

IV-3
ASSOCIATE IN _____
(Revised 12/19)

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

This title is assigned to registered UC graduate students employed temporarily to give independent instruction of a course.

II. Appointment Criteria

An Associate should be competent to conduct independently and without supervision the entire instruction of a course.

- A. Appointees to the Associate title are subject to all eligibility requirements listed in Red Binder IV-1
- B. The minimum qualifications for appointment to the Associate title shall be possession of a Master's degree, or advancement to candidacy, and at least one year of teaching experience.
- C. 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.

III. Terms and Conditions of Employment

- A. Normally an Associate will conduct the entire instruction of a course. An Associate 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.
- B. Associates 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.
- C. This appointment does not imply the responsibility of engaging in research.
- D. Appointments as an Associate are subject to the limitations of service described in Red Binder IV-1.

IV. Personnel Actions

- A. Appointment packets should be submitted to the Dean of the Graduate Division at least eight weeks in advance of the beginning of the quarter. Packets will be routed for additional review and endorsement as required:

Dean, Graduate Division: Academic Probation, four or more quarters beyond time to degree, employment beyond 15 quarters

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

College Dean or Academic Personnel: final approval

- B. Appointment packets should include the following:
 - Associate Appointment Form

- UCSB Biography form with initial appointment in department
- Teaching Evaluations -ESCI from the following:
 - Appointee's three most recent quarters as TA
 - Appointee's ESCIs from any offerings as TA of the same course as the proposed Associate appointment
 - All courses taught as an Associate
- Graduate transcript
- Current CV
- Course Syllabus
- Request for Exception to Employment Policy Form, if applicable

D. Appointees shall be notified in writing of their appointment. The written notice of appointment shall include all information required by Article 2 of the Memorandum of Understanding as well as appropriate supplemental documentation. Sample letters are available on the Academic Personnel web site at:

<https://ap.ucsb.edu/resources.for.department.analysts/graduate.student.appointments/>

C. Any changes to the appointment must be communicated to the appointee in writing.

V. Compensation

- A. Individuals appointed to this title are compensated at an on-scale rate within the published "Associate" Salary Scales (Table 19) at the 1/9th rate.
- B. Salaries are subject to range adjustment.
- C. A graduate student who is appointed as an Associate for 25% time or more during an eligible academic quarter will qualify for partial fee remission and payment of student health insurance.

VI. Approval Authority

Action

Authority

All Actions

Dean, with appropriate approvals of exceptions as noted in IV.A and Red Binder IV 1, III.c.