How to Hire Summer Session Instructors

Updated February 20, 2024 with NEW compensation changes. See slides 18-26.

Summer Session 2024
January 10, 2024
Agenda

● Welcome
● Summer Session Overview
● Hiring - Who, How, When, Where
● Faculty, Lecturers
  ○ Lisa Bargabas, Summer Session
● Graduate Students as Associate Instructors
  ○ Dimple Bhatt & Kacy Cashatt, GEPA
● Questions
Summer Session Team

Becky Arce  Director
Lisa Bargabus  Business Manager
Yvonne Wollmann  Student Affairs Manager
Paty Macedo  Programs Manager
Matthew Sapien  Administrative Assistant

summer@ucsd.edu - ServiceNow ticket
summer-payroll@ucsd.edu
summer-courses@ucsd.edu
summer-programs@ucsd.edu
summersession.ucsd.edu
Thank YOU for a Successful Summer Session 2023!

- Enrollments - 31,417
- 95% of Summer Session students are UCSD Students
  - Supports **Time to Degree** Initiative
- 816 Summer Session Instructor Appointments

So far, 937 proposed classes for Summer Session 2024!
Summer Session is not a 4th Quarter. How is it 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
  - $374/Unit – Visiting & Grad Student Rate
- Open recruitment not required for instructors.
- Summer teaching appointments are not in AP Data
- Summer Session covers costs - appointments are not part of department FTE

Residents & Non-Residents pay the same rate.
Summer Session is not a 4th Quarter.

How the Financials Work

Instructor Payroll Expenses ~ $7M in 2023
Summer Session reimburses the gross salary + GL + benefits for all instructors. Not part of your department FTE.

TA/Tutor/Reader Payroll Expenses ~ $2.4M in 2023
Summer Session reimburses the gross salary + GL + benefits for all instructional support (TAs, Tutors, Readers). Not part of your department FTE.

Incentive Pilot Program ~ $1.6M in 2023
NEW for 2024
Academic Units will receive:
$1,000 per course + $50 per enrollment

Plus, an additional $500 per course for specific “High-Impact” courses that are taught in Summer Session. The list of “High-Impact” courses will be available on March 1st.
Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

Article 23 - Summer Session

Unit 18 Lecturers will receive the equivalent of one quarter toward continuing appointment eligibility on the following conditions:

a. a course taught by a Unit 18 Lecturer during the academic year is moved to Summer Session and the course is no longer offered during the academic year; and

b. that students are required by their academic program to take such a course(s);

c. regardless of these provisions, no Unit 18 Lecturer may earn more than a total of 3 quarters of such eligibility credit during any 12 month period.
Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

**Article 23 - Summer Session**

- Academic Term Count
  - Summer Session teaching will count as **one credit** towards Continuing status provided:
    - the Lecturer has not taught all three quarters in the previous academic year and;
    - the course is in the same department, program or unit and;
    - the Lecturer requests such credit.
Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

AFTER Summer Session teaching is complete

Lecturer can make a formal request via memo to their department

Dean endorses the request

Department AP staff enter the summer credit into AP Data.
1. Remote modality without “R” designation is approved

2. Online “R” courses are always allowed in Summer Session.

Students want remote classes during the summer.
Summer Programs for 2024

Summer Success Programs

Leadership is planning for 2024

Summer Graduate Teaching Scholars (SGTS)

Revamped for 2024 to serve more graduate students.

Grad students self-register in November
Grad students attend training at the Teaching + Learning Commons and receive $500 stipend.

Faculty mentors receive $200 to discretionary account.
Additional funds awarded to top performers in Fall.

Students may or may not teach in summer 2024
More details on the SGTS website.

Global Seminars

26 programs planned for 2024
Subject to change
# 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>Approve courses</td>
<td>Begin appointment letters</td>
</tr>
<tr>
<td></td>
<td>Course proposals due</td>
<td>Preview of Classes posted</td>
<td>Departments finalize Schedule Build</td>
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<table>
<thead>
<tr>
<th>FEBRUARY</th>
<th>MARCH</th>
<th>APRIL</th>
<th>MAY</th>
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<tbody>
<tr>
<td>SCHEDULE BUILDS DUE to Registrar Feb 1st!</td>
<td>Courses on TritonLink</td>
<td>Students begin enrolling</td>
<td>Manage waitlists</td>
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<tr>
<td>Courses Scheduled &amp; Classrooms assigned</td>
<td>Goal - Have instructor names on Schedule of Classes.</td>
<td></td>
<td>Students fees assessed</td>
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<table>
<thead>
<tr>
<th>JUNE</th>
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<th>AUGUST</th>
<th>SEPTEMBER</th>
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<tr>
<td>Student fees due</td>
<td>Students add/drop courses</td>
<td>Session 1 pay date</td>
<td>Session 2 pay date</td>
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<tr>
<td></td>
<td>Session 1 begins</td>
<td>Session 2 begins</td>
<td>Sessions end</td>
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<tr>
<td></td>
<td>Fees due</td>
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<td>Reporting begins</td>
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### Summer Session 2024

<table>
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<tr>
<th>5-WEEK SESSIONS</th>
<th>INSTRUCTOR PAY DATE</th>
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<tbody>
<tr>
<td>Session 1</td>
<td></td>
</tr>
<tr>
<td>July 1 – August 3</td>
<td>8/1/24</td>
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<tr>
<td>Session 2</td>
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<tr>
<td>August 5 – September 7</td>
<td>8/30/24</td>
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<table>
<thead>
<tr>
<th>SPECIAL SESSIONS</th>
<th>INSTRUCTOR PAY DATE</th>
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<tr>
<td>3 Weeks</td>
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<tr>
<td>July 1 – July 20</td>
<td>8/1/24</td>
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<tr>
<td>July 22 – August 10</td>
<td>8/1/24</td>
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<tr>
<td>August 12 – August 31</td>
<td>8/30/24</td>
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<tr>
<td>8 Weeks</td>
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<tr>
<td>July 1 – August 24</td>
<td>8/1/24</td>
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<tr>
<td>10 Weeks</td>
<td></td>
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<tr>
<td>July 1 – September 7</td>
<td>8/1/24</td>
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<tr>
<td>15 Weeks</td>
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<tr>
<td>June 17 – September 20</td>
<td>8/1/24</td>
</tr>
<tr>
<td>Restricted Session (year-round programs only)</td>
<td>8/1/24</td>
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</tbody>
</table>
How Summer Session Works

**ACADEMIC DEPARTMENTS**

Decide WHAT to teach
Propose courses in ISA

Decide WHO is teaching
Enter instructor names in ISA
Submit appointment files in Interfolio
Submit Associate-In applications in IA System

Hire Instructional Support
TAs, Tutors, Readers

Hire Instructors
Enter positions and hires in UCPath
Instructor onboarding

Process Additional Pay for Instructors & Instructional Support

**SUMMER SESSION**

Oversight of Schedule of Classes
Approve courses
Monitor enrollment - cancel if low enrollment

Oversee DUE approval of Lecturers, Visiting Profs

Create & email appointment letters *(non-grads)*

*Check with dept. AP experts first*

Schedule of Classes (add instructor names asap)

Calculate instructor payments (payroll worksheets)

Support/Manage special summer programs

Manage TA, instructor & department admin funding
Resources for Summer Session Instructors

Canvas Sites for New Visiting Instructors
Canvas team can help set-up access for new instructors, https://canvas.ucsd.edu

Office for Students with Disabilities
https://osd.ucsd.edu/resources/covid-19.html#Information-for-Faculty

Academic Integrity
https://academicintegrity.ucsd.edu/
All Summer Session instructors are eligible to use the Teaching + Learning Commons.

Individual consultations

Support to design syllabus for shorter summer terms

Workshops

Slack communities
Instructor Compensation

**Course Salary** - 1 per course
- 1 class - 50% appointment
- 2 classes - 100% appointment

2 classes max per Session (or overlapping Sessions)
3 classes max per Summer **NEW**

2 Pay Dates:
Session 1 - 8/1/24
Session 2 - 8/30/24
Instructor Compensation – How Course Salary is Calculated

Course Salary – Always uses AY annual salary in effect on 6/30/24.

Summer Session 2023 is the end of the 2023-2024 AY.
So we use the annual salary in effect Spring Quarter 2024.

NEW percentages effective summer 2024.

<table>
<thead>
<tr>
<th>3-7 Unit Course</th>
<th>1-2 Unit Course</th>
<th>8+ Unit Course</th>
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</thead>
<tbody>
<tr>
<td>11% of UCSD AY annual salary</td>
<td>5.5% of UCSD AY annual salary</td>
<td>22% of UCSD AY annual salary</td>
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</table>

Course salary is the same regardless of the class length (3, 5, 8 or 10 weeks).
Courses can be Canceled for Low Enrollment.
Summer Session & Departments will decide 3–4 weeks before classes begin.

<table>
<thead>
<tr>
<th>5 WEEK SESSIONS</th>
<th>Enrollment Checkpoint</th>
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<tbody>
<tr>
<td>Session 1</td>
<td>July 1 – August 3</td>
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<tr>
<td>Session 2</td>
<td>August 5 – September 7</td>
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</table>

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<thead>
<tr>
<th>SPECIAL SESSIONS</th>
<th>Low Enrollment Notification</th>
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<tr>
<td>3 Weeks</td>
<td>July 1 – July 20</td>
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</tbody>
</table>
Instructor Compensation – How it Works

Example - Teaching 2 Courses in 1 Session

Lecturer with $66,259 annual salary, teaching two 4-unit courses

Course salary for Course A = $7,288 (11% annual salary)
Course salary for Course B = $7,288 (11% annual salary)

July pay period = $14,576 as Additional Pay

One ice cream cone per position per pay period.
Instructor Compensation – AP Policy Limitations

Maximum earnings for all instructors = $\frac{3}{9}$th (33%) annual salary for the summer period (July, August, September).

**APM-600**

Includes Summer Session + any other teaching, research, or admin payments

Faculty, LSOE, LPSOE - Cannot exceed $\frac{1}{9}$th annual salary per month.

Recall appointees cannot exceed 43% of $\frac{1}{9}$th per month **APM-205**.

Fiscal year appointees (postdocs, research scientists, staff) can receive an additional $\frac{1}{12}$th annual salary - need Summer Lecturer appointment. Must reduce FY appointment or use vacation accrual (cannot exceed 100%).

Academic Administrators (Provosts, Deans, etc.) - AP reviews case by case. (Typically use vacation time.)
Instructor Compensation – Limits Require Adjustments

**NEW - Can Teach 3 Courses Max** (33% annual salary) in Summer Term

Summer Session Instructors can no longer teach 4 classes.

**Spread payments for Ladder-Rank Faculty and Teaching Profs**
If teaching 3 courses - spread payment over 3 months:
- One Course (11% annual salary) in July
- One Course (11% annual salary) in August
- One Course (11% annual salary) in September

**Do Not Spread Payments for Unit 18 Lecturers and Graduate Students teaching as Associate Instructors**
If teaching 2 courses in the same session - Pay full 22% annual salary on the session pay date.
Instructor Compensation – Limits Require Adjustments

Ladder Rank Faculty (LRF) & Teaching Professors teaching 2 courses in one Session

- Can earn max of 1/9th per month (11% annual salary)
- Teaching 2 courses in same session = 22% annual salary
- Need to spread their payment over 2 months

Pay 1 Course Salary per Month

Example: Professor Teaching 2 classes in Session 1
AY annual salary is $116,700
Course salary = $12,837 ($116,700 * .11)
Total Summer Session payment = $25,674 (12,837 * 2 courses)
Need to spread that payment over 2 months:

Pay $12,837 in July pay period + $12,837 in August pay period
Instructor Compensation – Limits Require Adjustments

Recall Teaching - Spread payment over 2 or 3 months
Only pay them 43% of 1/9\textsuperscript{th} each month (~4.8% annual salary)

Can teach 1 course - Course salary needs to be spread over 3 months

**Example: Recall Teaching 1 class in Session 2**
AY annual salary is $125,800; 1/9\textsuperscript{th} is $13,978
Course salary = $13,838 ($125,800 * .11)
Allowed to pay 43% of 1/9th per month: 13,978 * .43 = $6,011
Need to spread that payment over 3 months:

Pay $6,011 in July + $6,011 in Aug. + $1,816 in Sept.

*If they want to teach 2 classes*, the maximum Summer Session can pay them is: $6,011 in July, Aug, & Sept = $18,033.
*Not enough room to pay 22% annual salary, which is $27,676*
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 (research payments, administrative work, other summer teaching (COSMOS) etc.)
Hiring Summer Session Instructors Tips & Tricks

1. Find out what courses are approved for Summer 2024 and who will be teaching.
   ○ Courses have already been submitted in the Instructional Scheduling Assistant (ISA)
   ○ Schedule changes will be ongoing up until classes begin

2. Organize your instructors into groups and make a plan.
   ○ Which instructors need an appointment file?
   ○ Which instructors need a summer UCPath position & hire?
   ○ Who is hiring the graduate students? Make sure to involve them now.

3. Make sure you understand what documents you need for your Lecturer files and Associate Instructor applications

4. Know your deadlines for the different types of files as well as onboarding deadlines for UCPath.

5. Make sure you have access to all of the systems that you need. Interfolio, IA System, UCPath, Summer Session OneDrive

6. Attend the summer session training workshops & ask questions.

7. Subscribe to the Summer Scoop weekly newsletter to stay informed.
### Divide your Instructors into 5 Groups

Different Instructor Types Require Different Processing.

<table>
<thead>
<tr>
<th>SUN GOD</th>
<th>Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2023-2024 AY.</th>
</tr>
</thead>
<tbody>
<tr>
<td>STONEHENGE</td>
<td>Unit 18 Lecturers with active appointments in the 2023-2024 AY (even if just for 1 Quarter)</td>
</tr>
<tr>
<td>RED SHOE</td>
<td>Unit 18 Lecturers, Visiting Professors, and Recall appointees who did not teach in the 2023-2024 AY</td>
</tr>
<tr>
<td>SNAKE PATH</td>
<td>Fiscal Year appointees (postdocs, researchers, staff) &amp; Faculty from other UC campuses</td>
</tr>
</tbody>
</table>
| TRITON                           | Graduate Students teaching as Associate Instructors \  
                          | See GEPA presentation.                                                                                                           |
SUN GOD Group

No appointment file needed.

No summer position & hire needed in UCPath

Additional pay will be issued on their current position

You just need to worry about processing the additional pay in July-September.

Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2023-2024 AY.
SS will confirm with dept. before sending contracts.

Make sure they don’t exceed 3/9ths annual salary July-Sept (Summer Session + summer ninths).

NO Summer Session Position & Hire Needed in UCPath.
Special Case – Adjunct Professors Without Salary

Adjunct Professors

Can teach Summer Session on their current 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. After the Summer Session additional pay has processed, you will need to change the title/job back to UCWOS comp rate and the correct FTE.
**Special Case – Visiting Professors with appointments ending 6/30/24**

**Visiting Professors**

Eligible to teach SS with a Visiting Professor job code if they have a Visiting Prof appointment ending 6/30/24:

- Extend the end date
- Change the FTE to 0

(Otherwise they will get paid from your department and Summer Session.)
Appointment Letters will be uploaded to you Summer Session OneDrive department folder.

All appointment letters for non-graduate student instructors will be uploaded to the Summer Session OneDrive site.

Email summer-payroll@ucsd.edu to get access.

Reminder: Graduate student appointment letters are in the IA System.
No appointment file needed.

You need to create a **001550 LECT in Summer Session** position & process the hire in UCPath for ALL Unit 18 Lecturers.

You need to process the additional pay in July-September.

Unit 18 Lecturers with active appointments in the 2023-2024 AY (even if just for 1 Quarter)
STONENHENG GROUP

Hiring Lecturers Who Taught in 2023-2024 AY

1550 LECT in Summer Session Position & Hire Needed in UCPath

SUMMER SESSION

Email appointment letter

Add name to Schedule of Classes

Upload Payroll Spreadsheets to OneDrive

SS will confirm with dept. before sending contracts.

ACADEMIC DEPARTMENT

START Enter Name in ISA

Create a 1550 position (if you don’t already have one to reuse)

Spring Quarter - Process Hires in UCPath

Process Additional Pay in PayPath

INSTRUCTOR

Accept appointment via email

DEAN OF UNDERGRADUATE EDUCATION

JANUARY - MARCH

APRIL - AUGUST
Tips for Summer Session Positions - Lecturers

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

You can reuse positions from previous summers.
- Be sure to change the funding if it differs
- Make sure to use ACS Earn Code

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.)

Job Code = 001550  
FTE = 0

Leave the Blank Earn Code row and add a new row for the ACS Earn Code with your Summer Session funding. (Payment will be issued via additional pay)
Hiring Graduate Students who Graduate Spring 2024 as Lecturers

Graduate Students who complete their PhD in Spring 2024 can be hired to teach Summer Session as an Associate Instructor OR Lecturer.

In case their defense is delayed, the department can submit an IA System application for an Associate Instructor appointment now.

After the student receives their congratulatory letter from the GEPA Dean, the department can submit a Lecturer Interfolio file for review. (Review will be fast.)

After DUE approves the Lecturer appointment, Summer Session will send a Lecturer appointment letter, and the department can cancel the Associate Instructor appointment in the IA System.

Students on a visa who graduate will need an Employment Authorization Document (EAD) card updated to F-1 OPT status before they can teach as a Lecturer. This process took WAY longer than usual last summer.

*Have a back-up instructor ready just in case.*
HOLD on Processing Summer Session UCPath HIRES until Spring Quarter

Create positions now - but wait until Spring Quarter training to process hires in UCPath. (In case course is canceled for low enrollment.)

We’ll have a payroll training in April/May to go over how to hire Summer Session instructors.
Unit 18 Lecturers, Visiting Professors, and Recall appointees who did NOT teach in the 2023-2024 AY

RED SHOE Group

You need to submit an appointment file in Interfolio.

You need to create position & process the hire in UCPath

1550 LECT in Summer Session
1700 Recall Teaching
1108/1208/1308 Visiting Prof

You need to process the additional pay in July-September.
Tips for Hiring Summer Visiting Instructors.

Formal open recruitment is not required.
Ask your faculty or graduate students if they have anyone to recommend.
Reach out to instructors who have taught for your department previously.
Reach out to recent graduates.
Email listservs to look for candidates.
Hiring Lecturers, Visiting Profs, and Recall Appointees
Who DID NOT TEACH in 2023-2024 AY

Interfolio Appointment File + Position & Hire Needed in UCPATH
**Tips for Summer Session Positions – Recall Teaching**

**Job Aid: How to Process Summer Salary for Professors, LSOE, and Recalls**
[https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions](https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions)

Must have a 30 day break in service before teaching Summer Session. Faculty who retire 6/30/24 cannot teach in Session 1 2024 (wait until Session 2).

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.)

Job Code = 001700
FTE = 0 and BYA salary plan

Earn Code for Recall appointments is **ASN**

Different than Faculty & Lecturers
How to Submit Appointment Files in Interfolio

All departments use the “Summer Session Appointment” template.

Why? Because Dean of Undergraduate Education (DUE) approves the appointments not School Deans.

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

<table>
<thead>
<tr>
<th>Section Name</th>
<th>Document to Include</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 and SET Evals, or Reference Letter</td>
</tr>
<tr>
<td>4. Candidate Documents</td>
<td>CV</td>
</tr>
</tbody>
</table>

Summer appointments are not currently included in AP Data, so use PDF forms.
## Forms Needed in Appointment Files

<table>
<thead>
<tr>
<th>Faculty Type &amp; Academic Year Title Code</th>
<th>Summer Session Title Code</th>
<th>No Documents Required</th>
<th>Appointment Summery Form</th>
<th>Dept. Chair Memo</th>
<th>Teaching Evaluations (CAPE) or Reference Letter</th>
<th>CV</th>
<th>Recall Form (UCSD)</th>
<th>Exception Letter to Reduce Appt % and/or use Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC San Diego Faculty (Dept. Chair and Summer Session Approval Required) - APM-661</td>
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<tr>
<td>Prof AY-1100</td>
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<td>Adjunct Professor AY 3250,3268,3278</td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>UC San Diego Faculty (Dept. Chair and Summer Session, and DUE Approval Required) - APM-662</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall (Emeritus) Faculty Teaching Only 1700</td>
<td>1700</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall (Emeritus) Faculty Teaching and Research, Clinical, &amp;/or Administrative 1702</td>
<td>1702</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year Appointments-Researchers-3200,3210,3220 Postdocs-3252,3253</td>
<td>3200,3210,3220 Postdocs-3252,3253</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year Appointments-Provost-1047 Use Underlying Prof Appt. title code as listed above - Column 2. No documents required.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Compensation Plan (HCOPMP) Faculty* 1712-1734</td>
<td>1712-1734</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Faculty (Dept. Chair and Summer Session, and DUE Approval Required)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Professor 1100,1208,1308</td>
<td>1100,1208,1308</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecturer 1350</td>
<td>1350</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

See page 20 in the [Instructor Appointment Handbook](#).
SUMMARY: Sample Appointment Summary Form

Download the PDF form here and fill it in.

Use Session dates (not pay period dates)

Propose annual salary that aligns with what you would pay them to teach Fall/Winter/Spring
-Place on UC academic salary scale.
-Don’t match home institution salary.

Table 15 - 7/1/2023 scale for Unit 18 Lecturers

You can list Previous UC Experience on a separate page if it doesn’t fit into the chart.
SUMMARY: Sample Academic Recall Appointment Form

Recall appointees need a 30-day break in service. (Cannot teach in Session 1 if they retire 6/30/23)

Recall Teaching appointment files only need:

1. UCSD Academic Recall Appointment form
2. CAPES and SET Evals

DUE approves Summer Session Recall Teaching appointments in lieu of the school deans

See instructions on page 3. Signatures are on page 2

May participate in Kuali Build pilot for Recall appointees.

I’ll let you know by the end of January.
RECOMMENDATIONS: Sample Letter to Dean of Undergraduate Education (DUE)

UNIVERSITY OF CALIFORNIA, SAN DIEGO

DATE: January 27, 2024

TO: John C. Moore
    Academic Affairs
    Dean of Undergraduate Education (DUE)

FROM: Dean Deborah Davis, Professor and Chair
      Computer Science and Engineering Department

RE: Appointment for Steve Jones as Lecturer in Summer Session 2024

The Department of Computer Science and Engineering proposes the appointment of Steve Jones as a Lecturer for Summer Session 2, 2024 at an annual salary of $70,295 (7/1/23 Unit 18) to teach the course listed below.

Course Title: CSE 5A. Introduction to Programming I (4) Introduction to algorithms and top-down problem solving. Introduction to the C language, including functions, arrays, and standard libraries. Basic skills for using a PC graphical user interface operating system environment. File maintenance utilities are covered. A student may not receive credit for CSE 5A after receiving credit for CSE 11 or CSE 8B. Recommended preparation: A familiarity with high school-level algebra is expected, but this course assumes no prior programming knowledge. Prerequisites: restricted to undergraduates. Graduate students will be allowed at space permits.

Steve Jones is the Owner/Software Engineer at Imagine Group, and the San Diego Regional Manager at CODE. Mr. Jones received his bachelor’s degree in Computer Engineering from the University of California, San Diego (2012) and he received his master’s degree in Technology from the University of Advancing Technology (2015). He has several years of industry experience and has previously held other academic titles, including Lecturer at UCSD (Spring 2018) and Adjunct Professor at University of Advancing Technology (2018-2022). Mr. Jones’ evaluations are included in the file. Although his CAPES were low in 2018, he has since gained more teaching experience. The department has assigned Professor Smith and Professor Gold as joint faculty mentors to support Mr. Jones in his teaching. Professor Smith will help him with guidance about teaching at UCSD, including classroom observation, and Professor Gold will share class materials and experience for lower-division programming classes. His 2018 CAPE response rate was only 33%, so the department will suggest that Mr. Jones provide classroom time for students to complete their evaluation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>Enroll</th>
<th>Eval Made</th>
<th>Remand Class</th>
<th>Remand Instr</th>
<th>Study Hrs/Wk</th>
<th>Avg Grade Expected</th>
<th>Avg Grade Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSD11</td>
<td>SP18</td>
<td>120</td>
<td>40</td>
<td>83%</td>
<td>60.4%</td>
<td>12.62</td>
<td>3.59</td>
<td>3.08</td>
</tr>
</tbody>
</table>
If proposing an instructor teaching at UC San Diego for the first time, the letter to DUE should include the type of support that will be provided: faculty mentor, Teaching + Learning Commons (highly recommend), other department support.
EVIDENCE OF TEACHING EFFECTIVENESS: Tips for including CAPEs and SET

Download the full CAPE and SET reports with student free-response comments at the Academic Affairs website:
https://academicaffairs.ucsd.edu/Modules/Evals

If you are not able to log in, you can email Stephen Hamilton in IT to get yourself set up as a user at shhamilton@ucsd.edu.
Tips for including CAPEs

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

- Teaching CAPES are more important than TA evaluations. Plan to include up to 10 CAPEs/SET evals.

- Letter of recommendation will be accepted if there are no CAPES or student evaluations from another university.
You need to submit an appointment file in Interfolio.

You need to create position & process the hire in UCPath

1550 LECT in Summer Session
1108/1208/1308 Visiting Prof

You need to process the additional pay in July-September.

**Special Handling is Required**
Hiring FY Appointees (staff, postdocs, researchers) or Faculty from Other UCs

Interfolio Appointment File + Position & Hire Needed in UCPath + Special Handling

SUMMER SESSION

START
Enter Name in ISA

Review appointment file

Submit appointment file via Interfolio

Email appointment letter

Add name to Schedule of Classes

Upload Payroll Spreadsheets to OneDrive

SS will confirm with dept. before sending contracts.

Create position in UCPath (if you don’t have one to reuse)

Special Handling

Spring Quarter - Process Hires in UCPath

Process Additional Pay in PayPath

ACADEMIC DEPARTMENT

START
Enter Name in ISA

Find replacement

ACCEPT
Appointment via email

Yes

INSTRUCTOR

No

APPOINTMENT approved?

DEAN OF UNDERGRADUATE EDUCATION

JANUARY - MARCH

APRIL - AUGUST
Fiscal Year Appointees (Staff, Researchers, Postdocs)

Hire on a 1550 Lecturer in Summer Session position.

Reduce FTE on current FY appointment to fit a 50% 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 are job specific and do not allow teaching.
Faculty from other UC Campuses

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

UCSD is the “Host” location
Other UC campus is the “HOME” location

UCSD department processes a Rehire (if taught at UCSD in this title a previous summer) or Concurrent Hire (if teaching at UCSD for the first summer).

This process can take 2 months so start early!

Job Aid: How to Manage Multi-Location Appointments

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

<table>
<thead>
<tr>
<th>Unit</th>
<th>Description</th>
<th>Need an Appointment File?</th>
<th>Need a Position &amp; Hire in UCPATH</th>
<th>Job Code</th>
<th>Special Handling?</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUN GOD</td>
<td>Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2023-2024 AY.</td>
<td>no</td>
<td>no</td>
<td>na</td>
<td>no</td>
</tr>
<tr>
<td>STONEHENGE</td>
<td>Unit 18 Lecturers with active appointments in the 2023-2024 AY</td>
<td>no</td>
<td>yes</td>
<td>1550</td>
<td>no</td>
</tr>
<tr>
<td>RED SHOE</td>
<td>Unit 18 Lecturers who did not teach during 2023-2024 AY</td>
<td>yes</td>
<td>yes</td>
<td>1550</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>Visiting Prof. who did not teach during 2023-2024 AY</td>
<td>yes</td>
<td>yes</td>
<td>1108/1208/1308</td>
<td>no</td>
</tr>
<tr>
<td></td>
<td>Recalled Faculty who did not teach during 2023-2024 AY</td>
<td>yes</td>
<td>yes</td>
<td>1700</td>
<td>no</td>
</tr>
<tr>
<td>SNAKE PATH</td>
<td>FY Appointees (Staff, Researchers, Postdocs)</td>
<td>yes</td>
<td>yes</td>
<td>1550</td>
<td>Reduce current appointment to fit 50% Summer Session teaching, or used accrued vacation time.</td>
</tr>
<tr>
<td></td>
<td>Faculty from other UC Campuses</td>
<td>yes</td>
<td>yes</td>
<td>varies (1108/1208/1308/1550)</td>
<td>Both campuses must sign Multi-Location Agreement Form.</td>
</tr>
</tbody>
</table>
# Timeline for Department Action Items

<table>
<thead>
<tr>
<th>Task</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter instructor names in ISA</td>
<td>ASAP</td>
</tr>
<tr>
<td>Organize your instructors into groups &amp; make a plan</td>
<td>ASAP</td>
</tr>
<tr>
<td>Submit appointment files in Interfolio</td>
<td>Target March 23rd</td>
</tr>
<tr>
<td>Create positions in UCPATH</td>
<td>Can start now</td>
</tr>
<tr>
<td>Process Hires in UCPATH</td>
<td>WAIT until Spring Quarter (in case course is canceled for low enrollment)</td>
</tr>
<tr>
<td>Enter Additional Pay in PayPath</td>
<td>WAIT for June-August</td>
</tr>
</tbody>
</table>

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

2024 Summer Session Appointment File Preparation
Division of Graduate Education and Postdoctoral Affairs (GEPA)

Contacts

Dimple Bhatt
Graduate Employment Coordinator

Kacy Cashatt
Senior Financial Support Coordinator

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
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 = 51
Winter = 37
Spring = 44
Total = 132
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.
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
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.
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, 2024

Lower-Division: May 29, 2024

Deadlines: Summer 2024 Upper- and Lower-Division Courses
Applications due to GEPA for timely processing
GEPA Policy for Associate Instructors

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.
  - File will be returned to department if low evals/CAPEs are not addressed in the 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
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.
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 Instructor 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.

This information should be listed in the IA System Application in #7.
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.

More information is available on our Collab in a section under the Guide for Associates chapter.
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 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://ucsdcollab.atlassian.net/l/cp/7y04P0B7
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-Teaching](https://commons.ucsd.edu/educators/faculty-programs/eth-workshops.html#Introduction-to-College-Teaching)
IA System

Completing the Associate Instructor Nomination Application
### 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

---

**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 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>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Proposed supervising faculty</td>
</tr>
<tr>
<td></td>
<td>Mosqueda, Gilberto</td>
</tr>
<tr>
<td>7.</td>
<td>Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)</td>
</tr>
<tr>
<td></td>
<td>43</td>
</tr>
<tr>
<td>8.</td>
<td>Total number of upper-division Associate-In appointments in hiring unit this year</td>
</tr>
<tr>
<td></td>
<td>1</td>
</tr>
<tr>
<td>9.</td>
<td>Date applicant completed TA training with Teaching = Learning Commons</td>
</tr>
<tr>
<td></td>
<td>June 2020</td>
</tr>
<tr>
<td>10.</td>
<td>Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course.</td>
</tr>
<tr>
<td></td>
<td>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.</td>
</tr>
<tr>
<td>11.</td>
<td>List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.</td>
</tr>
<tr>
<td></td>
<td>FA17: Teaching Assistant, SE 220 - Seismic Isolat &amp; Energy Dissip (Mosqueda, Gilberto)</td>
</tr>
<tr>
<td></td>
<td>FA18: Teaching Assistant, SE 220 - Seismic Isolat &amp; Energy Dissip (Mosqueda, Gilberto)</td>
</tr>
<tr>
<td></td>
<td>FA19: Teaching Assistant, SE 220 - Seismic Isolat &amp; Energy Dissip (Mosqueda, Gilberto)</td>
</tr>
<tr>
<td></td>
<td>FA20: Teaching Assistant, SE 220 - Seismic Isolat &amp; Energy Dissip (Mosqueda, Gilberto)</td>
</tr>
<tr>
<td>12.</td>
<td>List all courses taught by student as Associate-In, including lower division courses and courses taught in Summer Session.</td>
</tr>
<tr>
<td></td>
<td>S120: SE 101A - Mechanics I: Statics</td>
</tr>
<tr>
<td>13.</td>
<td>Please indicate below which of the following policy statement(s) is/are the primary reason(s) for the request.</td>
</tr>
<tr>
<td></td>
<td>The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.</td>
</tr>
</tbody>
</table>
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.
Tip: You can combine department nomination letter, CV, and any supporting documents into one PDF and upload in first question (#18). Or upload each document to a separate question.

<table>
<thead>
<tr>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. <strong>TO UPLOAD ALL REQUIRED DOCUMENTS AS ONE PDF FILE. PLEASE UPLOAD THEM HERE. YOU WILL THEN NEED TO COMPLETE THE APPLICATION AND CLICK &quot;SUBMIT APPLICATION&quot; IN ORDER TO ROUTE THE APPLICATION FOR REVIEW AND APPROVAL.</strong></td>
</tr>
<tr>
<td>You may upload a single document containing all of the required documents, or you can submit them individually using the following questions.</td>
</tr>
<tr>
<td>19. <strong>PLEASE UPLOAD THE DEPARTMENT CHAIR/PROGRAM DIRECTOR NOMINATION MEMO PROVIDING THE RECOMMENDATION JUSTIFICATION FOR THIS REQUEST.</strong></td>
</tr>
<tr>
<td>20. <strong>PLEASE UPLOAD A DEPARTMENTAL EXCEPTION LETTER FOR THIS APPLICANT (IF APPLICABLE).</strong></td>
</tr>
<tr>
<td>21. <strong>PLEASE UPLOAD THE STUDENT'S CV/ACADEMIC BIOGRAPHY.</strong></td>
</tr>
<tr>
<td>22. <strong>IF NO CAPES ARE AVAILABLE FOR THIS STUDENT, PLEASE UPLOAD A LETTER OF SUPPORT AND ANY RELEVANT TEACHING EVALUATIONS.</strong></td>
</tr>
<tr>
<td>You can view this student's CAPE reports, if any, [here].</td>
</tr>
</tbody>
</table>
New Functionality - SGTS Campaign

- 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)
- 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
Return to Department for Quick Edits

1. Not Yet Submitted
2. Submitted
3. Pending Summer Session (Summer only)
4. Assignment to Proposed Student
5. Student Accepts Nomination
6. Pending EPC (if applicable)
7. Pending Dean of GEPA
8. Pending Divisional Dean (AY only)
9. Pending Chair/Program Director
10. Pending Faculty Mentor
11. Approval
12. Pending Student Appointment Letter Download
13. Student Accepts Offer
Return to Department for Revisions

1. Not Yet Submitted
2. Submitted
3. Pending Summer Session (Summer only)
4. Assignment to Proposed Student
5. Student Accepts Nomination
   - Pending Faculty Mentor
   - Pending Chair/Program Director
   - Pending Divisional Dean (AY only)
   - Pending Dean of GEPA
   - Pending EPC (if applicable)

6. Approval
7. Pending Student Appointment Letter Download
8. Student Accepts Offer
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, 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](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](http://senate.ucsd.edu/media/67798/Associates-In-to-Teach-Upper-Division-Courses.pdf)
Questions?

Summer Session
Lisa Bargabus, lbargabus@ucsd.edu
summer-payroll@ucsd.edu
summer-courses@ucsd.edu
summer@ucsd.edu (submits a ServiceNow ticket)

GEPA
Dimple Bhatt & Kacy Cashatt, grademployment@ucsd.edu

Thank you!

See you for payroll training in Spring Quarter.