Student Academic Titles, Part II

2018 Summer Appointments

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Areas of Difference

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

- 1507 Associate, Non-G ship
- 2311 Teaching Assistant, Non-G ship
- 2851 Reader, Non-G ship
- 2280 Remedial Tutor I, Non-G ship
- 2290 Remedial Tutor II, Non-G ship
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 previous spring quarter. (Possible exception for a student on a personal leave spring quarter.)

- Enrollment in the summer term is not required. (Could be required as 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, 2018, 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)
- 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).
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 graduate units.**
Compensation

Teaching Assistants

- Per the contract, 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 is 8.5% of annual from Associate scale

- Tiered salary structure for Associates from current scale:
  - Summer 2018 Associate annuals are:
    - Not Advanced $48,737 (95% into the range)
    - Advanced $51,302 (top of the range)
Terms & Conditions of Employment

- Appointment security
- Workload hours
- Appointment percentages
- Description of Duties
- Benefits
Appoinment 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.
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.
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
- Child care: Up to $900 may be reimbursed
  - 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
PPS & Appointment Dates

- PPS entry is done by the Office of Summer Sessions.

- 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.

- An additional distribution will be entered with the BYH dos code to account for the ACA reporting requirement.
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 2018 payroll schedule is posted on Summer Sessions website (http://www.summer.ucsb.edu/faculty-and-staff-information).
Payroll (cont.)

Reminder:

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

- IRS minimum in summer:
  - Grads-2 units
  - UGs-4 units
In anticipation of UC Path...

- Summer appointments will continue to be prepared and processed by Summer Sessions.

- Specific process has yet to be determined.

- Most of Summer 2018 appointments and payroll are likely to be entered via PPS.
Resources

- Forms and Information Sheets
  
  [http://www.summer.ucsb.edu/faculty-and-staff-information](http://www.summer.ucsb.edu/faculty-and-staff-information)

- Summer Academic Personnel Questions:
  - Denise Belanger, d.belanger@summer.ucsb.edu
  - Jennifer Blakemore, j.blakemore@summer.ucsb.edu

- Payroll:
  - finance@summer.ucsb.edu