

HUMANITIES DOCUMENT INVENTORY FOR APPOINTMENT
TO THE ASSOCIATE IN AND TEACHING FELLOW TITLES

Name: _____

Department/Program/College: _____

Proposed Title: _____

Proposed Salary Rate (annual) \$ _____ / (actual) \$ _____

Begin & End Dates of Appointment: _____ Percent Time: _____ %

Account Number(s)/Name(s): _____

Special Funding Conditions, if any: _____

Quarters of Service at UCSC in GSI title (TA, AI or TF): _____

U.S. Citizen? Yes No If No, list visa type: _____ Exp date of visa: _____

Sponsoring agency: _____
(if other than UCSC)

SUBMIT ONE SET OF THE FOLLOWING DOCUMENTS TO THE DEAN'S OFFICE:

___ Department/Program/Provost letter recommending appointment addressed to the Dean

_____ **Faculty Mentor Signature agreeing to oversight and mentoring**

- a) oversee course description, reading list, and final grades and evaluations;
- b) review last three sets of student evaluations for the appointee and meet prior to the beginning of the course to discuss any issues.
- c) meet with GSI prior to instruction to discuss course content, pedagogy, logistics, tests and assignments, grading and evaluation, faculty code of conduct;
- d) conduct one class visit, and follow-meeting with GSI, during first two weeks of quarter
- e) be available to discuss matters related to the course throughout the quarter;
- f) supervise any TAs associated with course, including providing final TA evaluation (graduate students cannot supervise or evaluate other graduate students)

___ Updated Curriculum Vitae

___ Teaching Evaluations (if available)

___ CEP Supplementary Sheet (required for all upper division courses and for lower division courses if the graduate student has not advanced to candidacy or does not have the two years or equivalent experience as a teaching assistant)

Campus address for appointment letter: _____

CONTACT HUMANITIES HR OFFICE FOR CURRENT SALARY SCHEDULES

For HR Office Use Only

Date file received from Unit: _____

Revised 11/10