

From: [Dean of Grad Ed & Postdoc Affrs](#)
To: [Dean of Grad Ed & Postdoc Affrs](#)
Subject: ANNUAL REMINDERS from The Division of Graduate Education and Postdoctoral Affairs
Date: Monday, May 9, 2022 2:21:03 PM

DATE: May 9, 2021

TO: GRADUATE DEPARTMENT AND GROUP CHAIRS
GRADUATE ADVISORS
GRADUATE PROGRAM COORDINATORS

CC: GENERAL CAMPUS DEANS
GENERAL CAMPUS ASSISTANT DEANS

FROM: JAMES ANTONY, Dean of the Division of Graduate Education and Postdoctoral Affairs

SUBJ: ANNUAL REMINDERS from The Division of Graduate Education and Postdoctoral Affairs

Dear Department Chairs, Advisors, and Graduate Coordinators,

As we begin to plan for the 2022-2023 academic year, we need every department and freestanding graduate program to appoint their Diversity Coordinators and identify their Instructional Assistant Faculty Advisors (IAFAs).

Diversity Coordinators

Please review the [Diversity Coordinators website](#) to confirm that your department or program representatives are accurate or determine whether updates are needed. Each graduate department or freestanding program should have at least two Diversity Coordinators (one staff and one faculty member). **By Friday May 20, 2022 please complete the [Google form with your Diversity Coordinator updates](#) as needed.**

Instructional Assistant Faculty Advisors (IAFAs)

All UC San Diego Instructional Assistants (IAs), including Teaching Assistants, Instructional Apprentices, Tutors, and Readers, are required to receive appropriate training and evaluation. This task is carried out by the academic departments or programs, working in cooperation with the [Teaching + Learning Commons Engaged Teaching Hub](#).

Each year we ask you to identify a faculty member to serve as the Instructional Assistant Faculty Advisor (IAFA) for your department or program. **By Friday May 20, 2022, please complete the [Google form with your IAFA assignment](#).** The IAFA role is a significant service commitment, as it involves development and facilitation of IA training within the department and serving as a point of contact and support for departmental IAs. For more information about the IAFA role please see the [Graduate Division policy](#).



UC San Diego

DIVISION OF GRADUATE EDUCATION
AND POSTDOCTORAL AFFAIRS