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.
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.
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:
  
  - Denise Belanger, d.belanger@summer.ucsb.edu
  - Anne Croff, a.croff@summer.ucsb.edu