

Subject: ANNUAL REQUEST from GEPA
Date: Wednesday, August 16, 2023 at 2:23:24 PM Pacific Daylight Time
From: Dean of Grad Ed & Postdoc Affrs
To: Dean of Grad Ed & Postdoc Affrs
Attachments: image003.jpg
DATE: August 16, 2023

TO: GRADUATE DEPARTMENT AND GROUP CHAIRS
GRADUATE PROGRAM ADVISORS
GRADUATE PROGRAM COORDINATORS

FROM: JAMES ANTONY, Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA)

SUBJ: ANNUAL REQUEST from GEPA

Dear Department Chairs, Advisors, and Graduate Coordinators,

As we are about to embark on the 2023-2024 academic year, we need every department and freestanding graduate program to update the GEPA-maintained list of personnel in the roles listed below, which helps us distribute information and verify authorized signatures on forms such as General Petitions, Final Reports, etc. You may review the [GEPA Contact Tool](#) (SSO/VPN Required) for the list of contacts that we currently have on record for your unit.

Please submit your annual updates by [completing the online form](#) by September 15, 2023.
(NOTE: You may continue to utilize this online form throughout the year if there are subsequent changes to your faculty leadership and/or staff contacts.)

FACULTY LEADERSHIP

Please submit the *faculty* that are filling any of these roles for your department/program.

- Dean / Chair / Program Director
- Vice Chair
- Director of Graduate Studies
- Admissions Committee Chair (NOTE: this is a new piece of info we are requesting this year.)
- Other faculty with signing authority

STAFF

Please submit updates to the *staff* that are filling any of these roles for your department/program.

- Business / Financial Officer
- Graduate Coordinator
- Graduate Funding Coordinator
- Graduate Program Manager

- Management Services Officer (MSO)
- Research Administrator (Funding)
- Student Affairs Director
- Other

DIVERSITY COORDINATORS

Please review the [Diversity Coordinators webpage](#) to confirm that your department or program representatives are accurate or submit any needed updates. Each graduate department or freestanding program should have at least two Diversity Coordinators (one staff and one faculty member).

INSTRUCTIONAL ASSISTANT FACULTY ADVISORS (IAFAs)

All UC San Diego Instructional Assistants (IAs), including Teaching Assistants, Instructional Apprentices, Tutors, and Readers, are required to receive appropriate training and evaluation. This task is carried out by the academic departments or programs, working in cooperation with the [Teaching + Learning Commons Engaged Teaching Hub](#).

Each year we ask you to identify a faculty member to serve as the Instructional Assistant Faculty Advisor (IAFA) for your department or program. The IAFA role is a significant service commitment, as it involves development and facilitation of IA training within the department and serving as a point of contact and support for departmental IAs. For more information about the IAFA role, please see the [GEPA policy](#).

SAVE THE DATES!

Please save the dates below for important GEPA events happening throughout the next academic year.

- Admissions Application for Fall 2024 Opens September 6, 2023
- Graduate Student Resource Fair: September 7, 2023 from 10 a.m. to noon in [Town Square](#)
- [All-Campus Convocation](#) - September 26, 2023 - Inclusive of New Graduate and Professional Students, who are encouraged to attend.
- “Postdoctoberfest” [Postdoctoral Scholar Appreciation Month]: October 2023
- Graduate & Professional Student Appreciation Week: April 1 - 5, 2024
- [Grad SLAM 2024](#): April 2024, Date TBD
- Commencement: Saturday, June 15 - Sunday, June 16, 2024

STAY INFORMED!

Please make sure your department/program staff are subscribed to the relevant GEPA mailing lists to stay informed throughout the year on important graduate-related updates. More details below.

Graduate Academic Affairs Listservs: <https://ucsdcollab.atlassian.net/l/cp/wgQs2EuR>

Graduate Student Financial Support Listservs:
<https://ucsdcollab.atlassian.net/l/cp/2MLg7hTV>

