

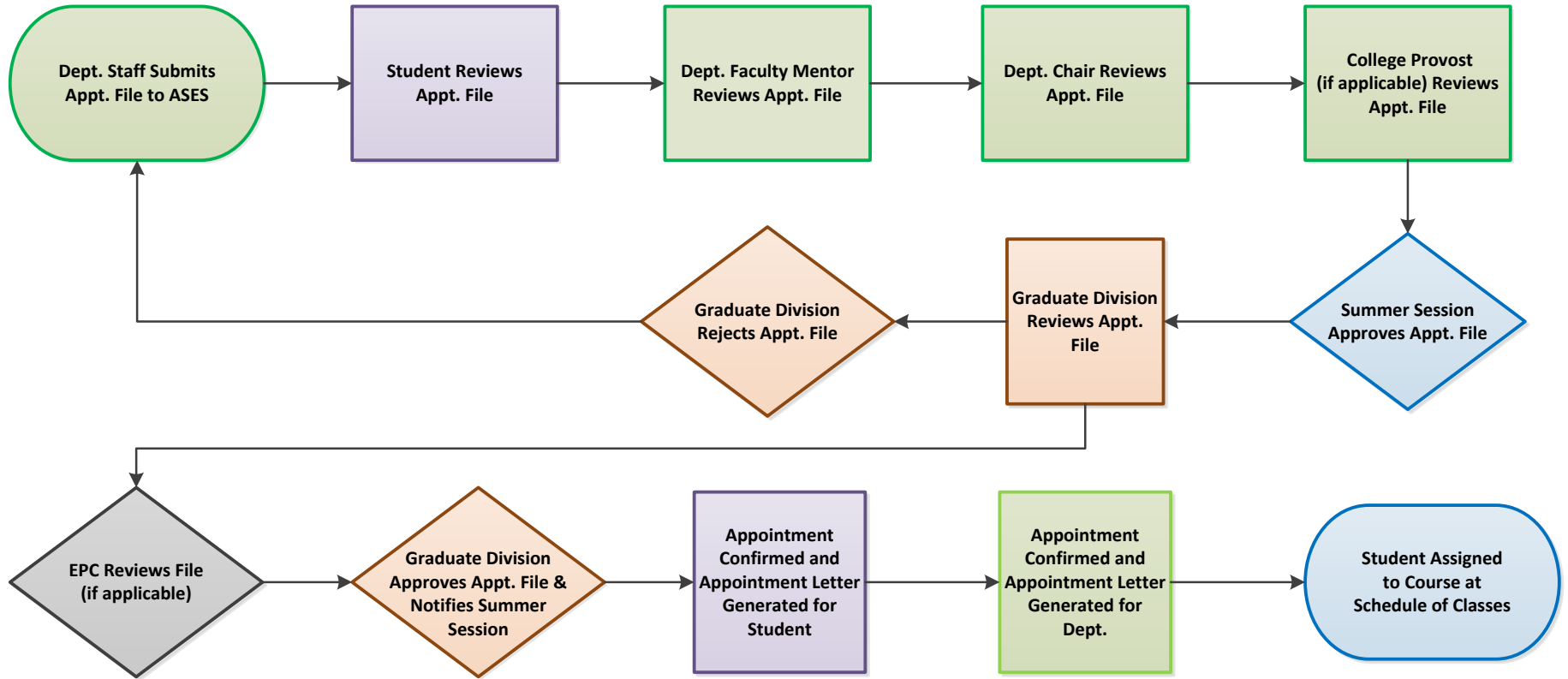
2018 Appointment File Preparation

Graduate Student/Associates-In Appointments

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Graduate Student/Associate-In Appointment File Flowchart



Color Legend:

- Academic Department/College
- Graduate Student/Associate-In
- Summer Session
- Graduate Division
- Educational Policy Committee (EPC)

Lower-Division Courses

Students must be advanced to candidacy at the time of file submission in order to be eligible to teach.

All Summer Associate in requests must be submitted through ASES, *including requests for Spring 2018 graduating students (be sure to note the student's graduation status in ASES comments when submitting).*

The Summer campaign link will be sent to the *grademp* listserv in January.

Following is the list of required paperwork for a Graduate Student/Associate-In appointment file. Please scan documents (Portrait Orientation) in the same order as below and answer questions 1-5 on the application:

1. Department or Program Cover Letter addressed to the Dean, Graduate Division.
2. Exception letter (if applicable)
3. Current Curriculum Vitae or Academic Biography
4. Copies of Teaching Evaluations or Reference Letter (only needed if no CAPES appear under Documents section in ASES).

Note: Faculty and student signatures are not required on uploaded documents since their electronic approval replaces the need for signatures.

Upper-Division Courses

Students must be advanced to candidacy at the time of file submission in order to be eligible to teach.

Provide all documents required for Lower-Division requests and answer questions 1-13 on the application.

Summer Graduate Teaching Scholars (SGTS)

Students must be advanced to candidacy by 2/2/18

Summer Graduate Teaching Scholars also need to be submitted through ASES.

Complete the Position details section, answer questions 1-5 if lower-division or 1-13 if upper-division, and upload a copy of the SGTS nomination packet under question 14.

Eligibility Criteria

- A current (2016-2017) Spring academic evaluation is required for all Associate-In requests (excluding students who advanced to doctoral or MFA candidacy during Winter or Spring 2017 or were on leave of absence for Spring 2017).
- Must be advanced to candidacy at the time of submission (or a letter of exception is necessary).
- Must be registered for Spring or Fall 2018. Note: students expecting to graduate in Spring should be submitted as Associate-in through ASES first. If they do graduate, an appointment file must be submitted through SharePoint for their approval as Lecturer.

<http://grad.ucsd.edu/files/financial/PPS/associates.pdf>

Reminders

- Approval status may be tracked under Application Status on the Applicants page of ASES.
- If you have started a file but not yet completed it you can click the “Save” button, however, do not click on “Submit” until the application is complete.
- Please remind your students to **download their Appointment Letter** once you receive email notification of final approval.
- **Written assessments of Upper-Division Associate-In appointments are required** at the end of the quarter and should be sent to Academic Senate with a copy to the Graduate Division (note: sending via scan is preferable).

Educational Policy Committee (EPC) Deadline for Requests to Teach Upper-Division courses

(Lower-division courses do not require EPC approval.)

**Applications must have been routed to
the Graduate Division in ASES four (4)
weeks prior to the start of the Summer
2018.**

May 24, 2018
(for both Sessions I and II)

ASES - Lower Division Questions

Position Details

Unit: Cognitive Science
Position: Associate-In [Associate (teaching a course)]

Associate-In General Questions

1. Proposed course
COGS 107B - Systems Neuroscience
2. Proposed quarter
S215
3. Proposed appointment percent time
50 (All 4 unit courses = 50%)
4. Projected enrollments for the proposed course
50
5. Actual (past 2 years) enrollments for the proposed course
WI15-203, WI14-232

Must fill out
position details &
questions 1-5.



ASES - Upper Division Questions

Associate-In Upper-Division Questions

6. Proposed supervising faculty
NITZ, DOUGLAS A
7. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)
94
8. Total number of upper-division Associate-In appointments in hiring unit this year
57
9. Date applicant completed TA training with CTD
Fall 2011
10. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course.
See attached letter from chair of department.
11. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.
WI13: Teaching Assistant, COGS 107B - Systems Neuroscience (Nitz, Douglas A.)
WI14: Teaching Assistant, COGS 176 - From Sleep to Attention (Nitz, Douglas A.)
S214: Teaching Assistant, COGS 17 - Neurobiology of Cognition (Johnson, Christine M.)
SP15: Teaching Assistant, COGS 8 - Hands-On Computing (Karnowski, Jeremy Benjamin)
12. List all courses taught by student as Associate-In, including lower division courses and courses taught in Summer Session.
13. Please indicate below which of the following policy statement(s) is/are the primary reason(s) for the request.
The appointment provides an opportunity for undergraduate students to benefit from the unusual talents or unique expertise of the graduate student.
The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.

Must fill out
position details
& questions
1-13.

ASES – Required Documents

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.

15. Please upload a memo providing the recommendation justification for this request.

[AlexanderLtr.PDF](#)

16. Please upload a departmental exception letter for this applicant (if applicable).

17. Please upload this applicant's Academic Biography.

[CV_SP15.pdf](#)

18. If no CAPEs are available for this applicant, please upload a letter of support.

[TAEvaluations.pdf](#)

Required documents to upload:

- ✓ Department letter of recommendation
- ✓ Academic Bio/CV
- ✓ TA Evals/Capes (or letter of support)