# Graduate Student Associate-In Appointments

2019 Summer Session Appointment File Preparation

# Graduate Division Contacts

Courtney Aguila

Graduate Employment Coordinator

(858) 534-6562, claguila@ucsd.edu

# General Information

- All Summer Session Associate-In requests must be submitted through the IA System
  - Includes SP19 graduates (be sure to note the student's graduation status in IA System Comments when submitting)
  - Includes Summer Graduate Teaching Scholar appointments

- The Summer Session campaign link will be sent to the GradEmp@ listserv in January

# Deadlines

- Students must be approved to teach before they can begin instruction

- Lower-Division courses (Summer Session I, II, III): two weeks before start of classes

- Upper-Division courses (Summer Session I, II, III): four weeks before start of classes
  - Educational Policy Committee (EPC) deadline for requests for graduate students to teach upper-division courses; LD courses do not require EPC approval
  - **May 24, 2019**

# Eligibility

- **Students must be advanced to candidacy at the time of file submission in order to be eligible to teach**
  - A letter of exception is required if the student has not advanced (LD course – LOE addressed to Dean of Graduate Division; UD course – LOE addressed to EPC)

- A current (AY 2017-2018) academic Spring Evaluation is required for Associate-In requests
  - Excluding: students who advanced to doctoral candidacy or MFA candidacy during Winter 2019 or Spring 2019; or were on a leave of absence for Spring 2019
  - After the end of Spring 2019, June 15th, an AY 2018-2019 Spring Evaluation will be required

- Must be registered for Spring 2019 or Fall 2019
  - Students expecting to graduate in Spring should be submitted as an Associate-In through the IA System first.  If they do graduate, an appointment file must be submitted through SharePoint for approval as a Lecturer.

# Lower-Division Courses

- **Students must be advanced to candidacy in order to be eligible to teach**
- Complete Position Details
- Answer questions 1-5 on the application
- Attach documents

# Upper-Division Courses

- **Students must be advanced to candidacy in order to be eligible to teach**
- Answer questions 1-13 on the application
- Attach documents

# Lower-Division Questions

Complete Position Details and Questions 1-5.

Questions 1-5 are required for Lower-Division and Upper-Division appointments

## 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

4. Projected enrollments for the proposed course

   50

5. Actual (past 2 years) enrollments for the proposed course

   WI15-203, WI14-232

# Upper-Division Questions

Complete Position Details and Questions 1-13.

Questions 1-5 are required for Lower-Division and Upper-Division appointments

## 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.

# Summer Graduate Teaching Scholars

- **Students must be advanced to candidacy in order to be eligible to teach**

- Students must be advanced to candidacy by **February 1, 2019**

- SGTS nominations also need to be submitted through the IA System

- Complete position details section

- Answer questions 1-5 for LD courses; answer questions 1-13 for UD courses

- Attach SGTS nomination packet under question 14

# Required Documents

- List of required paperwork for a Graduate Student Associate-In appointment file; scan documents (portrait orientation) in order as listed
  - Department or Program nomination letter, addressed to Dean of Graduate Division, Paul Yu (should be formal)
  - Exception letter (if applicable)
  - Current Curriculum Vitae (CV) or Academic Biography
  - Current Teaching Evaluations or Letter of Support (only needed if no CAPEs appear)
- Faculty and student signatures are not required on uploaded documents since their electronic approval replaces the need for signatures

# Required Documents

- Department nomination letter

- LOE (if applicable)

- CV or Academic Biography

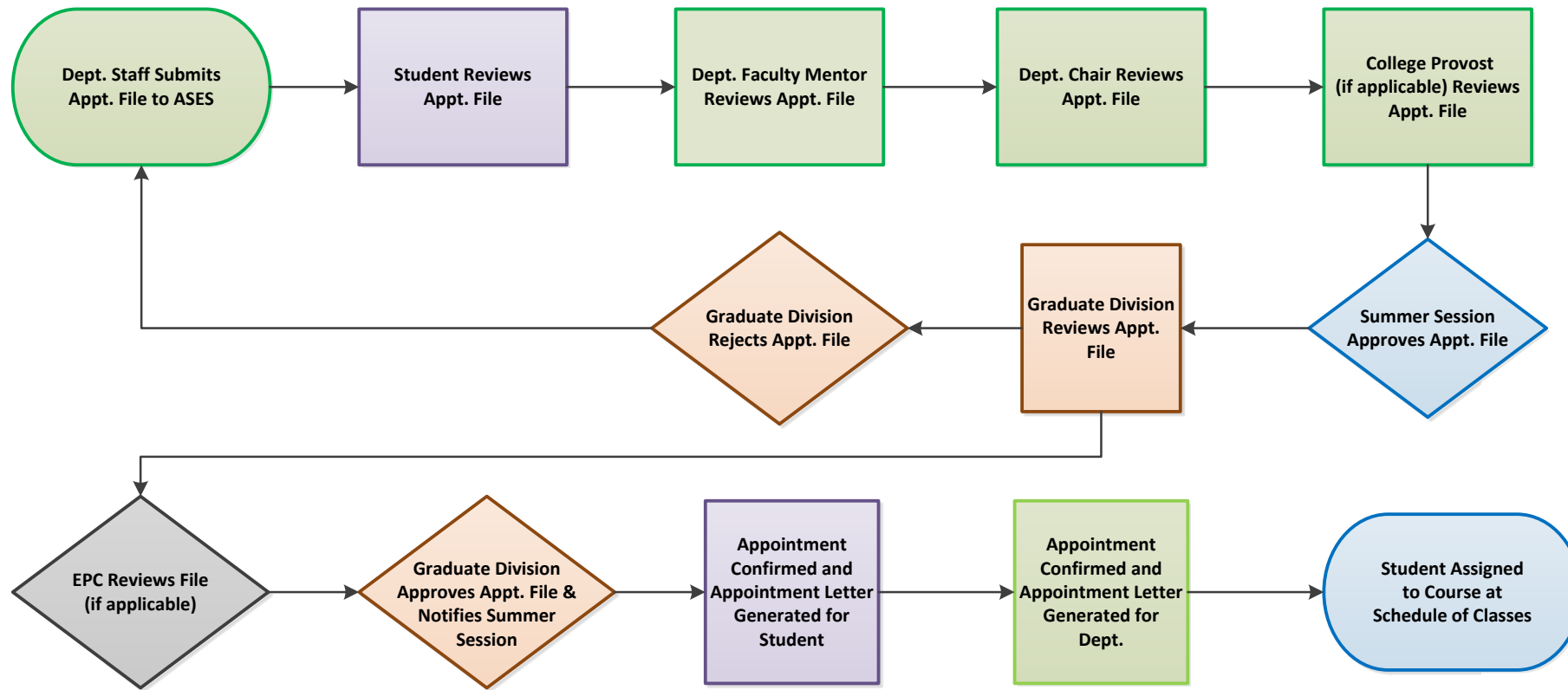- TA Evals or CAPEs

## 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

# Graduate Student/Associate-In Appointment File Flowchart



Dept. Staff Submits Appt. File to ASES → Student Reviews Appt. File → Dept. Faculty Mentor Reviews Appt. File → Dept. Chair Reviews Appt. File → College Provost (if applicable) Reviews Appt. File

Graduate Division Rejects Appt. File ← Graduate Division Reviews Appt. File ← Summer Session Approves Appt. File

EPC Reviews File (if applicable) → Graduate Division Approves Appt. File & Notifies Summer Session → Appointment Confirmed and Appointment Letter Generated for Student → Appointment Confirmed and Appointment Letter Generated for Dept. → Student Assigned to Course at Schedule of Classes

Color Legend:

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

# "Pending Review by Graduate Division"

Files must have the status "Pending Review by Graduate Division" by the **May 24, 2019** deadline for Upper-Division Courses.

Files must have the status "Pending Review by Graduate Division" by the end of Spring quarter, **June 15, 2019,** to make use of the AY 2017-2018 Spring Evaluation.

**Applicants**

| PID | Name | Assigning Unit | Assignments | Level | Application Status |
|---|---|---|---|---|---|
| ☐ | | Science | WI19 - POLI 104L, Dionne, Lee Elton - Associate-In, 50% | Doctoral 2 | Pending Review by Graduate Division |
| ☐ | | tive Science | WI19 - COGS 100, Leonardis, Eric Jeffrey - Associate-In, 50% | Doctoral 2 | Pending Review by Graduate Division |
| ☐ | | Chinese Studies | WI19 - CHIN 100BN, Wang, Chuchu - Associate-In, 50% | Doctoral 2 | Pending Review by Graduate Division |

\* Assigned to unit different from the one defined in this campaign

# Graduate Division Review

- Support Time Limit (1-2 quarters away)
- Overall GPA
- Registration Status (Registered)
- Academic Status (Good Standing)
- Applicant Assignment History & Student Teaching Evaluations (75%<)
- Applicant CAPEs (75%<)
- Applicant Course History

# IA System Processes

- Approval status may be tracked under Application Status on the Applicants page of the IA System

- If you have started a file but not yet completed it, you can click the "Save" button; do not click the "Submit" button until the application is complete

- Technical or access issues should be directed to ats@ucsd.edu

# Reminders

- 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 via email to Academic Senate with a copy to the Graduate Division

# Web Links

For your reference if you forget this training ☺

- Education Policy Committee – Student Instructional Support: https://senate.ucsd.edu/operating-procedures/educational-policies/student-instructional-support/

- Graduate Division: http://grad.ucsd.edu/

- Graduate Division Confluence for Campus Partners (Guide for Associates): https://collab.ucsd.edu/display/GDCP/Chapter+11%3A+Guide+for+Associates

- IA System: https://academicaffairs.ucsd.edu/Modules/ASES/Default.aspx

- Summer Graduate Teaching Scholars: http://undergrad.ucsd.edu/programs/sgts.html