

Student Academic Titles, Part II

2019 Summer Appointments

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Areas of Difference

- Job Codes
- Campus-wide posting
- Employment eligibility
- Approval authority & process
- Compensation
- Benefits
- Workload hours
- Description of Duties form
- Appointment dates
- UCPath entry
- Payroll

Job Codes

- 1507 Associate, Non-Gship
- 2311 Teaching Assistant, Non-Gship
- 2851 Reader, Non-Gship
- 2280 Remedial Tutor I, Non-Gship
- 2290 Remedial Tutor II, Non-Gship

Campus-Wide Posting

The university is required to post the number of expected ASE positions for summer by **February 1**.

Employment Eligibility

- Must be enrolled in the minimum number of units the spring quarter immediately **preceding** the summer term.
(Possible exception for a student on a personal leave spring quarter.)
- Enrollment in the summer term is not required.
(Unless required condition of exception.)
- No limitation on quarters-of-service.
- Can be employed up to 100% without Graduate Division approval.

Employment Eligibility (cont.)

New Graduate Students

If the student is a new admit for Fall, 2019, he/she must already be enrolled in (full time) graduate units for **fall** quarter.

Approval Authority

- Neither Graduate Division nor divisional Dean approval is required for TA or Associate appointments; however,
- **Academic Senate approval** is required when:
 - an Associate is assigned to teach a **graduate-level course** (Graduate Council); or,
 - an Associate is assigned to teach an **upper-division course** (Committee on Courses and General Education [CCGE]).

Approval Process

- Requests sent to either Graduate Council or CCGE need to follow Red Binder format for Associate appointment packets (RB IV-3):
 - Associate Appointment Form - **Summer Sessions version**
 - Academic Biography form
 - Teaching evaluations
 - Graduate transcript (unofficial)
 - Current CV
 - Course syllabus

Approval Process (cont.)

Office of Summer Sessions is responsible for:

- Checking employment eligibility:
 - Spring quarter enrollment (or summer enrollment if required)
 - Credentials (i.e., MA/MS or Advancement to Candidacy) if Associate
 - Employment in excess of 100%
- Generating and sending offer letter
- Approving exception for Associate or TA appointment when not enrolled spring quarter

Approval Process (cont.)

- Students on **Filing Leave of Absence** during spring quarter:
 - Status can be extended to the summer term; however,
 - To hold an academic appointment, the student must be **enrolled in 4 units** (minimum) during summer.
 - Remember: there's **no fee remission** in summer so the student is responsible for paying all fees.

Approval Process (cont.)

- Conditions for Associate/TA **exception**:
 - Department has shown good-faith effort to find qualified instructor that is eligible.
 - Appropriate reason for not enrolling in spring quarter (e.g., medical leave, parental leave, etc.)
 - Student is in good standing with home department.
 - Student is making timely progress towards degree and is within normative time.
 - **Student is enrolled in 4 summer or 8 fall graduate units.**

Compensation

Teaching Assistants

- Per the contract (Article 24, Section A), salary is based on **calculating the hourly rate** for TAs during the academic year **multiplied by 120 hours.**
 - This establishes the salary for a 50% appointment.
 - Salary for any other percentage is derived from this calculation.

Compensation (cont.)

Associates

- Salary for teaching a 3-5 unit course is **8.5% of annual** from Associate scale.

- Tiered salary structure for Associates from current scale:
 - Summer 2019 Associate annuals are:

• Not Advanced	\$50,200	(95% into the range)
• Advanced	\$52,842	(top of the range)

Terms & Conditions of Employment

- Appointment security
- Workload hours
- Appointment percentages
- Description of Duties
- Benefits

Appointment Security

- A summer appointment can be rescinded prior to the **second** class meeting, if the course is cancelled.
- A department can reassign an ASE to other duties (e.g., another course), but it must be:
 - at the same percentage of the original assignment.
 - in the same session.

Workload Hours & Percentages

- The workload provision states that the maximum workload for a 50% TA appointment is 120 hours, regardless of session length.
- This provision acts as the reference point to establish the percentage for all summer TAships.

Examples:

25% TAship is 60 hours.

33% TAship is 72 hours.

75% TAship is 180 hours.

Workload Hours & Percentages (cont.)

Teaching Assistants

The provision limiting hours of assigned work to eight (8) hours per day applies to summer appointments regardless of appointment percentage or session length.

Workload Hours & Percentages (cont.)

- The workload hours provision does not apply to Associates because they are the Instructor of Record for the course.
- The appointment percentage is determined by the unit value of the course to be taught:
 - Teaching a **3-5 unit** course is considered a **50%** appointment.
 - Teaching a **2-unit** course is considered a **25%** appointment.
 - Teaching a **1-unit** course is considered a **12.5%** appointment.

Description of Duties

Teaching Assistants

The **summer version** of the Description of Duties form is located on the Summer Sessions website:

<http://www.summer.ucsb.edu/faculty-and-staff-information>

Associates

The Description of Duties form is not required for Instructors of Record.

Benefits

- Fee remission: None
- Gaucho Health Insurance (GHI): coverage continues from Spring quarter.
- Paid Leaves: Short-term and long-term family-related leaves **are** applicable.

Benefits (cont)

- Child Care: Up to \$1100 may be reimbursed for expenses incurred during the appointment period.
 - Minimum 25% appointment
 - Must be enrolled in the preceding and succeeding quarter to the summer term employed
 - Has a qualified dependent
 - Deadline to submit claim is last day of fall quarter
 - Office of Summer Sessions processes the claim

UCPath & Appointment Dates

- UCPath entry is done by the Office of Summer Sessions
 - FTE will be listed as 0.0000 because summer salary is paid as a flat rate
- Appointment start dates are the same as the sessions' start dates.
- Appointment end dates have been standardized to the Friday following the end of the sessions.

Payroll

- Payroll dates are tied to the session taught:
 - All ASE appointments will have 1 payout per session, regardless of session length.
 - The **proposed** date will be listed on the ASE's appointment letter.

- The Summer 2019 payroll schedule is posted on Summer Sessions website:

<http://www.summer.ucsb.edu/faculty-and-staff-information>

Payroll (cont.)

Reminder:

- Salary is subject to **retirement (known as Safe Harbor) & Medicare deductions** when not enrolled in the minimum number of units.

- Information about the Safe Harbor Program can be found at

<https://ucnet.universityofcalifornia.edu/forms/pdf/retirement-savings-program-information-for-safe-harbor-participants.pdf>

Resources

- Forms and reference documents specific to summer
- Help Center (FAQ list) regarding summer employment

<http://www.summer.ucsb.edu/faculty-and-staff-information>

- Summer Academic Personnel or Payroll Questions:
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