New Faculty and Visitors Handbook

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1. Introduction

1a.
The University of California Office of the President maintains a general Faculty Handbook applicable to all UC campuses. It can be found on-line at:
http://www.ucop.edu/acadadv/acadpers/handbook/
While it is written primarily for ladder rank faculty many sections are applicable to non-Senate faculty and other academic appointments. Topics covered include:

- Key features of the university
- University governance and administration
- Teaching and student relations
- Grievances
- The UC Libraries

… and many areas relating to appointment and advancement, research, benefits and privileges etc.

1b.
General information is also available at:
http://www.ucsd.edu/faculty.html
This covers:

- Academic units
- Faculty groups
- Campus services
- Policies
- Student support
- Additional resources
- Local information

1c.
The rules and regulations and all department listings can be found in the General Catalog, available on-line:
http://www.ucsd.edu/catalog/

1d.
The academic and administrative calendar is available at:
http://registrar.ucsd.edu/ver2/academics/calendars/calendars.html

1e.
A full list of UCSD Academic Senate educational policies and procedures can be found at:
http://www-senate.ucsd.edu/epg.htm

2. Information especially for new faculty and visitors

2a. Overview

1. UCSD has a 10 week quarter – it is very fast-paced, particularly if you are not used to this system. We try to cover the equivalent of a semester's worth of material in 10 weeks.

2. The students are often not as prepared as you expect they may be and may need review before too much new material is covered.

3. The Undergraduate Affairs Office – The Front Desk, staffed by Holly Proudfoot and Scott Rollans, is the main point of contact for administrative requests and general course related questions. You would go to them for:
    a. Issues regarding your classes; enrollment etc
    b. Access to TritonLink – the UCSD Student/Class Information site. From here you can download class rosters, see photos of enrolled students and email a class list.
    c. Textbooks
    d. TA allocations
    e. Sample syllabi hard copies; also available at http://www.math.ucsd.edu/ - under "Resources – Course Syllabi"
    f. Incompletes, special exam requests, overflow exam rooms etc

4. Your sponsor is a good source for course history and more academic questions. It is their responsibility to help you obtain the information and materials you need to perform your duties.

5. Main Administrative Deadlines are:
    a. End of 2nd week to add classes
    b. End of 4th week to change grading option or drop without penalty
    c. End of 9th week to drop with a "W"

2b. Classes

1. Undergraduate Math classes are almost always scheduled to meet for 50 minutes each Monday, Wednesday, Friday with a discussion section met by a teaching assistant (TA). Lower division sections are scheduled on Tuesday or Thursday.

2. All lower-division courses (3C through 20F) must have an active web page presenting (at minimum) the following information:
    a. Instructor contact information (office location, phone, email)
    b. Office hour information
    c. Grading policy, including the weighting of the various components
    d. Date of exams

    Other useful information to provide students (either on the course web page, or a class hand-out, or both) includes:

a. A syllabus at the beginning of the quarter
b. What you believe a student should know before starting this class
c. Homework expectations

3. Typically a class has two midterms and a final. Students appreciate the first midterm to be before the end of Week 4, the last opportunity to drop a class without a "W" being assigned.

4. Schedule of Classes is available at: https://www-act.ucsd.edu/cgi-bin/blink.pl/3/faculty/schedule_of_classes.pl

5. Be on time to class. Locate and inspect the room(s) you have been assigned prior to the first day of class. Most lecture halls are electronically fully equipped.

6. Use a microphone, particularly in the bigger classrooms. Wireless Microphones are installed in all large lecture rooms.

7. Do NOT sign Add/Drop cards. Students add/drop/wait list etc through an on-line registration system, WebReg. (Exception: extension students if space available)

8. Late Adds after the 2nd week of the quarter can only be approved under specific circumstances. Please consult with the Front Desk if such an occasion arises.

9. Do not leave town during finals. Completed grade sheets are due at the Front Desk by noon of Tuesday the week following finals. Absences require prior permission from the Chair and another instructor must cover the class.

10. About 3 office hours per week are expected from the lecturer. Students appreciate additional office hours in exam periods.

2c. UCSD Policy on Integrity of Scholarship
The policy itself can be found at:
http://www-senate.ucsd.edu/manual/appendices/app2.htm, but in brief is as follows:

1. When you find a suspected case of cheating, report it to the new Academic Integrity Coordinator (AIC), Dr. Tricia Bertram Gallant, (858-822-2163; email: aic@ucsd.edu).
2. The AIC will report your case to the Dean of Student Affairs of the appropriate college, who will contact you to discuss the evidence, possible consequences for the student, and procedures
3. You, of course, can meet with the student yourself to discuss the issue, but don't have to.
4. The Dean of Student Affairs will arrange to meet with the student. If the student accepts the charges, you are finished, except for assigning whatever grade you think is appropriate.

5. If the student decides to contest the charges, either you (or if you prefer, the AIC) will appear at a formal hearing where both sides of the case will be presented. The Hearing Board will decide based upon the "preponderance of the evidence".
6. Please note that throughout this process only instructors have the right to bring or drop charges of academic dishonesty, and to assign the grade. The Council of Deans imposes any administrative sanction (e.g., probation or suspension).

2d. Teaching Assistants and Graders

Duties and Responsibilities For Teaching Assistants – John Eggers
The demands on a teaching assistant may vary from one professor and course to another; however, the workload should not exceed 20 hours per week on average and should normally range between 10 and 12 hours per week, unless there is an exam scheduled. Here is an approximate outline of a teaching assistant's workload in a lower division course during a typical week:

Conduct discussion sections	4 hours
Hold office hours	4 hours
Prepare for sections and office hours	2 hours
Meet with instructor	½ hour
Maintain records	½ hour

A more detailed set of instructions to TAs is provided below.

Meet with the instructors of the courses in which you will assist. Do this BEFORE the first lecture. Discuss office hours, syllabi, duties, etc. It is recommended that you set up a weekly meeting time with your instructor. You will find that everything runs more smoothly if you meet with the instructor on a weekly basis, if even for just a couple of minutes.

Conduct discussion sections. Here are some general guidelines for conducting successful discussion sections:

a) Sections provide a chance for students to ask questions and get feedback, which is not easily done in a large lecture. Generally, a TA is expected to go over homework and exam problems with students. This is an opportunity to demonstrate concrete applications of principles covered in class. The focus should be on the ideas behind the problems, with less emphasis on details of calculations and mechanical procedures. Encourage students to think about the methods they use, advantages of alternative methods, ways to check their answers, and the effect on a problem of changing the conditions.
b) Make sure the students can hear you clearly. Ask the class for quiet if necessary. Your presentations on the board should be neat and orderly. This is hard to judge near the board, so occasionally step back to get the students' perspective. Make frequent eye contact with the students.

c) Maximize student input. Ask the students what they like and dislike, to help you determine what is useful to them. Encourage questions—ask some of your own if students don't! Getting students to participate and do problems at the board is also encouraged. Although efficiency may be sacrificed, the students will learn from each other's mistakes. They will become more involved and less likely to simply copy down what you put on the board without understanding it. Furthermore, they will learn how to explain their reasoning clearly, using proper mathematical language.
d) If the first lecture of the quarter is on a Friday, sections do not meet on the previous Thursday; similarly, if the first lecture is on a Wednesday, sections do not meet on the previous Tuesday. If the first lecture is a Monday, ask the instructor whether sections should meet that week.

Make arrangements to cover absences. Being absent from your duties as a TA is only justified in the case of a math-related activity (such as presenting a paper at a meeting), or a family emergency. Your students depend on the relationship they have with you as their TA and expect that you will be available for them throughout the quarter. In the event that you are unable to conduct your discussion (or computer lab) sections, it is *your* responsibility to notify the instructor and arrange for another TA to cover your sections. If you will be absent for four (4) or more days, you must submit a graduate student departmental leave form (see enclosure); this also applies to absences at the beginning of a quarter. *Failure to obtain approval via a leave form could result in your pay being withheld for the period of the absence.*

Meet regularly with the instructor. As mentioned above, it is advisable to meet weekly with the instructor. These meetings should be brief; they often last less than 15 minutes. Regular meetings help you and the instructor to stay in touch and resolve problems promptly. Try to set up a regular meeting time with the instructor at the beginning of the quarter. As a minimum, you should stay in regular contact with the instructor via email.

Attend the instructor's lectures, if asked. Some instructors may ask you to attend lectures. Attending the lecture once per week should suffice for lower division courses, although it may be advisable to attend more often in an advanced upper division course since doing so could save on preparation time. It is useful to attend lectures occasionally in any case, since doing so allows you to see the instructor's style and perspective on the course material.

Prepare thoroughly for office hours and section meetings. Get the homework problems as soon as possible from the instructor. Be sure you can do all of them ahead of time, using the methods and notation presented in class and in the textbook. The textbooks for many classes, including the calculus sequences, have instructor solution manuals available; you may check these out at the Front Desk.

Hold office hours. You should allow a minimum of one (1) hour per lower-division section and two (2) hours per upper-division section. In some calculus classes, an hour in the calculus lab can replace an office hour. Do not schedule office hours during the lecture. Consult the instructor to ensure that the instructor's hours do not conflict with

yours, in order that students have a wide choice of hours to seek help. Some students, for example, have jobs and cannot attend morning office hours. Overflow rooms are available when office hours become too crowded. You might choose to hold extra office hours on exam weeks. You may also reserve a classroom through the Front Desk for review sessions.

Prepare homework and exam solutions. Many instructors like to have homework and exam solutions available on the web or at Soft Reserves. Make sure photocopied solutions are clear and legible. Be aware that pencil and certain pen colors do not photocopy well.

Keep records. Keep all the records for the students in your sections, even if the class has a Grader for homework. Do a careful job, following the instructor's procedures closely. You are encouraged to keep records in Microsoft Excel, which is available on the PCs and Macs in our computer labs. Save your records to the departmental file server (euclid). The front desk will, upon request, email you a roster in Excel format. Always keep current paper copies of your records in addition to the digital copies, and periodically give copies to the instructor. It is advisable to retain these records for one year, one for yourself as well as a copy for the instructor. This practice will prove valuable in the event a grade is appealed or a student asks for a letter of recommendation after completing the course. University policy requires that unclaimed examination papers be kept for one quarter. If your course has a Grader, promptly leave homework in an envelope in the Grader's mailbox so it can be returned quickly. Even if Graders are responsible for keeping homework or quiz records, be certain that they give you copies of them periodically during the quarter.

Proctor exams. Proofread exams for mistakes. Know whether students are allowed to use notes or a calculator during an exam. Arrive early at the exam location and make sure the students are seated with spaces between them. Normally you may answer questions during an exam to clarify the meaning of the problems but not to assist students in solving them. Watch out for cheating! Ask the instructor what specific procedures you should follow if you suspect cheating. Tell the instructor if you feel that you need the help of additional proctors in a large class. The Front Desk can help with such arrangements.

Grade. In a large course, some exams may require up to 20 hours to grade. Consult the instructor for guidelines on how exams should be graded. Work from your own (or the instructor's) solutions and design a tentative grading scale for each problem. It is extremely important to be consistent on grading from one student to another. In some upper division courses, you may also be asked to grade homework. If your class has Graders, you should make sure that their grading is done in an effective and timely manner.

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Confidentiality. Federal and State laws and University policy provide important safeguards for maintaining the confidentiality of student records. As a TA, you are responsible for protecting the confidentiality of students' work. Consequently, students

should be informed that homework and examinations can only be picked up from their TA during posted office hours and will never be left in hallways for students to pick up. Neither may students' scores or grades be posted in public places unless names are coded so that individual students cannot be identified. Posting grades using student ID numbers is not permitted. TAs are expected not to discuss individual students' academic work with persons other than the faculty member and other TAs teaching the course.

Interaction with instructor and students. Look for areas in which you can contribute to the class and offer your help when needed without waiting for the instructor to provide directions. Meet with the instructor weekly (or at least periodically) throughout the quarter and always stay in email contact. It is important that the instructor knows how to contact you if you must leave town for a few days. You can provide valuable feedback on students' understanding of the course material. Take a personal interest in your students. Often you can be more helpful to them than the instructor because you have a more recent experience of what it is like to be in the students' shoes.

Final Exams. At the end of the quarter you will have to grade final exams and probably compute weighted total scores on all course assignments for every student. Do an extremely careful job as the instructor will take your figures for granted when assigning letter grades. Many instructors will expect statistical information such as mean scores and distributions. You may also be asked for input in deciding the grades since you will know many of the students better than the instructor. You are expected to be constantly available to the instructor for consultation until final grades are turned in (usually Monday or Tuesday during the week after final exams). Even if the instructor gives you permission to leave town earlier, stay in constant contact until the instructor confirms that all desired data from you has been received. Confirmation is important: There have been incidents where the TA emailed a file and then left town, but the file was never received.

Evaluation. Department policy stipulates that the instructor of every course you TA complete an evaluation of your performance at the conclusion of every quarter. These are kept permanently in your student file for future reference by Department faculty and administration. Instructors are expected to comment on your strengths and weaknesses as a TA, and to say whether they would accept you as a TA again. Faculty are encouraged to visit your sections to assist them in providing these evaluations.

Training. Every first-time graduate TA is required to attend the department's training program run by the Faculty TA Training Advisor and the graduate student Senior TA. This program consists of six meetings held over the academic year as well as observations of your sections by the Senior TA.

Resources. You are encouraged to consult with the Senior TA (http://www.math.ucsd.edu/~seniorta/), Faculty TA Training Advisor, Graduate Vice Chair, other TAs, and/or the Center for Teaching Development (http://ogs-ctd.ucsd.edu/) for help, advice, or assistance in resolving problems or conflicts that may arise in your job as a TA. The department cares about your success as a TA!

John Eggers (Fall 2005) *TA Training Faculty Advisor*

2e. Grading

Your TA(s) will take care of grading your exams (although you would be welcome to assist them) and a graduate or undergraduate grader will grade the homework or quizzes. Of course you, as the instructor, will set the grading scale that determines what level of performance is required for a particular letter grade. The Department maintains historical grade data, table (follows), that you may use as a guide. Please avoid deviating too far from the norm.

GPA Averages & Grade Distribution, FA99 - present

Course	GPA Ave	% A	% B	% C	% D	%F
10A	2.63	23	33	31	8	5
10B	2.70	26	35	27	7	5
10C	2.81	30	34	28	5	4
20A	2.59	22	34	32	6	6
20B	2.68	24	35	31	5	5
20C	2.71	25	34	31	5	5
20D	2.79	29	36	27	5	4
20E	2.72	26	34	30	6	4
20F	2.70	24	37	30	6	4

2f. Policy on Examinations

- The UCSD Academic Policy on examinations can be found at: http://www-senate.ucsd.edu/committees/cep/policychanges/midterm.htm
- The Department expects that you will be present during the administration of each of your exams. TAs should also be present to help proctor the exam.
- You should put in place measures to guard against cheating, ie multiple versions of your exam, checking student IDs. Discuss strategies with you sponsor or other department members.
- You are responsible for providing:
    - final course grades for your courses
    - your sponsor with a copy of final course grade sheet

  Your faculty sponsor is responsible for handling any incompletes or other unfinished business associated with your courses before you leave.

2g. Policy on Students with Disabilities

- The UCSD policy on students with disabilities can be found at: http://www-senate.ucsd.edu/manual/Appendices/app3.htm
- Contact Holly Proudfoot at the Undergraduate Affairs Office for assistance in accommodating such students

2h. Exam Printing

- Please send requests (for the printing of exams, quizzes and instructional material) to printing@math.ucsd.edu at least three days prior to the date needed.
- The department cannot guarantee you will have your materials on time if the request is submitted with less than three days notice. Alternatively, you can make the copies yourself using the copier in 7409 with the appropriate index, or you can go to an Imprints location and deliver your order in person. A list of Imprints locations can be found online: http://blink.ucsd.edu/facilities/services/imprints/locations.html

2i. Resources

- Graduate Vice Chair – Mark Gross (Fall), Ron Evans (Winter/Spring)
- Undergraduate Vice Chair – Ian Abramson
- Visitor Liaison and Calculus Coordinator – John Eggers
- Undergraduate Affairs Office (APM 7018) – textbooks, room allocations, TritonLink access, TA and grader allocation etc
- Administrative staff in Room 7409 – chalk, exam duplication, stationery etc