

Graduate Student Associate-In Applications

Spring 2019 Information Session

Graduate Division Contacts

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Overview

About this Information Session

- This is a supplement to the Associate-In file preparation training that we hosted with Summer Session in December.

Associates-In (Teaching a Course)

- The Committee on Educational Policy is the authorized body on policy regarding Associates-In (AIs)
- The CEP delegated review and approval authority to the Dean of Graduate Division in 2009
- Undergraduates benefit from unique expertise of graduate students
- Graduate students gain supervised teaching experience in their field

Appointments by Term

- In the last 3 years, on average, there were between 30-40 Associate-In applications per quarter.

Fall = 35

Winter = 30

Spring = 37

Total = 97

Summer
Appointments

157

Graduate Division Review of Associate-In Applications

- Quality of instruction for undergraduate students
- Training and mentorship for graduate students
- Alignment with Academic Senate policy



Policy for Associates to Teach Upper-Division Courses

Committee on Educational Policy, UC San Diego Academic
Senate



Applicability of Associates-In

1. The appointment is not intended as a means of graduate student support as a regular means for replacement of faculty
2. The appointment either
 - a) Provides an opportunity for undergraduate students to benefit from the unusual talents or unique expertise of advanced graduate students
 - b) Is used as a substitute for a faculty appointment only when it is impossible to make an appropriate temporary faculty appointment, or
 - c) Provides graduate students with an opportunity to obtain supervised teaching experience within his or her field of expertise

Qualifications Required

1. A student proposed for appointment must have demonstrated expertise in teaching
2. A student proposed for appointment must have specialized training in the subject matter
3. A graduate student must have advanced to candidacy at UC San Diego prior to submission of the request for appointment to Associate-In
4. A graduate student must be selected to teach in an area closely related to the area of his or her primary expertise

Qualifications Required (continued)

5. The candidates must have at a minimum either:
 - a) Successfully served (as evidenced by evaluations on file) as Teaching Assistants in the department or program area in which they would be appointed as Associate-In or,
 - b) Successfully completed specialized training in instruction (such as that provided by the [Teaching+Learning Commons])

Oversight and Mentoring

1. Courses taught by AIs must have been approved by CEP.
2. The department chair or program director or a faculty designee will be responsible for oversight of an appointed AI and will be required to act as a mentor to the student. The mentor will:
 - a) Provide assistance related to subject matter and instruction
 - b) Meet with the AI at regular intervals during the term
 - c) Observe the AI in the classroom during th term to provide helpful criticism and assistance
 - d) At the end of the quarter, submit to CEP, through the department chair or program director, a written assessment of the AI's teaching performance

Limitations on Serving

1. No graduate students will be allowed to serve as AIs more than three times during their tenure at UC San Diego or for more than one course in a single quarter (not counting Summer Session)
2. The limit on upper division AI appointments in any academic year will be 10% of the upper division courses (not counting 197, 198, 199 courses) taught in the department or program during the prior year

Deadlines for Application

1. Applications must have been received in the Academic Senate Office 4 weeks prior to the start of the quarter in which a course is to be taught.



Updates

Updates to Graduate Division Review of Associate-In
Applications



Advancement to Candidacy Exceptions

Current

- CEP Policy: A graduate student must have advanced to candidacy at UC San Diego prior to submission of the request for appointment
- Currently: Departments can request an exception from the Dean of Graduate Division for lower-division courses; departments can request an exception from the CEP for upper-division courses

Updated

Requests for this type of exception will only be considered if the student has a defense committee set up in the Student Committee Membership App AND has a defense date scheduled

Specialized Training

Current

- CEP Policy: Candidates must have successfully served as a Teaching Assistant in the department or program area in which they would be appointed as Associate-In or successfully completed specialized training in instruction
- Currently: department could show steps taken by faculty advisor help the student improve

Updated

Departments must show that the student has connected with the Teaching+Learning Commons and has completed specialized training.

Faculty Mentorship

Current

- CEP Policy: The department chair or program director or a faculty designee (who has previously taught the course) will be responsible for the oversight of an appointed Associate-In and will be required to act as a mentor to the student
- Currently: only required for upper-division courses

Updated

Departments nominating students to teach for the first time are required to list a faculty mentor.

Limitations on Serving

- No AI appointments to Graduate Level courses



Contacts and Resources

Contacts

- IA System access, technical support, system feedback:
 - ATS, ats@ucsd.edu
- Policy, appointment files, payroll data entry:
 - Courtney Aguila, Sr. Graduate Employment Coordinator, Graduate Division, claguila@ucsd.edu or ext. 4-3727
- Summer Session classes, scheduling:
 - Summer Session, summer-payroll@ucsd.edu
- Student Committee Membership App
 - Contact the Admin in your department

Resources

- Engaged Teaching Hub
 - <https://commons.ucsd.edu/educators/grad-student-programs/index.html>
- Graduate Division Confluence for Campus Partners
 - <https://collab.ucsd.edu/display/GDCP/Graduate+Division+Confluence+for+Campus+Partners>
 - [Guide for Associates](#)
 - [FAQs](#)
- Policy for Associates-In to Teach Upper-Division Courses
 - <http://senate.ucsd.edu/media/67798/Associates-In-to-Teach-Upper-Division-Courses.pdf>

Teaching Workshops for Graduate Students & Postdocs

The Commons' Engaged Teaching Hub, Lit Building 210

Teaching Workshops

for Graduate Students & Postdocs

@ The Commons' Engaged Teaching Hub, Lit Building 210

APRIL

Teach to Help Students Learn in Humanities and Social Sciences

Thursday, April 4 12:30pm-1:50pm ([Register here](#))

Teach to Help Students Learn in STEM

Wednesday, April 10 12:30pm-1:50pm ([Register here](#))

Communicate with Clarity:

Presentation Skills and Effective Questioning

Friday, April 12 12:00pm-1:20pm ([Register here](#))

Inclusive Teaching Practices

Tuesday, April 16 1:00pm-2:20pm ([Register here](#))

Teaching Statement Writing Workshop

Friday, April 19 10:00am-1:00pm ([Register here](#))

*@The Commons in Geisel

MAY

Diversity Statement Writing Workshop

Friday, May 3 10:00am-1:00pm ([Register here](#))

*@The Commons in Geisel

Universal Design for Learning

Wednesday, May 8 12:30pm-1:50pm ([Register here](#))

Developing Rubrics and Grading Criteria to Assess and Improve Student Learning

Thursday, May 16 12:30pm-1:50pm ([Register here](#))

Healthy Habits of Teaching

Tuesday, May 21 1:00pm-2:20pm ([Register here](#))

Teaching What You Don't Know

Tuesday, May 30 12:30pm-1:50pm ([Register here](#))

JUNE

Hot Topics: Facilitating Difficult Discussions

Thursday, June 6 12:30pm-1:50pm ([Register here](#))

For more chances to share your experiences and talk about teaching, join in our upcoming [Teaching Chats!](#)

Summer Session Payroll Training

Wednesday, May 15, 2019

9:00-10:30 am

Price Center West, Red Shoe Room