

# Graduate Student Associate-In Applications

2022 Summer Session  
Appointment File Preparation

# Graduate Division Contacts

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For questions, please submit a ticket to  
[Services & Support](#)

# Overview

Topics and Agenda

# Agenda

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- Academic Senate Policy
- Graduate Division Policy and Academic Eligibility
- Submission guidelines
- Resources

## About this Information Session

- By the end of the session:
  - Know where to find the policies
  - Understand submission guidelines
- Goal: submit complete files, that meet the requirements, so that candidates can be reviewed and appointments can be made in time for the start of instruction

# About this Information Session

This is a supplement session to information that is already published online.

# Appointments by Term

In the last 3 years, on average,  
there were between 30-50  
Associate-In applications per  
quarter.

Fall = 39  
Winter = 43  
Spring = 38

Total = 120

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234

Last Year's Summer Appointments- a new record!



## Associates-In (Teaching a Course)

- The Educational Policy Committee (EPC) is the authorized body on policies regarding Associates-In (AIs)
- EPC 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

# Graduate Division Review Priorities

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

# Policy for Associate-In to Teach Upper-Division Courses

Educational Policy Committee, UC San  
Diego Academic Senate

## Applicability of Associates-In

1. The appointment is not intended as a means of graduate student support or 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 EPC.
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 the term to provide helpful criticism and assistance
  - d) At the end of the quarter, submit to EPC, through the department chair or program director, a written assessment of the AI's teaching performance

## Limitations on Serving

1. Graduate students may serve as an Associate-In no more than three (3) times during their career at UC for upper division courses nor 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 be received to the Academic Senate Office 4 weeks prior to the start of the quarter in which a course is to be taught.\*

\*In order for applications to be reviewed by Academic Senate, and meet the 4-week deadline, nomination files should be submitted to Graduate Division NO LATER THAN 6 weeks prior to the start of instruction.

**Upper-Division: May 16, 2022**

**Lower-Division: May 23, 2022**

Deadlines: Summer 2022 Upper- and Lower-Division Courses  
Applications due to Graduate Division for timely processing

# Graduate Division Policy for Associates

Graduate Student Employment Policy &  
Procedures

# Review Process

- Advance date
- # of TA quarters as of last Spring
- Spring eval rating
- # of times as Associate for UD class (academic year)
- PCTL
- SUTL
- GPA
- Current registration
- Good Standing
- Total academic employment (over-50%, etc.)
- Completeness of application

# Review Process: Teaching Evaluations

- Student teaching evals and CAPEs (last 3 academic years)
- 75% benchmark
- Evals that fall below this criteria should be addressed in the department nomination letter.

# Review Process: Department Nomination Letter

- Addressed to Dean of Graduate Division
- From the Department Chair or Program Director
- Proposed nominee name and PID, session, course, and pay rate
- List the qualifications of the nominee
  - Use the guidance from Academic Senate
- How the student will be supported in this role
  - Faculty mentor
  - Address any teaching support
  - Classes/workshops
  - Low student teaching evals (<75%)
- Any exceptional circumstances
  - Exe. Advancement to Candidacy issues

# Advancement to Candidacy Exceptions

CEP Policy: A graduate student must have advanced to candidacy at UC San Diego prior to submission of the request for appointment

Students nominated to teach that have not advanced to candidacy 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.

The student must be scheduled to advance before the start of instruction.

# Faculty Mentorship

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

Departments nominating students as first-time instructors are required to list a faculty mentor for Upper and Lower Division courses.

For Lower-Division courses, this information can be provided in the department nomination letter OR listed in the IA System Application in #10.

For Upper-Division courses, this information should be listed in the IA System Application in #10.



# Limitations on Serving

No AI appointments to Graduate Level (200)  
courses

# Specialized Training

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

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

# Specialized Training

Drafted Information for the Student Once Flagged

To ensure that the instructor is aware of and can receive teaching support on campus, we request that the instructor participates in either a [Teaching Workshop](#) or individual [Teaching Consultation](#), whichever they would most benefit from in preparation to teach as Instructor of Record. The instructor should register for this support by [date] and provide evidence of having participated by [date].

Find a list of upcoming Teaching Workshops here: <https://commons.ucsd.edu/educators/faculty-programs/eth-workshops.htm>

Sign up for a Teaching Consultation on the form linked from this webpage: <https://commons.ucsd.edu/educators/grad-student-programs/consultations-and-observations.html>

If the instructor feels that this notification was received in error or that the lower student evaluations do not merit additional support, information can be provided in the department nomination letter or with a separate letter of explanation and will be considered by Graduate Division. In any case, support from the Teaching + Learning Commons and Engaged Teaching Hub are open to and can benefit instructors of all levels and experiences, both before and during the teaching experience.

If you have questions about why you received this notification, please contact Graduate Division: [grademployment@ucsd.edu](mailto:grademployment@ucsd.edu)

If you have questions about how to sign up for teaching support (workshops or consultations), please contact the Engaged Teaching Hub: [engagedteaching@ucsd.edu](mailto:engagedteaching@ucsd.edu)

Language can be found at: <https://collab.ucsd.edu/x/fmxjBq>

# Specialized Training

Evidence of  
Participation

**For evidence of participating**, instructors receive a “Reflection and Action Plan” form following consultations (and can be requested after workshops); this form sends them a copy of their response, which can also serve as evidence for the consultation, if they are willing to share that. (Add info about proposed dates/workshop name)

# Specialized Training

**Introduction to College Teaching** (especially useful for Associate-In preparation):

<https://commons.ucsd.edu/educators/faculty-programs/eth-workshops.html#Introduction-to-College-Teachin>

# IA System

Completing the Associate-In Nomination  
Application

# Associate-In General Questions

Tip: These questions are to be completed for Lower- and Upper-Division Courses

## Academic Year

### Associate-In General Questions

1. Proposed course  
CGS 123 - Gender & Reproductive Politics
2. Proposed quarter  
WI21
3. Proposed appointment percent time  
50
4. Projected enrollments for the proposed course  
20
5. Actual (past 2 years) enrollments for the proposed course  
WI20-14, WI18-17

## Summer

### Associate-In General Questions

1. Proposed course  
ETHN 152 - Law and Civil Rights
2. Proposed quarter  
S220
3. Sub-term (Special Session ONLY)
4. Proposed appointment percent time  
50
5. Projected enrollments for the proposed course  
30
6. Actual (past 2 years) enrollments for the proposed course  
FA18=34; WI18=40
7. How many instructors will be teaching this class?  
1
8. How many sections of this course will the applicant teach in the selected term?  
1
9. Maximum units students can earn in the selected course  
4

# Associate-In Upper- Division Questions

## Academic Year

Tip: For first time nominations, #6: “Proposed supervising faculty” should be completed for Lower-Division courses too

### Associate-In Upper-Division Questions

6. Proposed supervising faculty  
Mosqueda, Gilberto
7. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)  
43
8. Total number of upper-division Associate-In appointments in hiring unit this year  
1
9. Date applicant completed TA training with Teaching + Learning Commons  
June 2020
10. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course.  
Student received Bachelors at the University of California, Irvine in Civil Engineering. They completed their Masters at the University of California, San Diego in Structural Engineering. They are now a PhD student and their research consists of Nonlinear modeling of Lead Rubber Bearings using experimental data. This relates to Statics in the sense that the experimental data (Forces) have to be equivalent to the forces that the model is outputting. Also, by using the angles of the force, the force has to be broken down into its components which is an essential part of Statics.
11. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.  
FA17: Teaching Assistant, SE 220 - Seismic Isolatin &Energy Dissip (Mosqueda, Gilberto)  
FA18: Teaching Assistant, SE 220 - Seismic Isolatin &Energy Dissip (Mosqueda, Gilberto)  
FA19: Teaching Assistant, SE 220 - Seismic Isolatin &Energy Dissip (Mosqueda, Gilberto)  
FA20: Teaching Assistant, SE 220 - Seismic Isolatin &Energy Dissip (Mosqueda, Gilberto)
12. List all courses taught by student as Associate-In, including lower division courses and courses taught in Summer Session.  
S120: SE 101A - Mechanics I: Statics
13. Please indicate below which of the following policy statement(s) is/are the primary reason(s) for the request.  
The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.



# Associate-In Upper- Division Questions

## Summer

Tip: For first time nominations, #10: “Proposed supervising faculty” should be completed for Lower-Division courses too

### Associate-In Upper-Division Questions

10. Proposed supervising faculty  
GORE, DAYO F.
11. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)  
42
12. Total number of upper-division Associate-In appointments in hiring unit this year  
3
13. Date applicant completed TA training with Teaching + Learning Commons  
FA15
14. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course.  
Please see the attached letter from our department chair.
15. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.  
FA15: Reader, CGS 100 - Conceptlzg Gender-Theory&Methd (Santizo, Gabriela Domitila)  
WI16: Reader, SOCI 188I - Israeli-Palestinian Conflict (Shafir, Gershon)  
SP16: Reader, ETHN 118 - Contemporary Immigration Issues (Dorr, Kirstie A.)  
FA16: Teaching Assistant, DOC 1 - Diversity (Mariscal, George)  
WI17: Teaching Assistant, DOC 2 - Justice (Gagnon, Jeffrey C)  
SP17: Teaching Assistant, DOC 3 - Imagination (Gagnon, Jeffrey C)  
FA17: Teaching Assistant, ETHN 1 - Intro: Land and Labor (Frank, Ross H.)  
WI18: Teaching Assistant, ETHN 2 - Intro: CirculationsofDifference (Espirtu, Yen)  
SP18: Reader, CGS 112 - Sexuality & Nation (Dorr, Kirstie A.)  
FA18: Associate (in lieu of TA), - ()  
WI19: Associate (in lieu of TA), - ()  
SP19: Reader, AAS 10 - Intro/African-American Studies (Odom, Mychal Matsemelaali)  
SP19: Associate (in lieu of TA), - ()
16. List all courses taught by student as Associate-In, including lower division courses and courses taught in Summer Session.  
S218: CGS 123 - Gender & Reproductive Politics  
S119: CGS 147 - Black Feminisms Past & Pres
17. Please indicate below which of the following policy statement(s) is/are the primary reason(s) for the request.  
The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.

# Academic Year

## 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.  
[Combine all documents in one PDF File and upload](#)
15. Please upload a memo providing the recommendation justification for this request.  
[Department nomination letter](#)
16. Please upload a departmental exception letter for this applicant (if applicable).  
[Department exception letter \(if applicable\)](#)
17. Please upload this applicant's Academic Biography.  
[Applicant's Academic Bio/CV](#)
18. If no CAPEs are available for this applicant, please upload a letter of support.  
[Letter of Support](#)

# Documents

Tip: You can combine department nomination letter, CV, and any supporting documents into one PDF and upload in first question (#14 or 18). Or upload each document to a separate question.

For **SGTS** applicants, you can upload a copy of the nomination packet under #18 instead of submitting a new nomination letter.

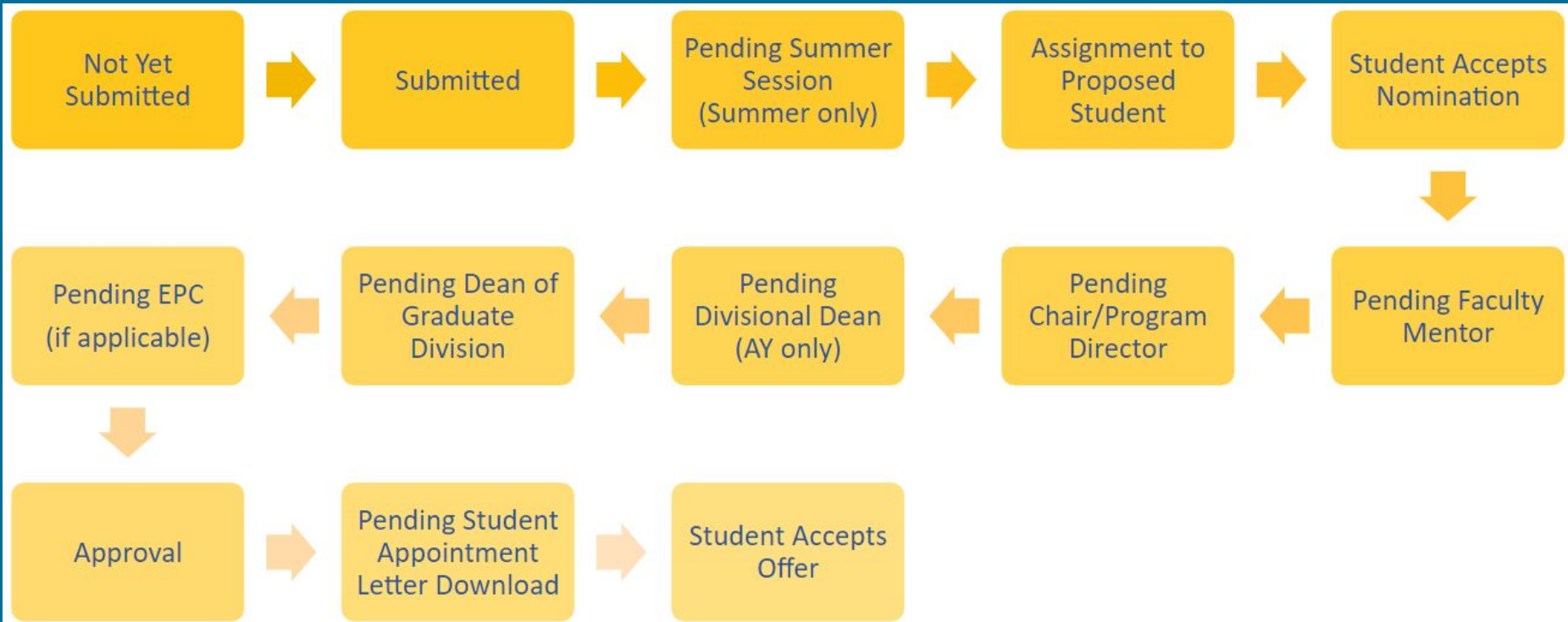
# Summer

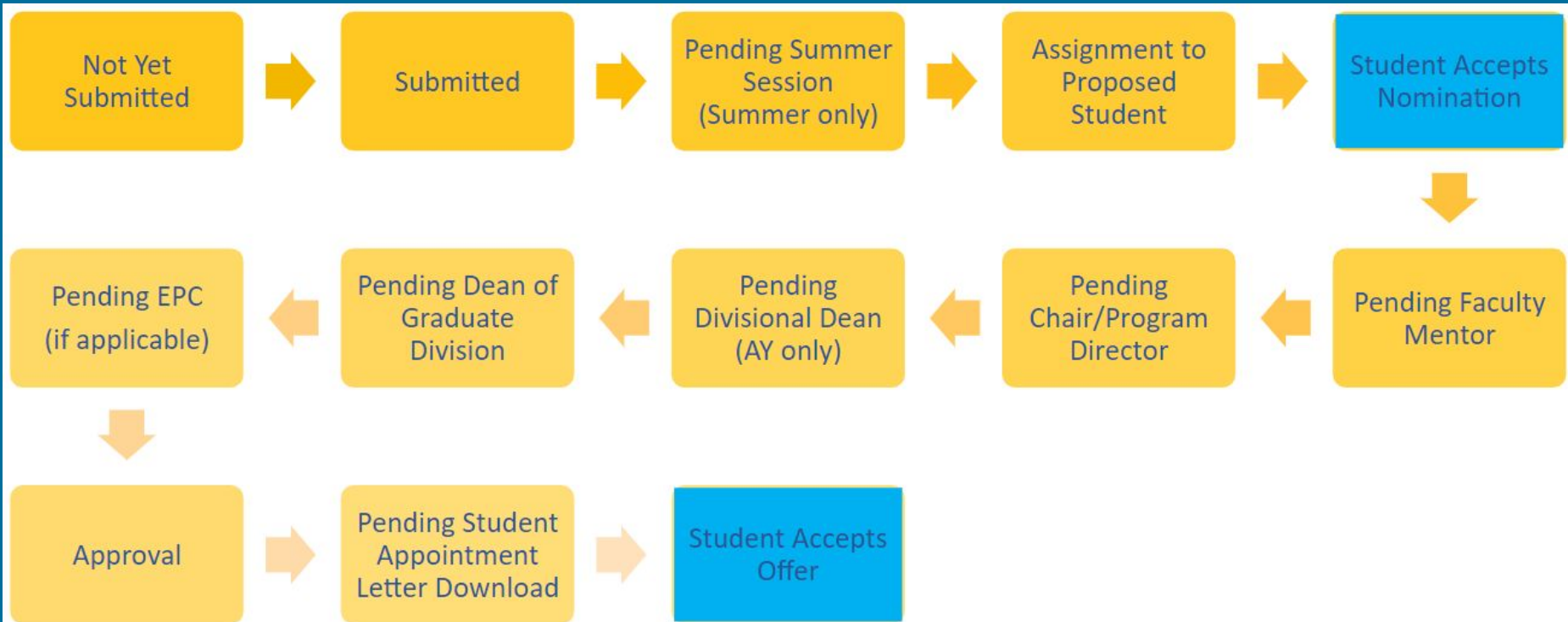
## Documents

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[Combine all documents in one PDF File and upload](#)
19. Please upload a memo providing the recommendation justification for this request.  
[Department nomination letter](#)
20. Please upload a departmental exception letter for this applicant (if applicable).  
[Department exception letter \(if applicable\)](#)
21. Please upload this applicant's Academic Biography.  
[Applicant's Academic Bio/CV](#)
22. If no CAPEs are available for this applicant, please upload a letter of support.  
[Letter of Support](#)

# Approval

Routing and Application Status





# Corrective Actions

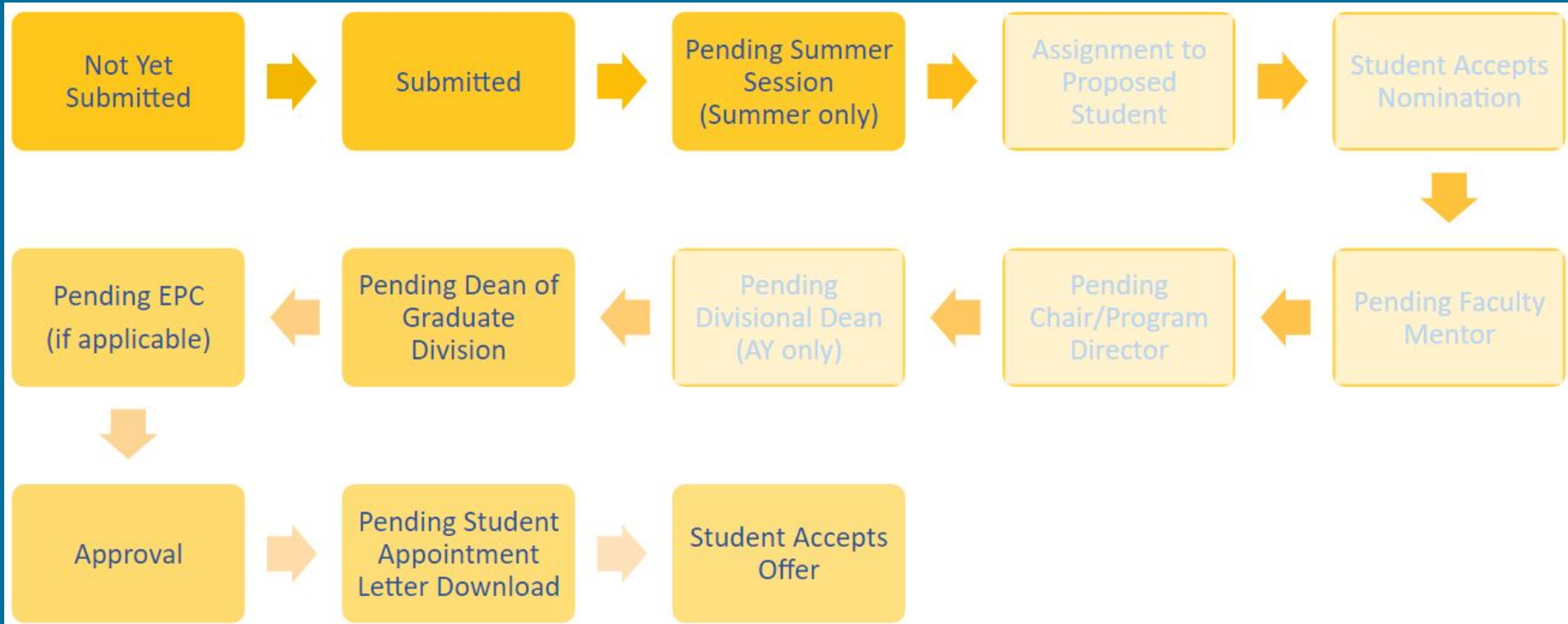
## Return to Department for Quick Edits

- Clerical errors (typos in the rate, name, faculty mentor, question responses)
- PDF errors (additional blank pages; NOT all blank pages)

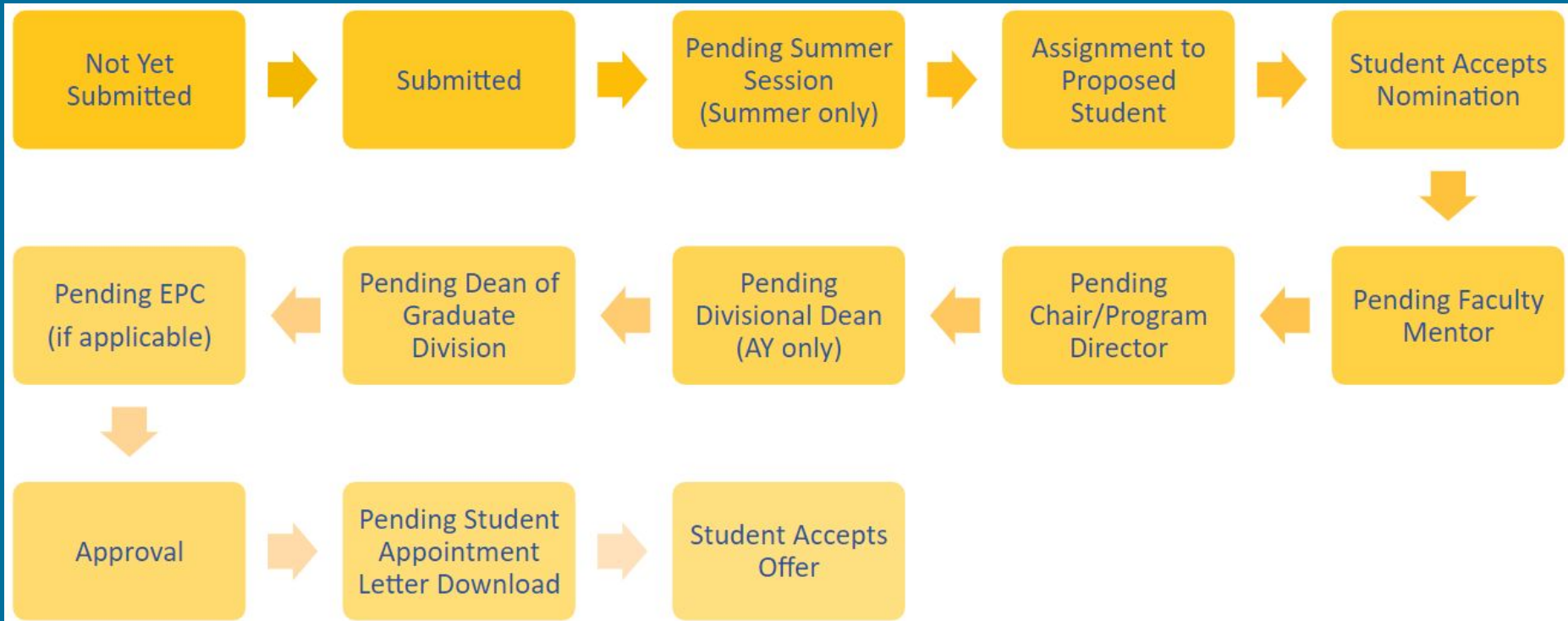
## Return to Department for Revisions

- Material information related to the student's teaching eligibility, experience, and expertise
  - Required documents missing
  - Letters of exception missing
- Change to Course
- Change in the number of sections of the same Course

# Return to Department for Quick Edits



# Return to Department for Revisions





# Resources

Contacts and Web Links

# Contacts

- IA System access, technical support, system feedback:
  - ATS, [ats@ucsd.edu](mailto:ats@ucsd.edu)
- Policy, appointment files, payroll data entry:
  - Graduate Student Employment team, [Services & Support](#)
- Student Committee Membership App
  - Contact the Admin in your department

# Microsoft Teams

Join us for conversations, quick questions, moral support, and more on Microsoft Teams!

[Click this link to join the Graduate Student Employment Team!](#)



## Web Links

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