Student Academic Titles, Part 2
Summer Session Teaching Appointments 2021
Areas of Difference for Summer Appointments

- Job Codes
- Campus-wide posting
- Employment eligibility
- Approval authority & process
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- Description of Duties form
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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** (UAW Contract Article 25, E.)
**Employment Eligibility**

- Students 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.
New Graduate Students:

If the student is a new admit for Fall, 2021, 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 - can be found on the AP website “ASSOCIATE APPOINTMENT FORM (SUMMER SESSIONS)”.
- 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

- UCPath hiring and pay
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 to spring enrollment:

- 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 - Associates

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

Smaller unit courses, or co-taught courses, are prorated.

- Summer 2021 Associate annuals are:
  - Not Advanced = $53,258 (95% of the top of the scale)
  - Advanced to Candidacy = $56,061 (top of the scale or Step 9)

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
Terms and Conditions of Employment - TAs

Workload Hours and 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.
Terms and Conditions of Employment - TAs

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

- 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:

https://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.
Child Care: Up to $1,100 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
- Has a qualified dependent
- Deadline to submit claim is last day of fall quarter
- Office of Summer Sessions processes the claim for Associates and Teaching Assistants
UCPath

- UCPath entry is done by the Office of Summer Sessions for Associates and TAs
  - 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 2021 payroll schedule is posted on Summer Sessions website:
  - [https://www.summer.ucsb.edu/faculty-and-staff-information](https://www.summer.ucsb.edu/faculty-and-staff-information)
• Salary is subject to retirement (known as Safe Harbor) & Medicare deductions when not enrolled in the minimum number of units.

• Certain F-1 and J-1 visa holders are exempt from Safe Harbor

• Information about the Safe Harbor Program can be found at

• https://ucnet.universityofcalifornia.edu/forms/pdf/defined-contribution-plan-summary-description.pdf
Resources

Forms and reference documents specific to summer 
https://www.summer.ucsb.edu/faculty-and-staff-information

Summer Academic Personnel or payroll questions can be directed to Anne Croff at a.croff@summer.ucsb.edu