



[Date]

To: Dean James Antony, Division of Graduate Education and Postdoctoral Affairs
From: [Name of Department Chair/Program Director], [state if Department Chair or Program Director]- [Department Name]

Re: Proposes the Appointment of [Students Name & PID] as Associate-In for [proposed quarter & year]

The [Department/Program Name] proposes the appointment of [Student Name & PID] as Associate-In for [proposed course] and [proposed quarter and year] at [percentage of Associate-In appointment] and annual salary of [using current annual pay rate salary for Associate-In, Step 9].

Tell us the reason for the appointment...(review the [Academic Senate Policy](#) and give a justification for the department's choice to hire a graduate student to teach this course)

List the qualifications of your proposed nominee...(review the [Academic Senate Policy](#) and indicate the student's expertise, prior instructional experience, and/or training)

Describe how the student will be supported in this role... (review the [Academic Senate Policy](#) and list the faculty designee who will provide mentorship to the proposed nominee; can omit if proposed to teach a LD course and not a first time Associate-In. First time Associate-In are required to list a faculty mentor even for a LD course.)

Exceptional circumstances, only if needed...(review the [Guide for Associates](#) and give details on any exceptions to policy)

For example, student has:

1. Not advanced to candidacy
 - a. If the student has not advanced to candidacy. Make sure the student:
 - i. has their Doctoral Committee submitted in the Student Database
 - ii. has a qualifying date scheduled. State that date in the nomination letter
 - iii. advances before the start of date of instruction
2. Low student teaching evaluations (<75%) within the last 2 academic years

- a. Departments should describe approaches they will use to improve the student's teaching performance. For example, if the student has enrolled in Teaching Consultations and/or Workshops at the Teaching + Learning Commons.
3. If the student is proposed to teach an upper division course and did not complete 'Introduction to College Teaching'. Question #13 "...TA training with Teaching + Learning Commons"
 - a. State what training and experience the student has in lieu of 'Introduction to College Teaching'.
4. Late Associate-In files. Upper-Division courses must be routed to the Graduate Division four weeks (counted in business days) prior to the start of the quarter in which a course is taught
 - a. Upper-division requests submitted after the deadline will require an exception request that will be routed to EPC. Please explain the reason for the late submission.

Signatures not required because Chair/Program Director are part of the electronic routing