How to Hire Summer Session Instructors & IAs

Summer Session 2021
December 10, 2020
Agenda

- Welcome
  - Matt Sapien, Summer Session
- Summer Session Overview
- Hiring - Who, How, When, Where
- Faculty, Lecturers
  - Lisa Bargabus, Summer Session
- Associates-In, IAs
  - Courtney Aguila & Kacy Cashatt, Graduate Division
- Questions
Summer Session Team

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

summer@ucsd.edu
summer-payroll@ucsd.edu
summersession.ucsd.edu
Thank YOU for a Successful Summer Session 2020!

- Enrollments - 34,293  Up 40% from 2019
- 95% of Summer Session students are UCSD Students
  - Supports Time to Degree Initiative
- 740 Summer Session Instructor Appointments

843 proposed classes for Summer Session 2021!
How is Summer Session 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 Session pays:
  - Instructor Course Salaries
  - TA Allocation (block-funded) to Departments - $3M in 2020
  - Administrative Funding to Departments - Almost $2M in 2020
    - Incentive Pilot continues for 2021 - Higher funding if more classes & higher enrollments than 2018
Summer Programs for 2021

Summer Success Programs

Leadership is meeting to plan for 2021.

Summer Graduate Teaching Scholars (SGTS)

Supports students teaching as 1st time Associate-In. Grad students are nominated by Departments (Nov.) SGTS committee selects participants. Grad students attend training at the Teaching + Learning Commons and receive $1,200 stipend. Faculty mentors receive a $500 research account payment.

Global Seminars

Hoping to move forward. Some faculty planning virtual programs as back-up.
# 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>Advisory Committee Mtg.</td>
<td>Begin appointment letters</td>
</tr>
<tr>
<td></td>
<td>Course proposals due</td>
<td>Approved courses</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Preview of Classes posted</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Courses Scheduled &amp; Classrooms assigned</td>
<td>Courses on TritonLink</td>
<td>Students begin enrolling</td>
<td>Manage waitlists</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Goal - Have instructor names on Schedule of Classes.</td>
<td>Students fees assessed</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>JUNE</th>
<th>JULY</th>
<th>AUGUST</th>
<th>SEPTEMBER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student fees due</td>
<td>Students add/drop courses</td>
<td>Session 2 begins</td>
<td>Sessions end</td>
</tr>
<tr>
<td>Session 1 begins</td>
<td>Session 1 pay date</td>
<td>Fees due</td>
<td>Session 2 pay date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reporting begins</td>
</tr>
</tbody>
</table>
### 5 WEEK SESSIONS

<table>
<thead>
<tr>
<th>Session 1</th>
<th>June 28 – July 31</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 2</td>
<td>August 2 – September 4</td>
</tr>
</tbody>
</table>

### SPECIAL SESSIONS

<table>
<thead>
<tr>
<th>3 Weeks</th>
<th>June 28 – July 17</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>July 19 – August 7</td>
</tr>
<tr>
<td></td>
<td>August 9 – August 28</td>
</tr>
<tr>
<td>8 Weeks</td>
<td>June 28 – August 21</td>
</tr>
<tr>
<td>10 Weeks</td>
<td>June 28 – September 4</td>
</tr>
<tr>
<td>15 Weeks</td>
<td>June 14 – September 24</td>
</tr>
<tr>
<td></td>
<td>Restricted Session (year-round programs only)</td>
</tr>
</tbody>
</table>

Approved for Remote Instruction.
How Summer Session Works

**ACADEMIC DEPARTMENTS**

- Propose courses & instructors
- Submit appointment files
- Submit Associate-In applications
- Instructor onboarding
- Hire TAs, Tutors, Readers
- Enter positions, hires & payments into UCPath

**SUMMER SESSION**

- Approve courses
- Oversee DUE approval of Lecturers
- Create & email appointment letters
- Schedule of Classes (add instructor names asap)
- Calculate instructor payments (payroll worksheets)
- Support/Manage special summer programs
- Oversee TA allocation & department admin funding
Resources for Summer Session Instructors

Podcasting
More info closer to summer.

Temporary Canvas Sites for New Visiting Instructors
- Before hire is complete in UCPath.
- Requires request from Department Chair. [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/)
Teaching + Learning Commons

keepteaching.ucsd.edu

All Summer Session instructors are eligible to use the Teaching + Learning Commons.
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 (SSP Courses ONLY - 2021 details still pending)

2 Pay Dates:
Session 1 - 7/30/21
Session 2 - 9/1/21
Instructor Compensation – How it Works

Example - Teaching 2 Courses in 1 Session

2 scoops (course salaries) are added together for 1 UCPath payment per pay period.

- Requires coordination when the same instructor teaches for different departments.
- More about that in payroll training - Spring Quarter.
Instructor Compensation – 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% limit **APM-205**.

Academic Administrators (Provosts, Chairs, etc.) - AP reviews case by case. (Typically use vacation time.)
## Instructor Compensation – How Course Salary is Calculated

### Course Salary – Full vs Contingent

<table>
<thead>
<tr>
<th>Full Salary (15+ Students Enroll)</th>
<th>Contingent Salary (&lt; 15 Students Enroll)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 Unit Course 8.5% annual salary</td>
<td>If Instructor agrees (not Grad Students)</td>
</tr>
<tr>
<td>1-2 Unit Course 4.25% annual salary</td>
<td>$150 × Units × Students</td>
</tr>
</tbody>
</table>

Use salary as of 6/30/21 (Summer Session is end of AY.)

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**Measure Enrollment Twice – Pay the Higher Amount**

1st Snapshot - Month before class starts – Give time to recruit more students.  
2nd Snapshot - Day after student refund deadline – Campus has that revenue.
Instructor Compensation – How Course Salary is Calculated

Snapshot Dates

Session 1
6/28/21 – 7/31/21
1st Snapshot – 6/2/21
2nd Snapshot – 7/6/21

Session 2
8/2/21 – 9/4/21
1st Snapshot – 7/7/21
2nd Snapshot – 8/9/21
Instructor Compensation – Example

UCSD Professor – 4 Unit course

Annual Salary: $104,000

Summer Session Course Salary: $8,840 (8.5% of $104,000)

Teaching Session 1: June 28th – July 31st

Pay date: 7/30/21

1st Snapshot - 6/2/21

12 students enrolled

Paid on Contingency: $150 × 4 units × 12 = $7,200

2nd Snapshot - 7/6/21

15 students enrolled

Increase to Full Course Salary: $8,840
Instructor Compensation – Limits Require Adjustments

Ladder Rank Faculty (LRF) and Teaching Professors teaching 2 courses in one Session.
- Total payment is 17% annual salary (2 * 8.5%) - More than 1/9th
- Pay 1/9th (11%) one month + remaining 6% the following month

Recalls - Spread payment over 2 pay periods (43% max)

ALL instructors teaching 4 courses require a 1% payment reduction (4 × 8.5% = 34%, which exceed 33% max)

LRF and Teaching Profs teaching 4 courses:
1/9th in July
1/9th in August
1/9th in September
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.

We’ll discuss how to enter payments in our Spring Quarter training.
How to Hire Faculty & Lecturers – 4 Groups

Different Instructor Types Require Different Processing.

- **Walk in the Park**
  - Enter Additional Pay

- **Fun Run**
  - Process Position/Hire
  - Enter Additional Pay

- **10 K**
  - Submit Appointment File
  - Process Position/Hire
  - Enter Additional Pay

- **Triathlon**
  - Submit Appointment File
  - Process Position/Hire
  - Enter Additional Pay
  - Special Handling
How to Hire Faculty & Lecturers

Walk in the Park
Enter Additional Pay

Ladder Rank Faculty
LSOE/LPSOE
HIIRING LADDER RANK FACULTY, LSOE, LPSOE

No Summer Session Position Needed in UCPath.

Walk in the Park

SUMMER SESSION

Verify eligibility + email appointment letter

ACADEMIC DEPARTMENT

Enter Name in ISA

INSTRUCTOR

Accept appointment via email

JUNE/JULY - Add additional pay onto existing position/job via PayPath

JANUARY - JUNE

JUNE - JULY
Appointment Letters will be uploaded to OneDrive.

All appointment letters will be uploaded to the Summer Session OneDrive site.

https://go.ucsd.edu/3cPRUEF

Email summer-payroll@ucsd.edu to get access.
How to Hire Faculty & Lecturers

Lecturers who taught at least 1 Quarter in 2020-2021 AY - Rehire

Lecturers who taught in 2020-2021 AY + have an appointment starting 7/1/21 (Paid on 09/12 basis) - Concurrent Hire
Positions for Summer Session Lecturers in UCPath

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

Tips
You can re-use positions from Summer Session 2020.
    Confirmed with Kelly Maheu - Departments can reuse Summer Session positions from 2020. You will just need to change the funding if it differs.

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.)

Use Job Code = 001550 and FTE = 0

Add funding using a Blank Earn Code row or rows; all earnings will be from ASN Earn Code.
Choose the appropriate hire template: New Hire, Rehire, Concurrent Hire

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Beginning of summer pay period</th>
<th>7/1/21 or 8/1/21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expected Job End Date</td>
<td>Last day of pay period they will be paid</td>
<td>7/31/21 or 8/31/21</td>
</tr>
</tbody>
</table>

Note the summer service dates in the comments. (We don’t show service dates in UCPath like we did in PPS.)

On the **Job Data** tab:
1. Job Compensation section is left blank.  
   Do not enter any **Comp Rate Codes** or **Amounts**.
2. **FTE** is **0**
3. Note in your **Comments** to UCPC that the job compensation should be 0, and that the Lecturer will be paid via Additional Pay.

DO NOT enter additional pay via PayPath until JUNE/JULY.
How to Hire: Lecturers and Recalls

Lecturers who are only teaching for Summer Session - **New Hire or Rehire**

Lecturers who did NOT teach in 2020-2021 AY, but have an appointment starting 7/1/21 (Paid on 09/12 basis) - **Concurrent Hire**

Recall Faculty - **Concurrent Hire**
Hiring Lecturers who did NOT teach in 2020-2021 AY, and Recalls

Summer Session Appointment File + Position Needed in UCPath.

1. Start: Enter Name in ISA
   - Find replacement
   - Submit appointment file via Interfolio

2. Review appointment file

3. Email appointment letter

4. Add name to Schedule of Classes
   - Yes
   - Create position and hire in UCPath (New hire, Rehire, Concurrent hire)
   - NO COMPENSATION

5. Accept appointment via email

6. Appointment approved?

7. JANUARY - JUNE
   - JUNE/JULY - Add additional pay onto SS position/job via PayPath

DEAN OF UNDERGRADUATE EDUCATION
How to Submit Appointment Files

In Interfolio, use the “Summer Session Appointment” template.

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</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>
Forms Needed in Appointment Files

See page 19 in the Instructor Appointment Handbook.

New for Summer Session 2021

Bio/Bib is no longer required in Summer Session appointment files.
Summer Session Appointment File Tips

- Propose annual salary that aligns with comparable faculty in your department & fits a UC academic salary scale. (Don’t match home institution salary.)

- Suggestion: If CAPES are below 70% rating with 40% response rate, propose action plan to increase responses. [http://www.cape.ucsd.edu/faculty/tips.html](http://www.cape.ucsd.edu/faculty/tips.html)

- Teaching CAPES are more important than TA evaluations. Two sets of CAPES are usually sufficient – don’t need all CAPES.
If proposing a first-time instructor, the letter to DUE should include the type of support that will be provided: faculty mentor, Teaching + Learning Commons (highly recommend), other department support.

**NEW** - Bio/Bib is no longer required in Summer Session appointment files. Please be sure CV is complete.
Job Aid: How to Process Summer Salary for Professors, LSOE, and Recalls
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

Tips
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 needed.)

Use **Job Code = 001700** and **FTE = 0**

Hire using a **Concurrent Hire** template. No **Comp Rate Codes** or **Amounts** should be entered on the job.

Note in the Comments that the employee’s job compensation should be 0 and that the employee will be paid via Additional Pay.

We’ll enter Additional Pay in June/July.
How to Hire Faculty & Lecturers

FY Appointments (Staff, Researchers, Postdocs) - Concurrent Hire

Faculty from other UC Campuses - Concurrent Hire
Hiring FY Appointments (Staff, Postdocs, Researchers), or Faculty form other UCs
Summer Session Appointment File + Position Needed in UCPath + Special Handling.

Academic Department
- START
  - Enter Name in ISA
- Find replacement

Instructor
- Review appointment file
- Submit appointment file via Interfolio
- Accept appointment via email
- Special Handling as Needed
- Email appointment letter
- Add name to Schedule of Classes
- Create position and hire in UCPath (Concurrent hire) NO COMPENSATION
- JUNE/JULY - Add additional pay onto SS position/job via PayPath

Dean of Undergraduate Education
- Appointment approved?

JANUARY - JUNE
JUNE - JULY
FY Appointments (Staff, Researchers, Postdocs)

Reduce FTE on current appointment to fit a 50% (or 100%) 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 may not allow teaching.
Faculty from other UC Campuses

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

UCSD department processes a Concurrent Hire.
(Not a fund transfer anymore)

Job Aid: How to Manage Multi-Location Appointments

https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions
## Hiring-at-a-Glance

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<tbody>
<tr>
<td>Ladder Rank Faculty, LSOE, LPSOE</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fun Run</td>
<td></td>
<td></td>
<td>X</td>
<td>Rehire</td>
<td>X</td>
<td>1550</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Taught at least 1 quarter during 2020-2021 AY</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Taught in 2020-2021 AY Has an appointment starting 7/1/21 (Paid on 09/12 basis)</td>
<td>X</td>
<td>Concurrent Hire</td>
<td>X</td>
<td>1550</td>
<td></td>
</tr>
<tr>
<td>10 K</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecturer</td>
<td>Summer Session teaching only</td>
<td>X</td>
<td>X</td>
<td>New Hire Rehire</td>
<td>X</td>
<td>1550</td>
</tr>
<tr>
<td>Lecturer</td>
<td>Did NOT teach in 2020-2021 AY Has an appointment starting 7/1/21 (Paid on 09/12 basis)</td>
<td>X</td>
<td>X</td>
<td>Concurrent Hire</td>
<td>X</td>
<td>1550</td>
</tr>
<tr>
<td>Recall Faculty</td>
<td></td>
<td>X</td>
<td>X</td>
<td>Concurrent Hire</td>
<td>X</td>
<td>1700, 1702</td>
</tr>
<tr>
<td>Triathlon</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FY Appointments (Staff, Researchers, Postdocs)</td>
<td></td>
<td>X</td>
<td>X</td>
<td>Concurrent Hire</td>
<td>X</td>
<td>1550</td>
</tr>
<tr>
<td>Faculty from other UC Campuses</td>
<td></td>
<td>X</td>
<td></td>
<td>Concurrent Hire</td>
<td>X</td>
<td>1108, 1208, 1308</td>
</tr>
</tbody>
</table>

- **Special Handling?**
  - Reduce current appointment to fit 50% or 100% Summer Session teaching, or used accrued vacation time.
  - Both campuses must sign Multi-Location Agreement Form.
Special Cases – Adjunct Professors

Adjunct Professors

Can teach Summer Session on their 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. Enter the Summer Session Additional Pay.
3. After the payment has processed, you will need to change the title/job back to UCWOS comp rate and the correct FTE.
Special Cases - International Faculty Teaching Remotely

Need a Temporary Remote Work Agreement. 
https://aps.ucsd.edu/faculty-resources/covid-19/leavefaq.html#Temporary-Remote-Work-Agreement

Taxes are different when not working in CA. Instructor must complete Out-of-State tax form (domestic) or Foreign Source Income Statement form (International). Instructions are here: 

Also materials in the UPK - Employee Self Service - Employee Actions: International Hire folder.

Tip - Be very clear and detailed in the initiator comments of the hire transaction. Make sure to state that the faculty is International, working remotely, and whether they have a United States SSN.
Special Cases – Visiting Professors

Visiting Professors

Eligible to teach SS with a Visiting Professor job code
If they have a Visiting Prof appointment ending 6/30/21:
● Extend the end date
● Change the FTE to 0
   (Otherwise they will get paid from your department and Summer Session.)

Because they are only teaching, hiring as a 1550 Lecturer is also okay.
● If they had a 2020-2021 AY Visiting Prof appointment at UCSD, match that salary as close as possible on the Unit 18 scale.
## Timeline for Department Action Items

<table>
<thead>
<tr>
<th>Action</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter names in ISA</td>
<td>Now</td>
</tr>
<tr>
<td>Submit appointment files in Interfolio</td>
<td>By March 12th</td>
</tr>
<tr>
<td>Create positions in UCPath</td>
<td>Start now</td>
</tr>
<tr>
<td>Process Hires in UCPath</td>
<td>When instructor accepts appointment letter</td>
</tr>
<tr>
<td></td>
<td>Session 1 - Hires complete end of May</td>
</tr>
<tr>
<td></td>
<td>Session 2 - Hires complete end of June</td>
</tr>
<tr>
<td>Enter Additional Pay</td>
<td>Wait for June &amp; July</td>
</tr>
</tbody>
</table>

Spring Quarter - Summer Session & Graduate Division will have another training session to cover entering additional pay.
Graduate Student Associate-In Applications

2021 Summer Session Appointment File Preparation
Courtney Aguila
Senior Graduate Employment Coordinator
claguila@ucsd.edu

Kacy Cashatt
Graduate Employment Coordinator
kcashatt@ucsd.edu
Overview

Topics and Agenda
Agenda

- Academic Senate Policy
- Graduate Division Policy and Academic Eligibility
- Submission guidelines
- Resources
About this Information Session

- By the end of the session:
  - Know where to find the policy
  - Understand submission guidelines
- Goal: submit complete files, that meet the requirements, so that candidates can be reviewed and appointments can be made on time and 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 = 36
Winter = 33
Spring = 48
Total = 117
198

Summer Appointments Last Year!
Associates-In (Teaching a Course)

- The Committee on Educational Policy is the authorized body on policy regarding Associates-In (AIs)
- The CEP 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
Graduate Division Review Priorities

- Quality of instruction for undergraduate students
- Training and mentorship for graduate students
- Alignment with Academic Senate policy
Policy for Associates to Teach Upper-Division Courses

Committee on Educational Policy, 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.
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 CEP.

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 CEP, through the department chair or program director, a written assessment of the AI’s teaching performance
Limitations on Serving

1. No graduate students will be allowed to serve as AIs more than three times during their tenure at UC San Diego or 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 have been received in the Academic Senate Office 4 weeks prior to the start of the quarter in which a course is to be taught.*

*In order for cases to be reviewed by Academic Senate, and meet the 4-week deadline, nomination files should be submitted to Graduate Division NO LATER THAN 6 weeks prior to the start of instruction.
May 14, 2021

Deadline for Summer 2021 Upper- and Lower-Division Course Applications
Graduate Division Policy for Associates

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 Graduate Division
- 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
  - Exe. Advancement to Candidacy issues
Advancement to Candidacy Exceptions

CEP 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.
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.

Faculty Mentorship

CEP 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.
Limitations on Serving

No AI appointments to Graduate Level (200) courses
Specialized Training

CEP 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 Graduate Division: 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
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)
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

Associate-In General Questions

1. Proposed course
   CGS 123 - Gender & Reproductive Politics
2. Proposed quarter
   W121
3. Proposed appointment percent time
   50
4. Projected enrollments for the proposed course
   20
5. Actual (past 2 years) enrollments for the proposed course
   W120-14, W118-17

Academic Year

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, W118=60
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

Summer
### Associate-In Upper-Division Questions

#### Academic Year

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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. Proposed supervising faculty</td>
<td>Mosqueda, Gilberto</td>
</tr>
<tr>
<td>7. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)</td>
<td>43</td>
</tr>
<tr>
<td>8. Total number of upper-division Associate-In appointments in hiring unit this year</td>
<td>1</td>
</tr>
<tr>
<td>9. Date applicant completed TA training with Teaching + Learning Commons</td>
<td>June 2020</td>
</tr>
<tr>
<td>10. Please indicate the applicant’s academic background, including his or her research/thesis topic, and how it relates to this course.</td>
<td>Student received Bachelor’s 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.</td>
</tr>
<tr>
<td>11. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.</td>
<td>FA17: Teaching Assistant, SE 220 - Seismic Isolation &amp; Energy Dissip</td>
</tr>
</tbody>
</table>
Tip: For first time nominations, #10: “Proposed supervising faculty” should be completed for Lower-Division courses too.
### 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

### 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

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**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.
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:**
  - Courtney Aguila, Sr. Graduate Employment Coordinator, Graduate Division, claquila@ucsd.edu
  - Kacy Cashatt, Graduate Employment Coordinator, Graduate Division, kcashatt@ucsd.edu

- **Student Committee Membership App**
  - Contact the Admin in your department
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](https://commons.ucsd.edu/educators/grad-student-programs/index.html)

- Graduate Division Confluence for Campus Partners
  - [Graduate Student Employment Policy & Procedure](https://senate.ucsd.edu/media/67798/Associates-In-to-Teach-Upper-Division-Courses.pdf)
  - [Guide for Associates](https://senate.ucsd.edu/media/67798/Associates-In-to-Teach-Upper-Division-Courses.pdf)

- Policy for Associates-In to Teach Upper-Division Courses
Questions?

Summer Session

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Matt Sapien, msapien@ucsd.edu

Graduate Division

Courtney Aguila, claguila@ucsd.edu
Kacy Cashatt, kcashatt@ucsd.edu

Happy Holidays!
Hope to see you for payroll training in Spring Quarter.