

**From:** [Dean of the Graduate Division](#)  
**To:** [Dean of the Graduate Division](#)  
**Subject:** ASE Positions for Remote Teaching  
**Date:** Tuesday, March 24, 2020 2:44:44 PM  
**Attachments:** [Policy Document.docx](#)  
[APPENDIX c.docx](#)

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March 24, 2020

TO:

ASE DEPARTMENT STAFF  
ASSISTANT DEANS  
DEPARTMENT AND GROUP CHAIRS  
DIVISIONAL DEANS  
GRADUATE ADVISORS  
GRADUATE COORDINATORS  
GRADUATE EMPLOYMENT CONTACTS  
GRADUATE PROGRAM DIRECTORS  
PROGRAM & DEPARTMENT MSOs

FR: JAMES ANTONY, Dean  
Graduate Division

SUBJ: ASE Positions for Remote Teaching

Dear Campus Partners,

In anticipation of the challenges associated with remote teaching this coming term, several departments have been asking if they can hire a “Senior Teaching Assistant” who can aid the department's remote teaching efforts for the Spring Quarter 2020.

We think this is a good idea, and we encourage academic units to consider using their resources to hire a TA Lead on Remote Teaching. The official title would be: Associate-in-lieu of TA, TC 1506.

Attached to this note are the suggested description of duties and the necessary policy and process documentation departments will need to create such a position. As always, departments should coordinate with Courtney Aguila ([claguila@ucsd.edu](mailto:claguila@ucsd.edu)) to make the appointment.

Please note, if a department chooses to hire a TA Lead on Remote Teaching then this person’s work should be coordinated by the faculty member that the department identified as its faculty lead on remote teaching.

Some departments may require additional support beyond the TA Lead on Remote Teaching. Departments are free to use their resources to hire additional remote teaching TAs (or even incrementally increase the percentage appointments of those TAs who have both capacity and expertise to aid others), but this additional work should be coordinated by the faculty lead on remote teaching and the TA Lead on Remote Teaching.

Requests for incremental increases to existing ASE appointments that lack a clear connection to the department's overall strategy to support remote teaching, and lack coordination by the faculty lead on remote teaching and the TA Lead on Remote Teaching, will not be approved.

Visit the Graduate Division Campus Partners Collab site for more details on this topic and other updates related to COVID-19: <https://collab.ucsd.edu/x/voQQAg>