

[Gradsup] Winter 2022 Associate-In Campaign Open

grademployment <grademployment@ucsd.edu>

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To: 'GRADEMP-L@ucsd.edu' <GRADEMP-L@ucsd.edu>; gradsup@ucsd.edu <gradsup@ucsd.edu>

Hello Everyone,

We are happy to announce that you may now begin submitting Winter 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.

Campaign Link

<https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=4338>

Deadlines

- **Upper-Division** requests for Winter must be RECEIVED in the Graduate Division by **Monday, November 22, 2021**
- **Lower-Division** requests for Winter must be RECEIVED in the Graduate Division by **Monday, November 29, 2021**

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 Winter Associate-In files no sooner than November 8th. Find this and other Financial Support dates, deadlines, and review periods on the [Financial Support Calendar](#).

NEW Effective immediately, Senior Associate Dean Kim, will review all Associate-In files once a week on Thursdays. Please submit your Winter Associate-In file by the deadline above, to ensure your Winter 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.

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.

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!

Financial Support Unit Employment Team**Graduate Division, UC San Diego**

9500 Gilman Drive

La Jolla, CA 92093-0003

grad.ucsd.edu

