We are happy to announce that you may begin submitting Summer 2025 Associate Instructor files through the IA System.

A reminder that all Associate Instructor (teaching a course) 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.

Campaign Link
https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=6021

Deadlines
Upper-Division requests for Winter quarter must be RECEIVED in the Division of Graduate Education and Postdoctoral Affairs (GEPA) by Monday, May 19, 2025.

Lower-Division requests for Summer must be RECEIVED in GEPA by Tuesday, May 27, 2025.

Please note, late upper-division requests that are not submitted at least 4 weeks prior to the start of the term (by Monday, June 2, 2025) require an exception request that will route to EPC as per Academic Senate guidelines.

Summer Graduate Teaching Scholars
GEPA needs to perform a final review of your graduate students participating in the 2025 Summer Graduate Teaching Scholars (SGTS) program. For your convenience, the student SGTS applications have already been automatically copied into the Summer AI campaign. Look for an email notification from the IA System to review the Summer AI applications for your SGTS students and submit for final approval. Please plan to adhere to the deadlines above.

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 Instructor. 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 Instructor, 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.

Spring Evaluations
To appoint an Associate Instructor, a current Spring 2024 evaluation for the 2024-25 AY needs to be on file.

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 evaluations below 75%, GEPA 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. Please be sure to address evaluations below 75% in the department nomination letter in order to avoid processing delays.

Resources
[Academic Senate Guidelines](#)
[Department Nomination Template Letter](#)
[Graduate Financial Support Calendar](#)

[GEPA Collab Page on AI Process](#)

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

Best,

GEPA Employment Team

Financial Support Unit