Chapter 11: Guide for Associates

Associate-in-lieu of TA – Title Code 1506 – Step 1
An Associate (in lieu of TA) may serve as a “senior TA” for a department/program’s TA training activities, as a TA consultant or Language Screener for the Teaching + Learning Commons, or under an Academic Instructional Improvement grant. Use of this title for any other program requires prior approval by the Dean of the Graduate Division. Appointment to this title requires evidence of extraordinary merit in teaching and scholarship and prior relevant teaching experience.

Payroll online entries vary depending on the approved program’s use of the title. If you are unsure how to complete, call the Graduate Division for assistance.

Associate Teaching a Course – Title Code 1506, Step 9
An Associate (teaching a course) may conduct the entire instruction of a lower division course or upper division course with approval granted by the Dean of the Graduate Division*. The Associate is assigned a faculty mentor to provide guidance and training as needed. Use of this title requires prior approval by the Dean of the Graduate Division.

Appointment to this title requires evidence of extraordinary merit in teaching and scholarship and prior relevant teaching experience, advanced training in the subject matter and support of the department chair. For Ph.D. students, the candidacy exam must have been passed and the student must be in the final stages of dissertation writing or must have equivalent other accomplishments (publications, extensive experience as performer-teacher, etc.). MFA students should be in the second to last or last quarter. The appointment is also dependent upon positive academic and administrative review and approval by the student's department/group Chair, the Divisional Dean and the Dean of the Graduate Division.

For requests to teach in Summer Session, students must be registered for the Spring Quarter prior to, or the Fall Quarter following, the requested Summer Session.

Academic files must be submitted using ASES at http://academicaffairs.ucsd.edu/Modules/ASES. Unlike TAships, where students apply for a position, departments submit an Associate application on behalf of a student. Once submitted, the application is then routed for review to the student, Faculty Mentor (listed as Supervising Faculty on ASES), Department Chair, Divisional Dean/Provost Office and/or Summer Session who will route the file through the Graduate Division for the Dean’s review and approval. Note that Divisional Dean’s Offices only review Academic Year appointments. If an exception is requested for an upper-division course, the application will also be submitted to CEP for review and approval.

When creating an application for a student, the department completes the Position details section in ASES and answers questions 1-13. Note that the completion of these questions replaces two forms that are no longer required: the Academic Appointment Summary form and the Request to Appoint Associate-in for UD courses. In addition, note that for requests to teach lower-division classes, you will not need to complete questions 6-13 on the application.

A current Spring evaluation is required for all Associate in requests. See policy at: http://grad.ucsd.edu/resources/general/academic-policies/evaluations.html.
For the Documents section, you may upload all documents using Portrait Orientation as one pdf or as separate pdfs.

Documents required include:

1. Department Chair or Program Director/Divisional Dean Memo/Letter addressed to the Dean, Graduate Division
2. Current Curriculum Vitae or Academic Biography
3. Copies of Teaching Evaluations (not already submitted through CAPES) or Reference Letter
   a. Where the student teaching evaluations or CAPES scores have scores of less than 75% in the last 2 academic years, departments should provide additional information in the department nomination letter addressing the low scores. For example, the department could describe the concrete approaches they will use to improve the student’s teaching performance.

Summer Graduate Teaching Scholars also need to be submitted through ASES. Complete the Position details section, answer questions 1-5 and upload a copy of the SGTS nomination packet under question 14.

Approval status may be tracked under Application Status on the Applicants page of ASES. In addition, the system will generate an Appointment letter which includes the following message for applications not yet approved:

Note: this assignment has not yet been approved by the Dean of the Graduate Division, so this document should not be considered a final appointment letter. This notice will not appear once the assignment has been approved by the Dean of the Graduate Division.

*General information regarding the Committee on Education Policy may be found on the Academic Senate web page at: https://senate.ucsd.edu/

*The policy regulating the appointment of graduate students as Associates-In to teach undergraduate upper-division courses may be found at:
http://senate.ucsd.edu/media/67798/Associates-In-to-Teach-Upper-Division-Courses.pdf. The policy regarding written assessments of the Associate in’s performance may also be found at the above link.

**Timeline:** A new campaign will need to be created for each quarter before departments can submit files. The Graduate Division will notify departments when the application becomes available.

Applications for upper-division courses must be routed to the Graduate Division for review four weeks (counted in business days) prior to the start of the quarter in which a course is to be taught.
Associate Data Entry Guidelines for Title Code 1506

**Associate (Teaching a Course)** - This appointment requires pre-approval and review of the appointment file by the Dean of the Graduate Division and the Divisional Dean/Provost. Graduate students are usually appointed at 50% time for teaching one course.

**Associate (in lieu of TA)** – The use of this title is approved for specific programs only such as the Teaching + Learning Commons. Any other departmental usage requires pre-approval of the Dean of the Graduate Division.

**APPOINTMENT LINE**

| Type | 5 |
| Basis | 09 |
| Pd Ovr | 09 |
| Appt Begin | See Below |
| Appt End | See Below |
| Dept | Funding source 6-digit dept. code number |
| Title | 1506 |
| % Full | Example, 0.50 |
| F/V | F (Fixed) |
| Annual | Can leave blank, 09/09 will trigger system to multiply monthly rate by 9 to equal annual amount. |
| Rt | A (Annual) |
| Sch | MO (Monthly) |
| Time | N (No time sheet) |
| Lv | N (No Leave accrual) |

**DISTRIBUTION LINE**

| Index | Your index |
| Sub | 0 |
| Dist % | Fill in exact percent, example 0.5000 |
| Pay Begin | See Below |
| Pay End | See Below |
| Rate/Amount | XXXX.XX (Refer to salary rate chart) |
| DOS code | REG |

For Associate (teaching a course) use standard begin and end dates as follows: Fall = 10/1 – 12/31; Winter = 1/1 – 3/31; Spring = 4/1 – 6/30, using MMDDYY format.
# Graduate Student New Hire Data Collection Worksheet

## EEID

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social Security Number</td>
<td>____________</td>
</tr>
<tr>
<td>First Name</td>
<td>____________</td>
</tr>
<tr>
<td>Middle</td>
<td>____________</td>
</tr>
<tr>
<td>Last Name</td>
<td>____________</td>
</tr>
<tr>
<td>Suffix</td>
<td>____________</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>____________</td>
</tr>
</tbody>
</table>

(Press Enter to look for errors before proceeding to the next screen)

## EPD1

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex</td>
<td>____ (M or F)</td>
</tr>
<tr>
<td>Hispanic</td>
<td>_____</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
<td>_____</td>
</tr>
<tr>
<td>Asian</td>
<td>_____</td>
</tr>
<tr>
<td>Black/African American</td>
<td>_____</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
<td>_____</td>
</tr>
<tr>
<td>White</td>
<td>_____</td>
</tr>
<tr>
<td>Primary Ethnic/Race</td>
<td>____ (see Demographic Data Codes)</td>
</tr>
<tr>
<td>Disable Status</td>
<td>____ (see Demographic Data Codes)</td>
</tr>
<tr>
<td>Veteran Status Codes – Vietnam</td>
<td>____</td>
</tr>
<tr>
<td>War/Campaign</td>
<td>____</td>
</tr>
<tr>
<td>Oth Status</td>
<td>____</td>
</tr>
<tr>
<td>Serv Medal</td>
<td>____ (see Demographic Data Codes)</td>
</tr>
<tr>
<td>Recently Separated Veteran Date</td>
<td>____</td>
</tr>
<tr>
<td>Citizenship</td>
<td>____</td>
</tr>
<tr>
<td>(C=Citizen, R=Resident Alien, N=Non-Resident Alien, A=Canada, Mexico, S. Korea, S=India)</td>
<td></td>
</tr>
<tr>
<td>Student Status</td>
<td>____</td>
</tr>
<tr>
<td>No. of Reg. Units</td>
<td>____</td>
</tr>
<tr>
<td>(4=Grad)</td>
<td>Leave blank</td>
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</table>

## EPD2

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<td>Oath Signature Date</td>
<td>09XXXX</td>
</tr>
<tr>
<td>I-9 Date</td>
<td>09XXXX</td>
</tr>
<tr>
<td>Employees must complete and sign Section of Form I-9 no later than the first day of employment, but not before accepting a job offer.</td>
<td></td>
</tr>
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</table>

## EADR

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<tr>
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<th>Information</th>
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</thead>
<tbody>
<tr>
<td>Permanent Address Line 1</td>
<td>(only use for P.O. Box, route number, or c/o line)</td>
</tr>
<tr>
<td>Line 2</td>
<td>215 Main Street</td>
</tr>
<tr>
<td>City</td>
<td>San Diego</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>Zip</td>
<td>92101</td>
</tr>
<tr>
<td>Home Phone</td>
<td>_____</td>
</tr>
<tr>
<td>Location Release Codes – Perm Address</td>
<td>_____</td>
</tr>
<tr>
<td>Home Phone</td>
<td>_____</td>
</tr>
<tr>
<td>Spouse Name</td>
<td>_____</td>
</tr>
<tr>
<td>(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)</td>
<td></td>
</tr>
<tr>
<td>EE Org/Union Disclosures – Perm Address</td>
<td>_____</td>
</tr>
<tr>
<td>Home Phone</td>
<td>_____</td>
</tr>
<tr>
<td>(Blank=No, do not release information, Y=Yes, release information, N=Now, do not release information)</td>
<td></td>
</tr>
<tr>
<td>Mail Code</td>
<td>0139 This is where paycheck and W-2 are sent, if not sent electronically.</td>
</tr>
</tbody>
</table>

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**ETAX**

Refer to payroll instructions for a non-resident alien and student’s completed W-4 Form.

Federal
Marital Status: ____ (M)arried or (S)ingle
Personal Allowances: ____

California
Marital Status: ____ (M)arried or (S)ingle or (H)ead of Household
Personal Allowances: ____
Itemized Deductions: ____
Addl Fed Tax Withholding: _____ (leave blank)

**EALN**

For non-US citizens only. Refer to payroll instructions.
Country of Residence: _____ U.S. Date of Entry: _____
Visa Type: _____ Work Permit End Date: _____ (F-1: see line 5 on I-20; J-1: see line 3 of DS-2019)

**EAPC**

Appointment
Type: 5 Bas: 09 Pd Ovr: 09 Appt Begin: 1001XX Appt End: 1231XX Dur: ___ Dept: 000326
(5, Academic) (11=GSR or 9=ASE) (12=GSR or 9=ASE)

Title: 1506 %Full: 0.50 F/V: F Ann/Hr Rate: (blank) Rt: A Sch: MO Time: N LV: N
(Rate: A=annual, H=hourly, B=by agreement) (Schedule: MO or BW) (Time: N or A=timesheet) (Leave: N)

Distribution
Index: _ Sub: 0 Dis %: 0.5000 PayBeg: 1001XX PayEnd: 1231XX Step: _ Rate/Amt: $$ DOS: REG
(Sub: 0=TA, Assoc, GSR; Sub 2=Reader, Tutor) (GSR only)

**EPER**

Assigned BELI: 5 Effective Date: 1001XX
Date of Hire: 1001XX Original Hire Date: 1001XX
Employee Relations Code: E
Home Department: _____ Must be student’s Academic Home Department
Employee Relations Unit: BX 99=GSR, BX=ASE (System will auto-populate if ERC is "E")
Timekeeper Code: ____
College Code: 00

**Comments:**

Associate (Teaching a Course) 1506, 50%, 10/01-12/31