

POLICY FOR ASSOCIATES-IN TO TEACH UPPER DIVISION COURSES

A. APPLICABILITY OF ASSOCIATES-IN

1. The appointment is not intended as a means of graduate support or as a regular means for replacement of faculty.
2. The appointment either
 - a. provides an opportunity for undergraduate students to benefit from the unusual talents or unique expertise of advanced graduate students, or
 - b. is used as a substitute for a faculty appointment **only** when it is impossible to make an appropriate temporary faculty appointment, or
 - c. provides graduate students with an opportunity to obtain supervised teaching experience within his or her field of expertise (providing that the course material is not so narrow as to be inappropriate for undergraduate education).

B. QUALIFICATIONS REQUIRED

3. A student proposed for appointment must have demonstrated expertise in teaching.
4. A student proposed for appointment must have specialized training in the subject matter.
5. A graduate student must have advanced to candidacy at UCSD prior to submission of the request for appointment to Associate-In.
6. A graduate student must be selected to teach in an area closely related to the area of his or her primary expertise (such as their specific field of research or creative activity).
7. The candidates for Associate-In appointments must have at a minimum either:
 - a. successfully served (as evidenced by evaluations on file) as Teaching Assistants in the department or program area in which they would be appointed as Associate-In, or
 - b. successfully completed specialized training in instruction (such as that provided by the Center for Teaching Development).

C. OVERSIGHT AND MENTORING

8. Courses taught by Associates-In must have been approved by CEP. Normally these courses will have been taught at least once by UCSD tenure track faculty, but exception can be made for Topics-in courses.
9. The department chair or program director or a faculty designee (who has previously taught the course) will be responsible for oversight of an appointed Associate-In and will be required to act as a mentor to the student. The mentor will:
 - a. provide assistance related to subject matter and instruction;
 - b. meet with the Associate-In at regular intervals during the term;
 - c. observe the Associate-In in the classroom during the term to provide helpful criticism and assistance; and
 - d. at the end of the quarter, submit to CEP, through the department chair or program director, a written assessment of the Associate-In's teaching performance. Failure to comply with this policy requirement will result in future Associates-in requests not being considered by CEP.

D. LIMITATIONS ON SERVING

10. No graduate student will be allowed to serve as Associates-In more than three times during their tenure at UCSD, or for more than one course (at a maximum of 6 units) in a single quarter (not counting summer session).
11. The limit on upper division Associate-In appointments in any academic year will be 10% of the upper division courses (not including 197, 198, or 199 courses) taught in the department or program during the **prior** year.

E. DEADLINES FOR APPLICATIONS

12. Applications must have been received in the Academic Senate Office 4 weeks prior to the start of the quarter in which a course is to be taught.