

Tasks Related to Summer 2008 ASE Appointments

	Task	Summer Sessions	Department
Associates/TAs	Generates appointment (offer) letter.	x	
	Prepares Description of Duties form for Teaching Assistants. ^{3,7}		x
	Prepares packet for Graduate Council or CUAPP approval (if needed). ⁶		x
	Facilitates required employment documents (if needed).		x
	Facilitates required visa documents (if needed).		x
	Checks Associate/TA eligibility for employment.	x	
	Enters appointment(s) into PPS.	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	
	Insures maximum workload hours are not exceeded. ⁵ 50% appointment = 120 hours 25% appointment = 60 hours		x
	Insures that workload hours do not exceed eight (8) hours per day.		x
	Provides training (if needed). ²		x
	Informs faculty of contract requirements regarding ASEs. ³	x	x
Readers/Tutors	Seeks Reader funding from control point for specific course(s).		x
	Generates appointment (offer) letter.		x
	Prepares Description of Duties form. ^{3,7}		x
	Prepares required employment documents (if needed).		x
	Facilitates required visa documents (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 appointment(s) into PPS (on department account). ⁴		x
	Provides training (if needed). ²		x
	Insures that hours specified in appt. are not exceeded and/or maximum workload hours are not exceeded (see above).		x
	Insures that workload hours do not exceed eight (8) hours per day.		x
	Seeks reimbursement of Reader salaries from Summer Sessions (up to the approved limit). ⁴		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, the STIA (Summer Teaching Institute for Associates) offered through the Office of Instructional Consultation, continues to be available for first-time Associates. For more information on STIA, go to www.oic.id.ucsb.edu/Services/STIA/index.html.

³ Summer Sessions provides summer faculty with a handbook which includes contract requirements for those instructors supervising Academic Student Employees (ASE). 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.

⁴ Assumes the department has received an allocation for Reader support from their control point.

⁵ Appointment percentages are not limited to those listed here. For assistance to calculate a different percentage, please call Denise Belanger, x7873 or James Dennis, x5940 in Summer Sessions.

⁶ Using Red Binder (IV-3.C) format, address the Letter of Recommendation to W. King, Chair, CUAPP and send packet **directly** to Academic Senate (not Graduate Division) no later than 5 weeks prior to the start of the summer term.

⁷ The summer version of the Description of Duties form is available on the Summer Sessions website, www.summer.ucsb.edu; click on "For UCSB Staff."