Student Academic Titles, Part II

2020 Summer Appointments
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, 2020, 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 a *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 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 (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: $51,706 (95% into the range)
    - Advanced: $54,428 (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:

[https://www.summer.ucsb.edu/faculty-and-staff-information](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.
Benefits (cont)

- 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 employed
  
  - 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 & 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 2020 payroll schedule is posted on Summer Sessions website:

  https://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
  https://www.summer.ucsb.edu/faculty-and-staff-information
- Summer Academic Personnel or Payroll Questions:
  Anne Croff, a.croff@summer.ucsb.edu or 893-7207