Graduate Student Associate Instructor Applications

2025 Summer Session Appointment File Preparation

Division of Graduate Education and Postdoctoral Affairs (GEPA) Contact

Dimple Bhatt

Senior Graduate Fellowship, Employment & Fiscal Coordinator

For questions, please submit a ticket to [Services & Support](#)

Agenda

- Brief overview of Academic Senate Policy, GEPA Policy & 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 info can also be found in Collab - Chapter 4

225

Last Year's Summer Appointments

Associate Instructors (Teaching a Course): TC 001506

- The Educational Policy Committee (EPC) is the authorized body on policies regarding Associate Instructors

(Where we route certain exceptions such as late upper division files)

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 Instructor

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 Instructor 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 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

Upper-Division: May 19, 2025

Lower-Division: May 27, 2025

(Applications due to GEPA for timely processing)

GEPA Policy for Associate Instructors

Graduate Student Employment Policy & Procedures

What are we looking at?

- Advance date
- # of TA quarters as of last Spring
- Spring eval rating
- GPA
- Current registration
- Good Standing
- Total academic employment (over-50%, etc.)
- Completeness of application
- Teaching Evaluations
- Attached documentation

Specifics Regarding Teaching Evals:

- Mainly looking at 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
  - File will be returned to department if low evals/CAPEs are not addressed in the nomination letter

Advancement to Candidacy Exceptions

EPC 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.

Department must provide the name of a back-up instructor who can teach the course if the student does not advance as planned.

IA System

Completing the Associate Instructor Nomination Application

Associate Instructor General Questions

Summer

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

Tip: "Proposed Supervising Faculty/Faculty Mentor" (#7) is required for all but returning lower-division nominations

Associate-In/SGTS General Questions

1. PROPOSED COURSE *

Select one

2. PROPOSED QUARTER *

S124

3. PROPOSED APPOINTMENT PERCENT TIME *

50

4. PROJECTED ENROLLMENTS FOR THE PROPOSED COURSE *

5. ACTUAL (PAST 2 YEARS) ENROLLMENTS FOR THE PROPOSED COURSE

6. WHAT IS THE MONTHLY ABOVE-SCALE SALARY COMPONENT, IF ANY?

(Optional) Enter a monthly dollar amount (e.g., 2000) only. Leave blank if there is no off-scale salary component.

7. PROPOSED SUPERVISING FACULTY/FACULTY MENTOR

For Summer Graduate Teaching Scholars, a faculty mentor is required. For Associates-In applications, please select a faculty mentor if the student will be teaching an upper-division course.

Select one

8. AT WHICH SALARY POINT WILL THE STUDENT BE PAID? *

Please refer to the Student Academic Title Pay Rates for the selected term.

1.0

Associate-In/SGTS Upper-Division Questions

Associate Instructor Upper-Division Questions

Summer

Questions 11 - 17 do not need to be completed for Lower-Division Courses

Associate-In/SGTS Upper-Division Questions

The questions in this section are only required when the student is to be assigned to an upper-division course. You may skip to the next section if the student is being assigned to a lower-division course.

11. TOTAL NUMBER OF UPPER-DIVISION COURSES OFFERED BY HIRING UNIT LAST ACADEMIC YEAR (EXCLUDING 195, 197, 198 OR 199)

Please indicate academic year appointments only.

62

12. TOTAL NUMBER OF UPPER-DIVISION ASSOCIATE-IN APPOINTMENTS IN HIRING UNIT THIS YEAR

Please indicate academic year appointments only.

0

13. DATE APPLICANT COMPLETED TA TRAINING WITH TEACHING + LEARNING COMMONS

FALL 2021

14. PLEASE INDICATE THE APPLICANT'S ACADEMIC BACKGROUND, INCLUDING HIS OR HER RESEARCH/THESIS TOPIC, AND HOW IT RELATES TO THIS COURSE.

My research interests center around

15. LIST ALL COURSES THE STUDENT HAS SERVED AS TA IN, INCLUDING COURSE SUBJECT CODE/NUMBER, QUARTER TAUGHT, AND SUPERVISING FACULTY.

SP19: Reader,
FA19: Teaching
WI20: Teaching
SP21: Teaching
WI22: Reader,
SP22: Teaching

16. LIST ALL COURSES TAUGHT BY THE STUDENT AS ASSOCIATE-IN, INCLUDING LOWER DIVISION COURSES AND COURSES TAUGHT IN SUMMER SESSION.

N/A

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.

Required Documentation

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.

You may upload a single document containing all of the required documents, or you can submit them individually using the following questions.

19. PLEASE UPLOAD THE DEPARTMENT CHAIR/PROGRAM DIRECTOR NOMINATION MEMO PROVIDING THE RECOMMENDATION

20. PLEASE UPLOAD A DEPARTMENTAL EXCEPTION LETTER FOR THIS APPLICANT (IF APPLICABLE).

21. PLEASE UPLOAD THE STUDENT'S CV/ACADEMIC BIOGRAPHY.

22. IF NO CAPES ARE AVAILABLE FOR THIS STUDENT, PLEASE UPLOAD A LETTER OF SUPPORT AND ANY RELEVANT TEACHING EV

You can view this student's CAPE reports, if any, here.

You can combine department nomination letter, CV, and any supporting documents into one PDF and upload in this space (instead of individually uploading docs)

Approval Routing:
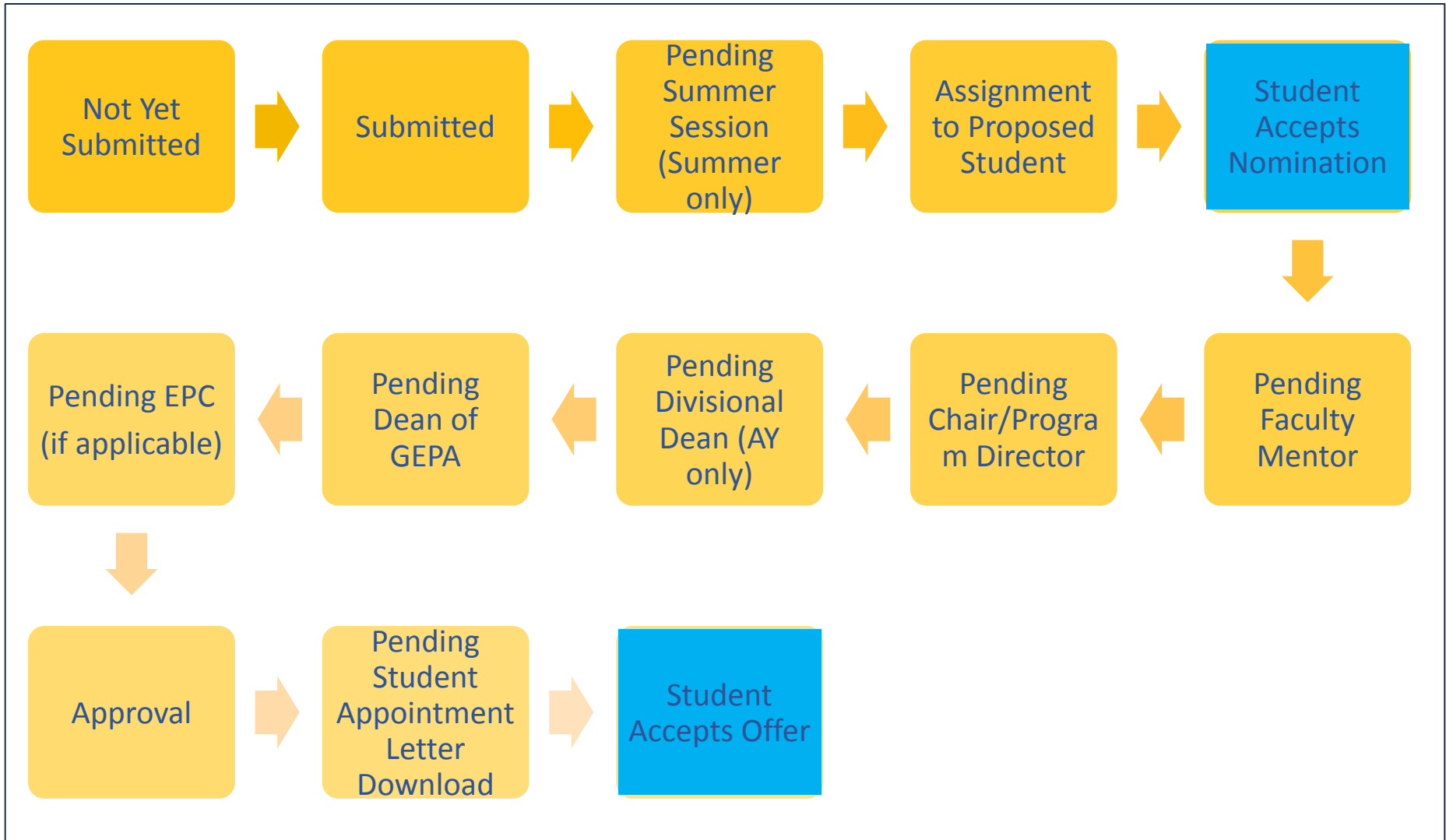
Corrective Actions

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)
- File will be returned to GEPA queue as soon as edits are submitted

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

Contacts

- IA System access, technical support, system feedback:
  - ATS, ats@ucsd.edu

- Policy, appointment files, payroll data entry:
  - Graduate Student Employment team, grademployment@ucsd.edu or 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