

From: [grademp-l](#)
To: [grademp-l](#)
Subject: Summer 2022 Associate-In Campaign Open
Date: Tuesday, February 1, 2022 10:31:36 AM

Hello Everyone,

We are happy to announce that you may now begin submitting Summer 2022 Associate-In files through the IA System.

A reminder that all Associate-In, Step 9, requests must be submitted through the IA System. Submission is defined as having been routed, reviewed and approved through the Divisional Dean/Provost step. Incomplete files will be returned in the IA System.

You can find materials from our December training on [Summer Session 2022](#) in our Collab website.

Campaign Link

<https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=4493>

Deadlines

- **Upper-Division** requests for Summer must be RECEIVED in the Graduate Division by **Monday, May 16, 2022**
- **Lower-Division** requests for Summer must be RECEIVED in the Graduate Division by **Monday, May 23, 2022**

Please note, late upper-division requests that are not submitted at least 4 weeks prior to the start of the quarter require an exception request that will route to EPC as per Academic Senate guidelines.

Review Period

The Employment Support Team will begin to review the Summer Associate-In files no sooner than March 1st. Find this and other Financial Support dates, deadlines, and review periods on the [Financial Support Calendar](#).

Effective Fall 2021, Senior Associate Dean Kim, will review all Associate-In files once a week on Thursdays. Please submit your Summer Associate-In file by the deadline above, to ensure your Summer appointment is approved BEFORE the start of the quarter.

Advancement to Candidacy Exceptions

Graduate students must have advanced to candidacy at UC San Diego prior to the submission of the request for appointment as an Associate-In. If your department is requesting an exception to this rule, the student will need to have a dissertation committee set up and an advancement to candidacy date scheduled. Please include this information in your letter of exception.

Faculty Mentorship

If this is the first time the student will be appointed as an Associate-In, please include the name of the faculty member (preferably in question 10 but can be included in nomination letter) that will provide oversight and mentorship for the student.

Limitations on Teaching During the Summer

Associates (teaching a course) may teach up to a maximum of three (3) Summer Session courses, which compensates up to 25.5% annual salary. See the 2022 Summer Session Guidebook for policies and procedures pertaining to summer instruction in the [Summer Session Guidebook](#).

The 18-quarter limit on students serving as a Teaching Assistant or Associate, does not include the summer period.

Registration & Enrollment

For requests to teach in Summer Session, students must be registered for the Spring quarter prior to, or the Fall quarter following, the requested Summer Session.

Spring Evaluations

A Spring 2020-2021 evaluation will be required to be on file for these appointment nominations to be processed.

Student Teaching Evaluations

Teaching evaluations do not need to be uploaded in the Documents section if they already appear under the Applicant Assignment History and/or Applicant CAPEs sections. If applicants have CAPEs below 75%, Graduate Division wants to ensure that the instructor is aware of and can receive teaching support on campus, and requests that the instructor takes initiative to improve as an instructor by participating in either a [Teaching Workshop](#) or [Individual Teaching Consultation](#), whichever they would most benefit from in

preparation to teach as Instructor of Record.

Summer Graduate Teaching Scholars (SGTS)

Students selected for the Summer Graduate Teaching Scholars (SGTS) program still need to submit an Associate-In file through the AI System. Departments/Programs can upload a copy of the SGTS nomination packet under question 18 instead of submitting a new nomination letter. Students not selected for the SGTS program can upload a copy of their nomination packet under question 18 instead of submitting a new nomination letter. The SGTS nomination letter should be amended:

- If the student received feedback on why they were not selected
- If there are additional issues not already addressed in the SGTS letter for example: new low teaching evals, etc.

SGTS applicants bypass the Department Chair signatures in the IA system, even if they were not accepted as a SGTS applicant.

Resources

[Academic Senate Guidelines](#)

[Department Nomination Template Letter](#)

[Graduate Financial Support Calendar](#)

[Graduate Student Employment Policy & Procedures](#)

[Services & Support \(Submitting a ticket related to Graduate Employment\)](#)

Thank you!

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