Tasks Related to Summer 2021 ASE Appointments

	Task	Summer Sessions	Department
Associates/TAs	Generates appointment (offer) letter (with copy to hiring department).	x	
	Prepares Description of Duties form for Teaching Assistants. [3, 7]		x
	Prepares packet for Graduate Council or CCGE approval (if needed).[6]		x
	Facilitates required Oath agreement (if needed).	x	
	Facilitates required visa documentation (if needed).	x	
	Checks Associate/TA eligibility for employment **including Spring qtr. enrollment**.	x	x
	Enters job(s) and payroll into UCPath.	x	
	Generates supplemental letter(s).[1]		x
	Notifies Associate/TA of changes to days/times/location of course.		x
	Notifies Associate/TA if course is cancelled.	x	x
	Ensures maximum workload hours are not exceeded. [5] 50% appointment = **120 hours** 25% appointment = **60 hours**		x
	Ensures that workload hours do not exceed eight (8) hours per day.		x
	Provides training (if needed) and/or mentoring.[2]		x
	Informs faculty of contract requirements regarding ASEs.[3]	x	x
Readers/Tutors	Processes the ASE Child Care Reimbursement form	x	
	Generates appointment (offer) letter (if needed).		x
	Prepares Description of Duties form. [3]		x
	Prepares required Oath agreement (if needed).		x
	Facilitates required visa documentation (if needed).		x
	Generates supplemental letter(s) (if needed).[1]		x
	Checks eligibility for employment.		x
	Notifies Reader/Tutor if course is cancelled.		x
	Enters job(s) into UCPath.[4]		x
	Provides training (if needed).[2]		x
	Ensures that hours specified in the job are not exceeded and/or maximum workload hours are not exceeded (see above).		x
	Ensures that workload hours do not exceed eight (8) hours per day.		x
	Informs faculty of contract requirements for ASEs.[3]	x	x

[1] Supplemental correspondence for Associates, TAs, Readers, and Tutors generated by department can include (but not limited to):
- Days/times of course (reiterated or changed) plus course, discussion section, or lab location.
- Reassignment to another course.

[2] It's assumed that in most instances departments will draw upon ASEs that have been previously trained; however, they may wish to be mentored by faculty during their teaching assignment. Departments are expected to make available faculty to act in this capacity. For first-time Associates, STIA (Summer Teaching Institute for Associates) is offered through the Office of Instructional Consultation for orientation to this new role.

[3] The *Summer Instructor Handbook* provides information regarding administrative, academic and employment issues including contract requirements for those instructors supervising Academic Student Employees (ASEs). Departments are asked to reinforce this information particularly with visiting faculty who are unfamiliar with the terms and conditions under which ASEs work at UCSB. It is located at http://summer.ucsb.edu/faculty-staff .

[4] Assumes the department has received an allocation for Reader and/or Tutor support from the EVC. Note: Summer Sessions will audit expenses post summer to ensure that expense does not exceed allocation.

[5] Appointment percentages are not limited to those listed here. For assistance to calculate a different percentage, contact Anne Croff (a.croff@summer.ucsb.edu) in Summer Sessions.

[6] Using the Associate Appointment Form (Summer Sessions) form (https://ap.ucsb.edu/), address the appointment packet to Tengiz Bibilashvili, Chair, CCGE, and send the appointment packet **directly** to Academic Senate (not Graduate Division) no later than 6 weeks prior to the start of the summer term. For appointments to teach graduate-level courses, please use the Request for the Approval of Graduate Instruction form.

[7] The summer version of the Description of Duties form for Teaching Assistants (both L&S and generic) is available on the Summer Sessions website.