

# IA/ASE Management Meeting

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July 23 ,

# Agenda

- Graduate Student = Student and Employee
- Hiring Process and Instructional Assistant Data Management System - IA System
- Appointment Notification and Description of Duties
- Employment Files
- Evaluations
- Most Common Grievances and RFI's
- Performance Management



# LABOR RELATIONS and GRADUATE DIVISION



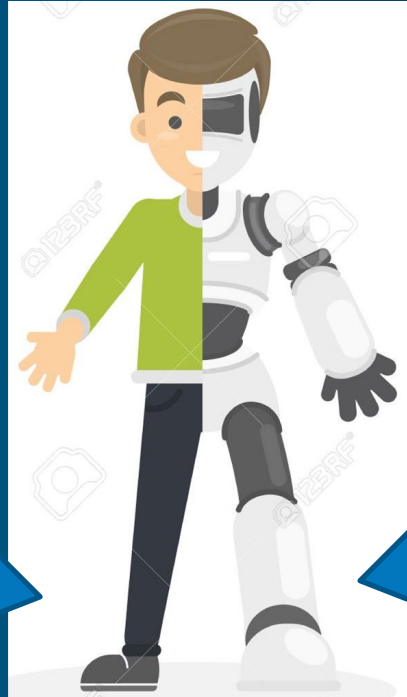
**Work together to ensure UAW/ASE  
BX Contract Compliance**



# Student as *Student*

Grades and other student-related aspects are NOT covered by the union contract!

GSR appointments are NOT covered by the union contract!



# Student as *Employee*

Only academic student employee appointments are covered by the union contract

Teaching Assistant,  
Reader, Tutor,  
Non-student Tutor,  
Associate In

# Terminology

## Instructional Assistants

### For Credit

- UGIA- Undergraduate Instructional Apprentice
- GIA- Graduate Instructional Apprentice

### Academic Student Employees

- Readers
- Tutors
  - 1:1 or small group
- Teaching Assistant
- Associate In (lieu of TA)
- Associate In (teaching a course)

# Hiring Process: Instructional Assistant Data Management System

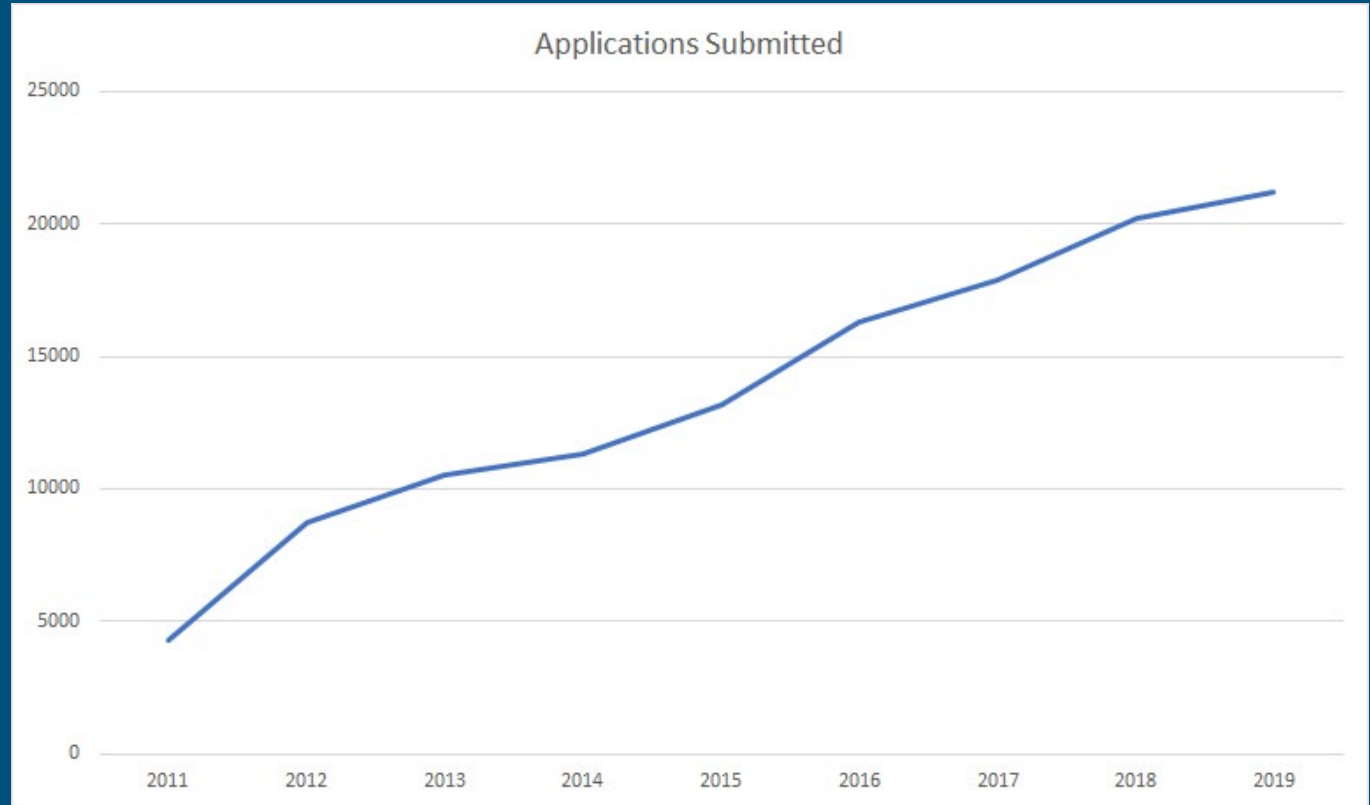
- IAMDS or IA System = Formerly ASES
- Captures both paid and for credit IA assignments
- Used for
  - Hiring Campaigns
  - Student applications
  - Managing assignments
  - To deliver:
    - Appointment Letters
    - Appendix C Descriptions of Duties (DoDs)
    - Notification of enrollment in IA training

# IA System Benefits

- Standardized process
- Complete history to protect department from grievances
- Ties in to evaluations system
- Not tied to one person's inbox
- Standardized notifications, appointment letters, DoDs
- Student data from multiple campus sources
- Easy to create new campaigns
- Students used to using system - been in place since 2011
- Endorsed by Labor Relations, Senate and Graduate Division

# IA System Usage

- 85 hiring units (Academic Affairs, Health Sciences, SIO)
- 89,000+ assignments





# Appointment Letters & Description of Duties - Article 2

- Appointments are only issued through the IA System (not by instructors), offer and acceptance must take place within the system
  - **CAVEAT: Conversations between faculty and student may create an offer and acceptance**
- **Submit 30 days before start of quarter, or as soon as possible**
- **Use template Description of Duties**
  - Associate In Lieu of Teaching Assistant
  - Teaching Assistant (instruction of sections)
  - Tutor (additional help one-on-one or in small groups)
  - Reader (grading of papers and exams)
- **Ensure Description of Duties is accurate**

# Appointment Letters & Description of Duties - Article 2

- Article 5 allows us to continue our historical practice prior to the contract for assigning duties to ASEs.
- May not assign a Tutor to teach a section unless we had a historical practice of doing so.

# Upcoming IA System Functionality

- Preferred Name
- Addition of TA Lead on Remote Teaching / Associate (in lieu of TA) DoD
- Integration of UCPath data
- Strong recommendation DoD issued with Appointment Letter
- Routing of exceptions to Graduate Division (to replace paper process)
- Custom assignment begin/end dates
- Non-student tutors
  - Managing assignments (NOT hiring process)
  - Applications and offers through online system
- Incorporation of TOEFL Scores

Questions

# Hire Process: ASE Personal Contact Information in UCPATH

We are still required to collect:

- Home address, Home phone number, Personal email

Why must we turn it over:

- AB 119
- Contract: Article 27 (Union Access Rights)

How do we supply info to union

- FTP list generated from UCPATH

**UCPATH Tip:** at least ONE phone number must be marked as “Preferred” when processing a Full Hire/Rehire/Concurrent Hire Smart HR Template Transaction in order to be approved by the UCPATH Center

# Hire Process: Union Disclosures in UCPath

Student employees must take proactive steps to update Employee Disclosures in UCPath.

The options presented may vary based on the student's current employment. If your student was previously hired as a GSR, they will need to go back into UCPath and update new disclosures that become available based on their ASE title.

**UCPath Tip:** a UPK, or job aid, is available for you to provide to your students. Search for "Update Disclosures" in the [UCPath Help: Self-Service Users](#)

Peggy King

Primary Title:  
BUS SYS ANL 4

Employee ID:  
10000644

Service Date:  
01/01/2014

Ask UCPath Center

## EMPLOYEE DISCLOSURES

Peggy King

- Das < < Personal Informat...
- Emp Per: Personal Informati...
- For Lea: **Employee Disclosu...**
- Qui Hea: Patent Acknowled...
- Hel Inc: Disability Status
- Ret: Veteran Status
- My Current Profile

Edit profile

Log out

Bargaining Unit	Description	Job Code	Description
This will allow mailing for campus offerings as well as universitywide mailings.			
May campus processing utilize your home address?			<input type="button" value="YES"/> <input type="button" value="NO"/>
May campus processing utilize your home phone?			<input type="button" value="YES"/> <input type="button" value="NO"/>
May campus processing utilize your spouse's name?			<input type="button" value="YES"/> <input type="button" value="NO"/>
<b>Confirm and Accept</b> Yes		Sys Default/Barg Unit Chg	
<b>Last Updated By</b> Peggy King		<b>Last Updated Date</b> 09/25/2017	

Please click "Confirm and Submit" to indicate your agreement with the elections above.

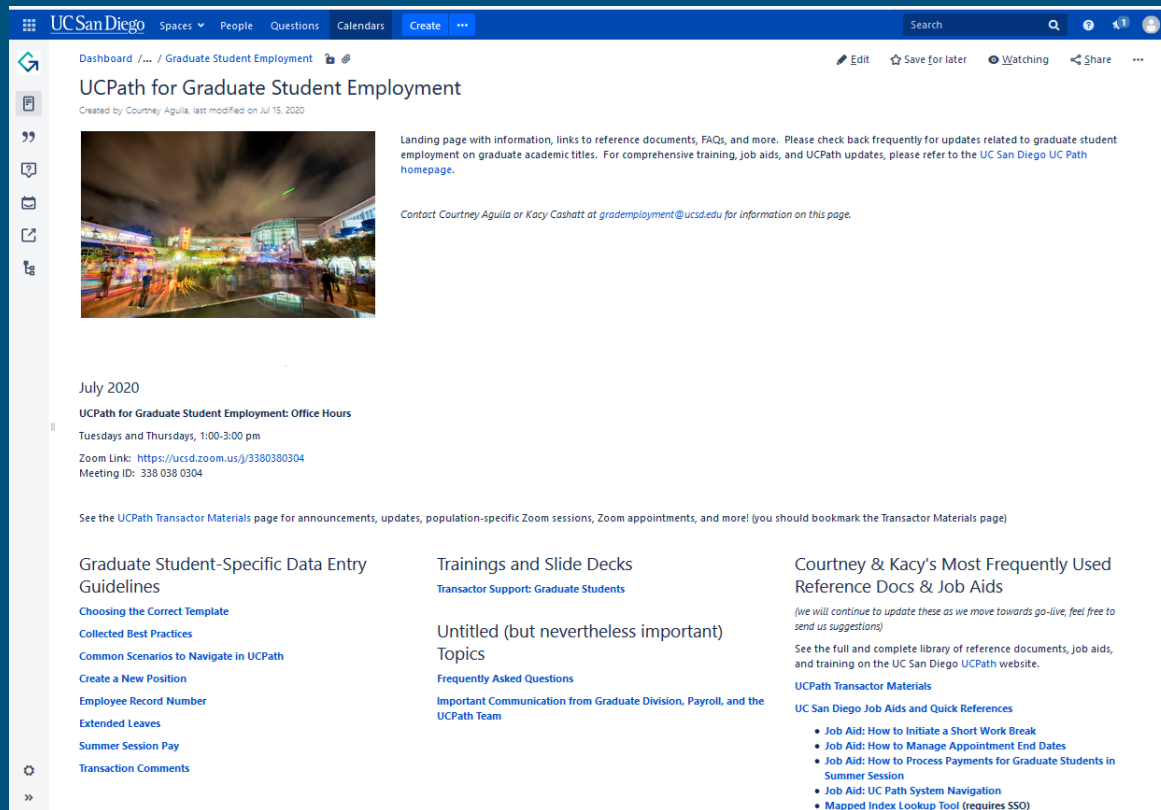
# Employee Disclosures in UCPath

# UCPath for Graduate Student Employment

Graduate Division has a Collab page dedicated to UCPath for graduate student employment.

- Best Practices
- Data entry guidelines
- Frequently Asked Questions
- Training slides
- Dates/Times for Office Hours

<https://collab.ucsd.edu/x/K0xuBQ>




The screenshot shows a Microsoft Teams collaboration page titled "UCPath for Graduate Student Employment". The page is part of a "UC San Diego" workspace. It features a navigation sidebar on the left with icons for home, chat, calendar, and other functions. The main content area includes a header with the page title and a "Created by" field. Below the header is a large image of a modern building at night. To the right of the image is a text block providing information about the page's purpose and contact details. Below this is a section for "July 2020" with a link to "UCPath for Graduate Student Employment: Office Hours" and a Zoom link. Further down, there are three columns of links: "Graduate Student-Specific Data Entry Guidelines", "Trainings and Slide Decks", and "Courtney & Kacy's Most Frequently Used Reference Docs & Job Aids".

UC San Diego Spaces People Questions Calendars Create

Dashboard / ... / Graduate Student Employment

## UCPath for Graduate Student Employment

Created by Courtney Aguila, last modified on Jul 15, 2020



Landing page with information, links to reference documents, FAQs, and more. Please check back frequently for updates related to graduate student employment on graduate academic titles. For comprehensive training, job aids, and UCPath updates, please refer to the [UC San Diego UC Path homepage](#).

Contact Courtney Aguila or Kacy Cashatt at [grademployment@ucsd.edu](mailto:grademployment@ucsd.edu) for information on this page.

July 2020

### UCPath for Graduate Student Employment: Office Hours

Tuesdays and Thursdays, 1:00-3:00 pm

Zoom Link: <https://ucsd.zoom.us/j/3380380304>

Meeting ID: 338 038 0304

See the [UCPath Transactor Materials](#) page for announcements, updates, population-specific Zoom sessions, Zoom appointments, and more! (you should bookmark the Transactor Materials page)

### Graduate Student-Specific Data Entry Guidelines

[Choosing the Correct Template](#)

[Collected Best Practices](#)

[Common Scenarios to Navigate in UCPath](#)

[Create a New Position](#)

[Employee Record Number](#)

[Extended Leaves](#)

[Summer Session Pay](#)

[Transaction Comments](#)

### Trainings and Slide Decks

[Transactor Support: Graduate Students](#)

### Untitled (but nevertheless important) Topics

[Frequently Asked Questions](#)

[Important Communication from Graduate Division, Payroll, and the UCPath Team](#)

### Courtney & Kacy's Most Frequently Used Reference Docs & Job Aids

*(we will continue to update these as we move towards go-live, feel free to send us suggestions)*

See the full and complete library of reference documents, job aids, and training on the [UC San Diego UCPath website](#).

### UCPath Transactor Materials

[UC San Diego Job Aids and Quick References](#)

- [Job Aid: How to Initiate a Short Work Break](#)
- [Job Aid: How to Manage Appointment End Dates](#)
- [Job Aid: How to Process Payments for Graduate Students in Summer Session](#)
- [Job Aid: UC Path System Navigation](#)
- [Mapped Index Lookup Tool \(requires SSO\)](#)



# UCPath for Graduate Student Employment

Office Hours

**July 2020**

**Tuesdays & Thursdays, 1:00-3:00 pm**

Zoom Link: <https://ucsd.zoom.us/j/3380380304>

Meeting ID: 338 038 0304

Questions

# Membership Election Form (MEF)

ASE Membership Election Form Disbursement and Procedure

[http://grad.ucsd.edu/financial/employment/ases/academic\\_\\_-student-employees.html](http://grad.ucsd.edu/financial/employment/ases/academic__-student-employees.html)

- When the Membership Election Form is provided to the ASE, a **MEF Acknowledgement Form** should be completed. The MEF Acknowledgement Form must be collected by hiring unit personnel and forwarded to Labor Relations as described below.
- ASE's should return completed Membership Election Forms directly to the union as described at the bottom of the form.
- Alternatively, forms can be returned to the department/program hiring administrator.
  - Any original signed forms received by the University must be returned to the UAW within 10 business/working days of receipt. Completed UAW Membership Election Forms received by the department/program and all MEF Acknowledgement Forms should be sent to Labor Relations via campus mail as follows: *Labor Relations, Mail Code 0921.*
  - **While we are working remotely due to COVID-19, please email the documents to Labor Relations: [amandachavez@ucsd.edu](mailto:amandachavez@ucsd.edu)**

# New ASE Orientation - Article 27

Must provide UAW 30 minute opportunity to present to NEW ASE's without the presence of University officials. At UC San Diego we hold central UAW/ASE Orientations.

- Graduate Division coordinates UAW/ASE Orientation in Fall, Winter, and Spring quarters as well as Make-Up Sessions of the Orientation.
- In Summer 2019 Graduate Division also began to coordinate Summer Session UAW/ASE Orientation for new ASE's hired for summer.
- “Creating a Culture of Care” training (formerly Student of Concern training) is also provided after the UAW orientation.
  - Hosted by Case Management Services.

# Instructional Assistant Training

- Online IA training introduced in Fall 2018
  - IA Responsibilities and Ethics of teaching
  - Promoting Learning through Diversity: The Inclusive Classroom
  - Teaching Students with Disabilities
  - Creating an Educational Environment Free of Sexual Harassment
  - Fostering Academic Integrity
- All Instructional Assistants who have not taken it previously will be enrolled and notified when an offer is made.
- Completion is recorded in the IA System and is visible to hiring units.

# ASE Evaluations

## Article 10 B:

Employment Evaluation is the faculty member or supervisor's written assessment(S) of an ASE's employment performance, excluding evaluations of courses. The employing department or hiring unit shall communicate evaluation criteria and procedures for written employment evaluations, if any to employees and the UAW any time upon request.

# IA/ASE Evaluations

- Instructional Assistant Evaluations
  - By students
  - By instructors
- Separate from CAPE [Associates-In]
- All reports are available through Evaluations site
- Reports are visible to the evaluatee, course instructor and authorized staff in the hiring department
- Evaluation scores are fed back into the IA System
- The term “Instructional Assistant” has been in use since Fall 2017

# Evaluations System Use

- Student IA evaluations
  - Used by 58 departments/programs in AA/HS/SIO; 6 not using
  - 698,145 submitted since Spring 2012
- Instructor IA evaluations
  - Used by 55 departments/programs; 8 not using
  - 29,437 submitted since Spring 2012
- Graduate Course evaluations
  - Used by 35 departments/programs
  - 111,793 submitted since Spring 2012



# Employment Files and Evaluations

## Article 10

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- [https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx\\_2010-2013\\_10\\_employment-files-and-evaluations.pdf](https://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/docs/bx_2010-2013_10_employment-files-and-evaluations.pdf)
  - “Employment file” shall be defined as information (including reports, documents, correspondence and other materials in their entirety or redacted portions) pertaining to an ASE’s employment in the bargaining unit. Materials related exclusively to ASE coursework shall not be considered part of the employment file.
- **Appointment Notification Letter and Description of Duties are held in the IA system.**
- **Instructional Assistant evaluations stored in the Evaluations system.**
- **Materials related to performance management are maintained by the hiring unit.**

# Labor Relations

## Most Common Grievances:

- Appointments, Workload, Fee Remissions, & the FTP lists

## Union Requests for Information (RFIs)

- State law (HEERA) gives unions the right to documents and information about their unit
  - Labor Relations will review all requests to determine whether request complies with HEERA
  - Next we forward the request to unit for help gathering
  - Need to proceed on a reasonable timeline and provide updates to union about when we will produce the information requested

# When Labor Relations can help you

- Representation during grievance and arbitration processes as well as outside agency complaints (PERB, EEOC and DFEH)
- Contact LR if an ASE requests to meet with you with their union rep present. Do not meet w/out LR present.
- Contract issues/interpretation
- Questions about union access to employees

# ASE MANAGER BEST PRACTICES

- HELPING FACULTY SUPERVISORS SUCCEED
  - Know the Appointment Notification Letter and DoD
  - Understand ASE as employee vs. ASE as student
  - Assist and facilitate personnel and performance management
- Set clear performance and conduct standards; communicate them effectively and often
- Communication with your HR resources early and often – Employee Relations and Labor Relations are good places to start

Questions



# PERFORMANCE MANAGEMENT



# PERFORMANCE MANAGEMENT

## What is performance management?

- Performance management is used to provide notice of the need to improve performance or conduct.
- Performance management can also include positive feedback.
- Examples:
  - Kudos, awards
  - Counseling/Informal: verbal, email, memorandum
  - Discipline/Formal: written warning, suspension, dismissal
- **Neither academic reviews nor performance evaluations are considered corrective action/discipline.**

# DISCIPLINE

*IF YOU THINK YOU HAVE AN ISSUE, REACH OUT TO SUPPORTING PARTNERS:*

- Department  
MSO/HR/Chair
- GRAD DIVISION
- LABOR RELATIONS
- EMPLOYEE RELATIONS





# PERFORMANCE MANAGEMENT – JUST CAUSE FOR DISCIPLINE

- What is the standard or expectation concerning the employee's job performance or conduct?
  - Quantity-Quality-Deadlines-Error Rate
- Has the standard or expectation been clearly communicated to employee ?
  - Written-Specific-No Vague/Subjective Adjectives (“Inappropriate” “Too Many”)
- Can you prove that the employee failed to perform in accordance with the standard or expectation?
  - Investigation-Witnesses-Documents

# PERFORMANCE MANAGEMENT – JUST CAUSE FOR DISCIPLINE,

*continued*

- Does the employee have a valid excuse for a failure to perform in accordance with the standard or expectation?
  - Medical Condition-Other Circumstances
- Are there other employees who failed to perform in accordance with the standard or expectation?
  - Disparate Treatment-Lax Enforcement

# PERFORMANCE MANAGEMENT – DURING INVESTIGATION/AFTER DISCIPLINE

## *Investigatory Interviews and Weingarten Rights*

*(union employees only)*

- Employee can request and must have a union representative at a meeting during which the employee will be asked questions, that when answered could result in disciplinary action being taken against the employee.

## *Discipline and Skelly Rights*

*(all staff employees)*

- Employee must be notified and must have an opportunity to review and respond to accusations and information concerning the employee's misconduct or unsatisfactory job performance, before management makes a decision on whether or not to take certain disciplinary actions (*dismissal, demotion, suspension*).

# Resources

- Department's MSO/HR Contact
- Grad Division
- **Jaime High**, Labor Relations:  
jhigh@ucsd.edu, 858.534.4136
- **Danielle Schulte**, Employee  
Relations: dgschulte@ucsd.edu,  
858.534.8011
- UC Learning Center



# Questions?

Thank you!