

IV-3
ASSOCIATE INSTRUCTOR
(Revised 6/24)

There is no APM section describing this title. Appointments into this title are governed by the Memorandum of Understanding between the University and the UAW. At UCSB, the application of this policy is outlined in the following:

I. Definition

An Associate Instructor (Job Code: 1506) is a registered UC graduate student in full-time residence, employed temporarily to give independent instruction of a course.

II. Appointment Criteria

- A. The basic criteria for appointment are embodied in the definition of the Associate Instructor series. In addition, appointees to the Associate Instructor title are subject to all eligibility requirements listed in Red Binder IV-1.
- B. Appointees must be within the Departmental and Graduate Council approved number of years for both advancement to candidacy and degree completion as specified in Academic Senate Regulation 350A.
- C. Appointees must hold a Master's degree, or be advanced to candidacy, and have at least one year of teaching experience.
- D. An Associate Instructor should be competent to conduct independently and without supervision the entire instruction of a course.

III. Terms and Conditions of Employment

- A. Appointments as Associate Instructor are subject to the Limitations on Service as described in Red Binder IV-1 General Information.
- B. Normally an Associate Instructor will conduct the entire instruction of a course. Associate Instructors may not be assigned an upper-division undergraduate course without the approval from the Committee on Courses and General Education (CCGE) and may not teach a graduate course without approval from the Graduate Council.
- C. Associate Instructors may not evaluate fellow graduate student appointees (i.e., Teaching Assistants). For courses in which Teaching Assistants are appointed, a specific faculty member must be named to be responsible for evaluation and mentorship of the Teaching Assistants.
- D. This appointment does not imply the responsibility of engaging in research.
- E. Associate Instructors who are assigned as Instructors of Record will normally receive a 50% appointment for a regular academic course.

IV. Personnel Actions

- A. Appointment requests that include an exception to employment policy (see RB IV-1, IV.) must include the Exception to Employment Policy Form endorsed by either the student's Home Academic Department or the Graduate Division.
- B. Appointment packets must be submitted to the Dean of the Graduate Division at least eight weeks in advance of the beginning of the teaching quarter. Packets will be routed for additional review and endorsement as required:

Dean, Graduate Division: Academic Eligibility, Quarters of Service, and Exception to Policy

Academic Senate (CCGE or Graduate Council): Teaching of an upper-division undergraduate course or graduate-level course

College Dean: Final approval

Academic Personnel: Final approval for appointments in the College of Creative Studies and Bren School of Environmental Science & Management and post-audit of all appointments

- C. Appointment packets should include the following:
- Associate Appointment Form
 - UCSB Biography form with initial appointment in department
 - Teaching Evaluations and ESCIs (Spring 2024 and earlier) or SET reports (Summer 2024 and later) from the following:
 - Appointee's three most recent quarters as TA
 - Appointee's ESCIs (Spring 2024 and earlier) or SET reports (Summer 2024 and later) from any offerings as TA of the same course as the proposed Associate Instructor appointment
 - All courses taught as an Associate Instructor
 - Graduate transcript
 - Current CV
 - Course Syllabus
 - Request for Exception to Employment Policy Form, if applicable
- D. Appointments are established only by the issuance of the Written Notice of Appointment letter (WNA) per the Appointment Notification Article of the MOU. WNA templates are available on at:
<https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/>
- E. Hiring Departments shall issue the WNA and supplemental documentation no less than thirty calendar days before the start of appointment, or as soon as possible in cases in which positions become available following the start of the academic term.
- F. The graduate student employee must confirm their acceptance of the offer by signing and returning the WNA on or before the first day of employment or by the date specified by the department, if earlier. Upon receipt of the acceptance, the Hiring Department may enter the appointment in UCPath.
- G. The Hiring Department shall retain copies of the WNA and supplemental documents in the appointee's employment file.
- H. Any changes to the appointment must be communicated to the appointee in writing.

V. **Supervision and review**

The selection, supervision and training of all student-teachers is an important responsibility of the teaching department, and in particular of the department chairperson. All candidates for appointment and reappointment should be subject to careful review and recommendation, either by the department as a whole

or by a responsible committee. In order to ascertain the quality of the Associate Instructor's work and to make improvements when necessary, regular review is necessary.

VI. Compensation

- A. Individuals appointed to this title are generally compensated at an on-scale rate within the published Associate Instructor Salary Scale (Table 19) at the 1/9th rate. Hiring Departments may also provide salaries that exceed the maximum salary point.
- B. Prior Experience for salary scale placement:
- An Associate Instructor with at least six quarters of experience at 25% or higher at the same campus shall be placed at salary point 3 or higher, including when this threshold is met during a multi-quarter appointment
 - An Associate Instructor with at least six quarters of experience at 25% or higher and who has advanced to candidacy at the same campus shall be placed at salary point 5 or higher including when this threshold is met during a multi-quarter appointment
 - Prior experience includes teaching at UCSB as both Teaching Assistant and Associate Instructor, excluding Summer Session teaching appointments.
- C. Hiring Departments may establish their own criteria for placement above the salary point minimum as long as the criteria is applied consistently to all Associate Instructor appointments within the Hiring Department.
- D. Salaries are subject to an annual range adjustment as outlined in the MOU.
- E. A graduate student who is appointed as an Associate Instructor for 25% time or more during an eligible academic quarter will qualify for partial fee remission and payment of student health insurance.

VII. Approval Authority

<u>Action</u>	<u>Authority</u>
All normal actions	Dean, College
Exceptions under RB VI-1, IV.A.	Chair, Home Academic Department
Eligibility and Exceptions under RB. VI-1, IV.B.	Dean, Graduate Division
Upper-Division, Undergraduate Courses or Graduate Courses	Academic Senate Committee on Courses and General Education Graduate Council
For appointments in The College of Creative Studies and the Bren School, All Post-Audits	Academic Personnel