

Graduate Student Associate-In Applications

2023 Summer Session
Appointment File Preparation

Division of
Graduate
Education
and
Postdoctoral
Affairs
(GEPA)
Contacts

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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

About this Information Session

- 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

About this Information Session

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

Associates-In (Teaching a Course)

- 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

Applicability of Associates-In

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])

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

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

Deadlines for Application

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 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.

Faculty Mentorship

EPC Policy: The department chair or program director or a faculty designee (who has previously taught the course) will be responsible for the oversight of an appointed Associate-In and will be required to act as a mentor to the student

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.

Specialized Training

Drafted Information for the Student Once Flagged

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.htm>

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/fmxjBq>

Specialized Training

Evidence of
Participation

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-Teachin>

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

Associate-In General Questions

1. Proposed course
CGS 123 - Gender & Reproductive Politics
2. Proposed quarter
WI21
3. Proposed appointment percent time
50
4. Projected enrollments for the proposed course
20
5. Actual (past 2 years) enrollments for the proposed course
WI20-14, WI18-17

Summer

Associate-In General Questions

1. Proposed course
ETHN 152 - Law and Civil Rights
2. Proposed quarter
S220
3. Sub-term (Special Session ONLY)
4. Proposed appointment percent time
50
5. Projected enrollments for the proposed course
30
6. Actual (past 2 years) enrollments for the proposed course
FA18=34; WI18=40
7. How many instructors will be teaching this class?
1
8. How many sections of this course will the applicant teach in the selected term?
1
9. Maximum units students can earn in the selected course
4

Associate-In Upper- Division Questions

Academic Year

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

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 Isolatr &Energy Dissip (Mosqueda, Gilberto)
FA18: Teaching Assistant, SE 220 - Seismic Isolatr &Energy Dissip (Mosqueda, Gilberto)
FA19: Teaching Assistant, SE 220 - Seismic Isolatr &Energy Dissip (Mosqueda, Gilberto)
FA20: Teaching Assistant, SE 220 - Seismic Isolatr &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.

Associate-In Upper- Division Questions

Summer

Tip: For first time nominations, #10: “Proposed supervising faculty” should be completed for Lower-Division courses too

Associate-In Upper-Division Questions

10. Proposed supervising faculty
GORE, DAYO F.
11. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)
42
12. Total number of upper-division Associate-In appointments in hiring unit this year
3
13. Date applicant completed TA training with Teaching + Learning Commons
FA15
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.
15. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.
FA15: Reader, CGS 100 - Conceptlzg Gender-Theory&Methd (Santizo, Gabriela Domitila)
WI16: Reader, SOCI 188I - Israeli-Palestinian Conflict (Shafir, Gershon)
SP16: Reader, ETHN 118 - Contemporary Immigration Issues (Dorr, Kirstie A.)
FA16: Teaching Assistant, DOC 1 - Diversity (Mariscal, George)
WI17: Teaching Assistant, DOC 2 - Justice (Gagnon, Jeffrey C)
SP17: Teaching Assistant, DOC 3 - Imagination (Gagnon, Jeffrey C)
FA17: Teaching Assistant, ETHN 1 - Intro: Land and Labor (Frank, Ross H.)
WI18: Teaching Assistant, ETHN 2 - Intro:CirculationsofDifference (Espiritu, Yen)
SP18: Reader, CGS 112 - Sexuality & Nation (Dorr, Kirstie A.)
FA18: Associate (in lieu of TA), - ()
WI19: Associate (in lieu of TA), - ()
SP19: Reader, AAS 10 - Intro/African-American Studies (Odom, Mychal Matsemelaali)
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: CGS 123 - Gender & Reproductive Politics
S119: CGS 147 - Black Feminisms Past & Pres
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.

Academic Year

Documents

14. 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.
[Combine all documents in one PDF File and upload](#)
15. Please upload a memo providing the recommendation justification for this request.
[Department nomination letter](#)
16. Please upload a departmental exception letter for this applicant (if applicable).
[Department exception letter \(if applicable\)](#)
17. Please upload this applicant's Academic Biography.
[Applicant's Academic Bio/CV](#)
18. If no CAPEs are available for this applicant, please upload a letter of support.
[Letter of Support](#)

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.

Summer

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.
[Combine all documents in one PDF File and upload](#)
19. Please upload a memo providing the recommendation justification for this request.
[Department nomination letter](#)
20. Please upload a departmental exception letter for this applicant (if applicable).
[Department exception letter \(if applicable\)](#)
21. Please upload this applicant's Academic Biography.
[Applicant's Academic Bio/CV](#)
22. If no CAPEs are available for this applicant, please upload a letter of support.
[Letter of Support](#)

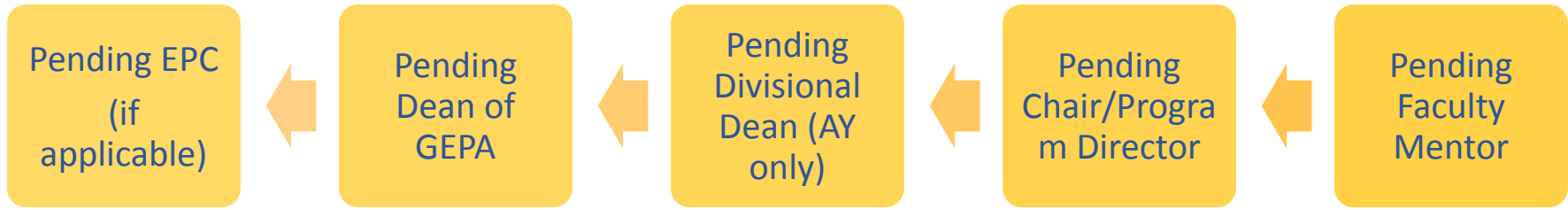
New Functionality - SGTS Campaign

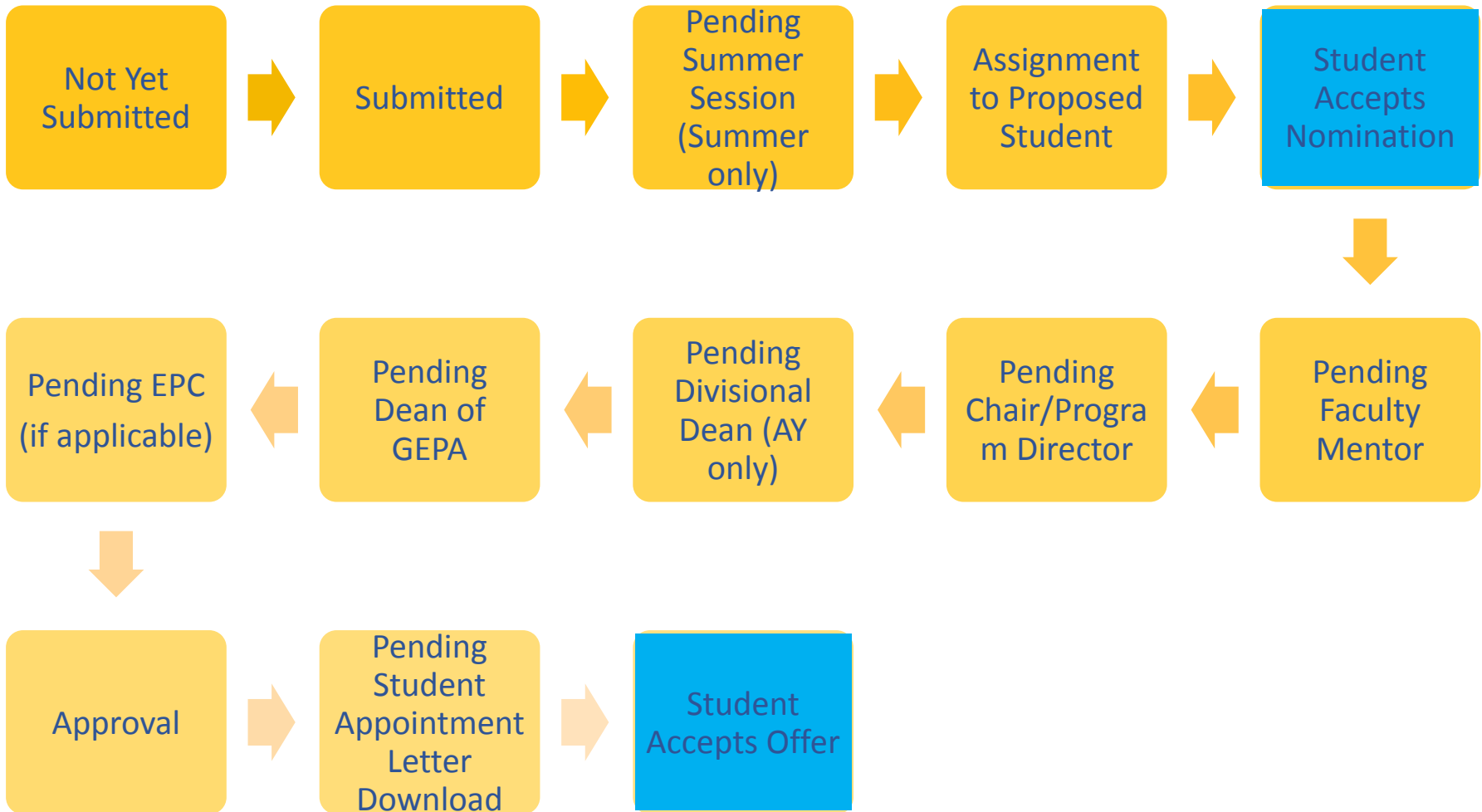
Summer Graduate
Teaching Scholars

- 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

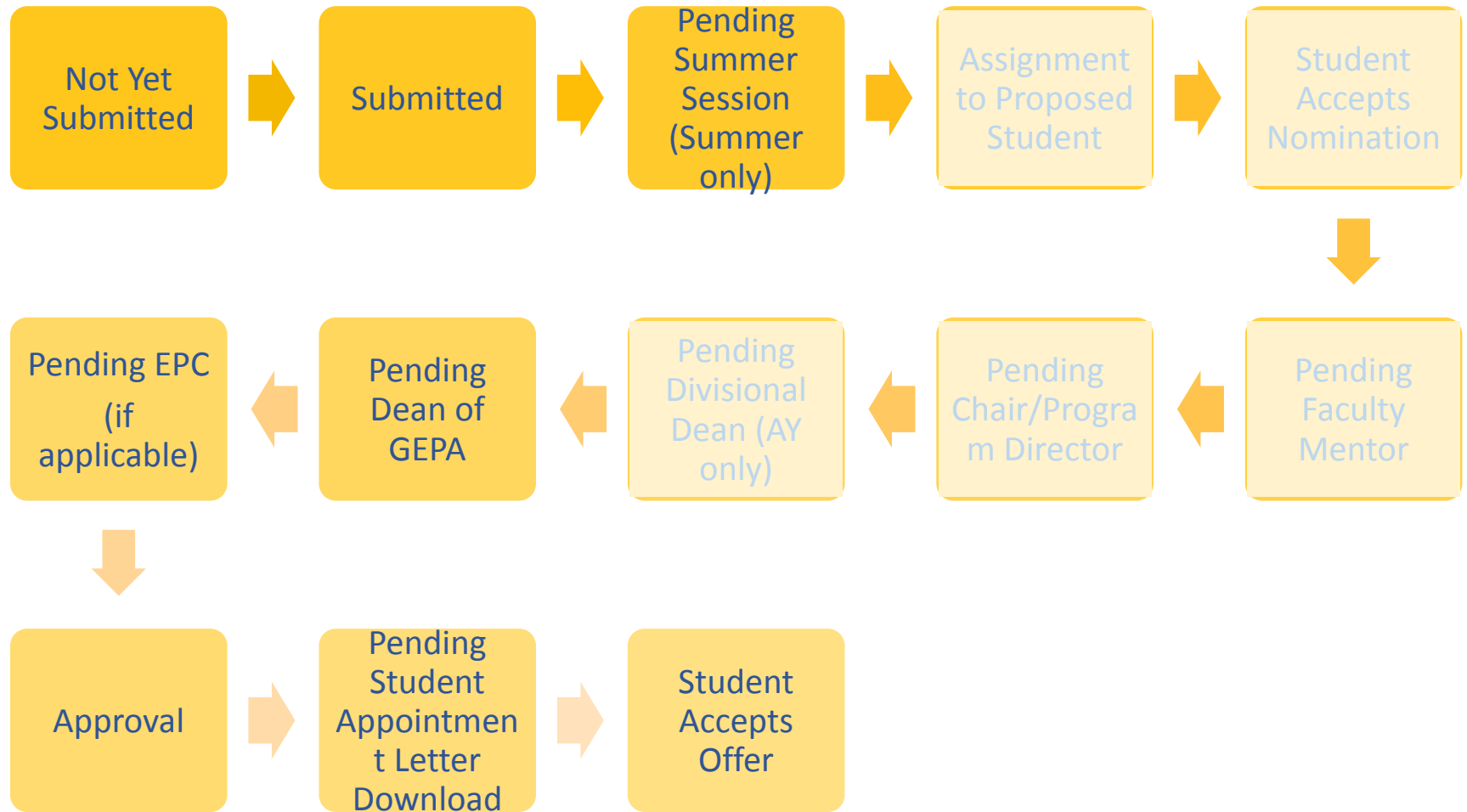
Return to Department for Quick Edits

- Clerical errors (typos in the rate, name, faculty mentor, question responses)
- PDF errors (additional blank pages; NOT all blank pages)

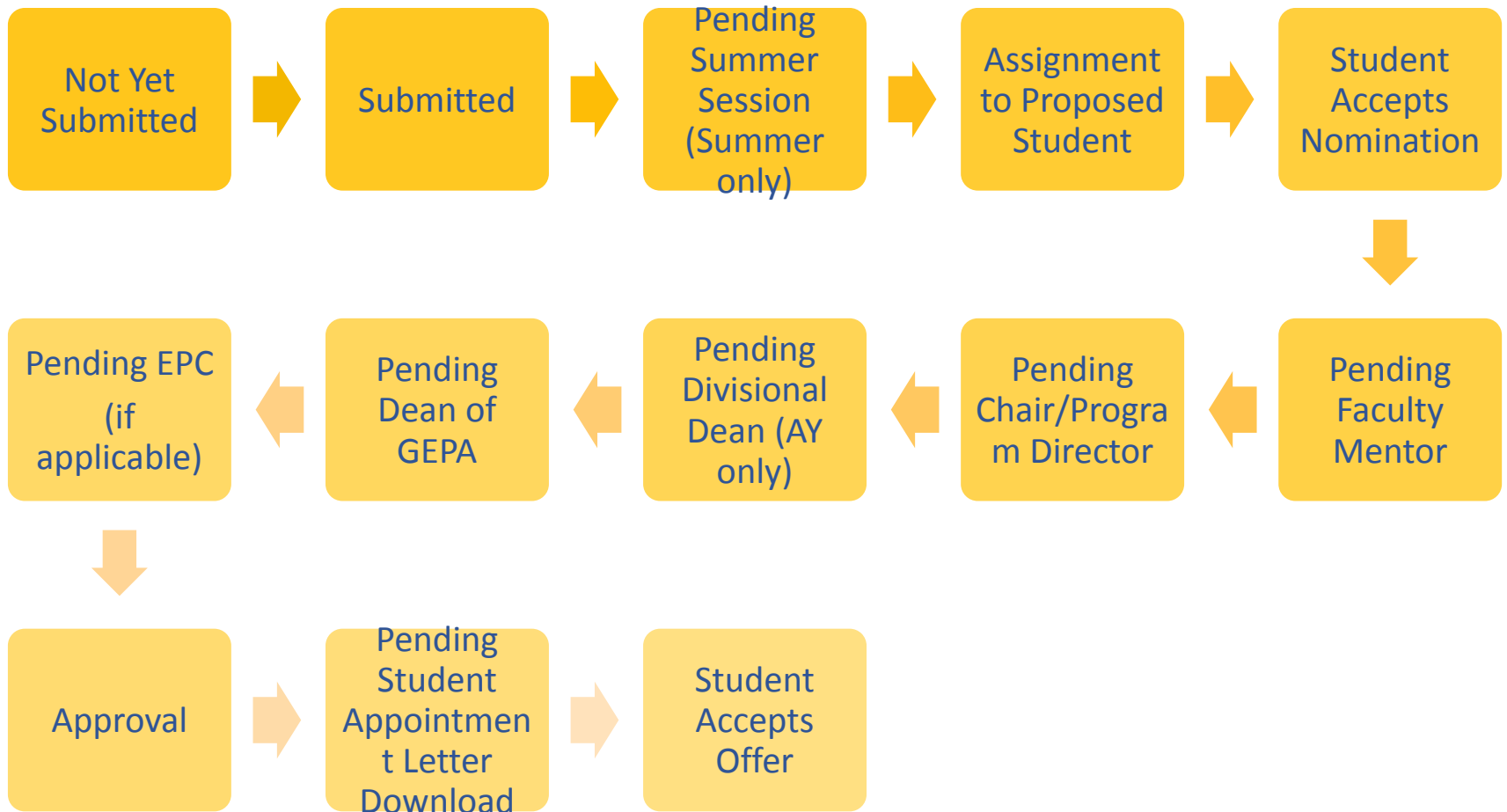
Return to Department for Revisions

- 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



Return to Department for Revisions



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>