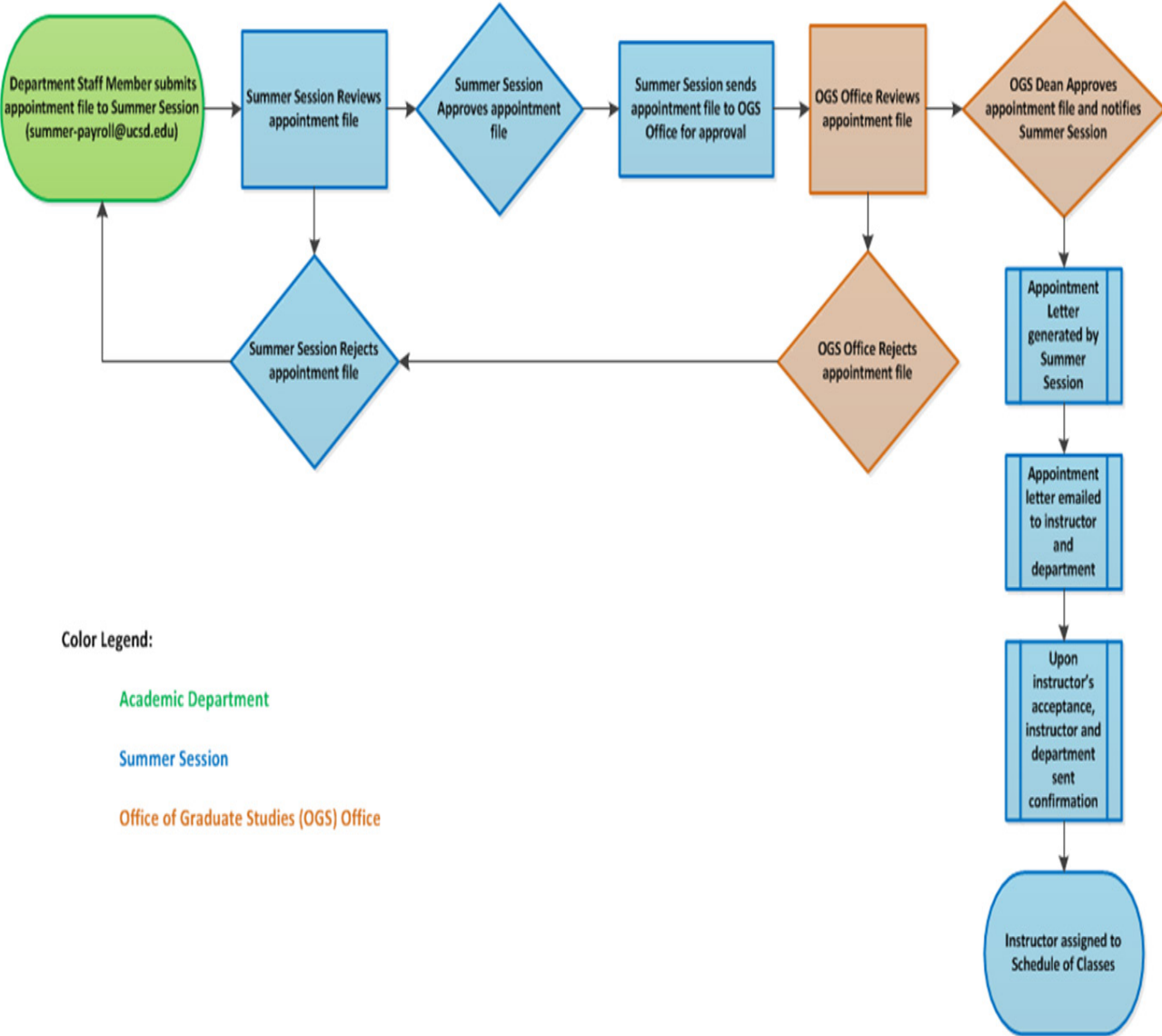
1/2/22/14



Questions?



Graduate Student/Associate-In Appointment File Flowchart



Color Legend:

- Academic Department
- Summer Session
- Office of Graduate Studies (OGS) Office