

**From:** [Dean of Grad Ed & Postdoc Affrs](#)  
**To:** [Dean of Grad Ed & Postdoc Affrs](#)  
**Subject:** Mandatory Use of Instructional Assistant Data Management System  
**Date:** Friday, May 3, 2024 9:35:34 AM  
**Attachments:** [image001.png](#)

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Friday, May 3, 2024

TO: TOTAL CAMPUS DEANS  
GENERAL CAMPUS ASSISTANT DEANS  
GRADUATE DEPARTMENT AND GROUP CHAIRS  
GRADUATE PROGRAM ADVISORS  
GRADUATE STUDENT EMPLOYMENT STAFF  
GENERAL CAMPUS DEPARTMENT BUSINESS OFFICERS  
GENERAL CAMPUS DEPARTMENT CHAIRS  
PROGRAM MSOS  
LABOR RELATIONS  
ACADEMIC SENATE CHAIR & VICE CHAIR  
ACADEMIC SENATE GRADUATE COUNCIL CHAIR  
ASSISTANT VICE CHANCELLOR FOR HEALTH SCIENCES  
ADMINISTRATION  
ASSISTANT DEAN OF MEDICAL EDUCATION  
ASSOCIATE DEAN FOR BUSINESS AFFAIRS, SCHOOL OF MEDICINE  
ASSOCIATE DEAN FOR BUSINESS AFFAIRS, SCHOOL OF PHARMACY  
ASSOCIATE DEAN FOR BUSINESS AFFAIRS, SCHOOL OF PUBLIC  
HEALTH  
HEALTH SCIENCES LABOR RELATIONS

CC: E. Simmons, M. Carter Dubois, A. DiProfio, A. Crickard, C. Palmer, J. Kim,  
T. Swiderski, C. Aguila

FR: JAMES ANTONY, Dean of Graduate Education and Postdoctoral Affairs  
(GEPA)

SUBJ: Mandatory Use of Instructional Assistant Data Management System

Dear Colleagues,

After extensive discussions with campus partners, campus leadership has agreed to make the IA System mandatory for hiring of Instructional Assistants (IAs) and Graduate Student Researchers (GSRs) starting Fall 2024.

Mandating the Instructional Assistant Data Management (IA) System use will help align GSR and IA hiring processes across the institution. This will standardize the data, (i.e., the appointment letter format, appointment details, etc.) and therefore enable better validation and reporting. Units across Health and General Campus will have greater communication with cross-campus appointments resulting in fewer discrepancies. The IA System requires home department approval for GSRs. Utilizing the IA system will reduce miscommunication and errors for employees hired outside of their academic home department. This will also ensure collaboration between Schools/departments on General Campus and departments/divisions in Health. Appointment offers/letters will be routed via the system, encouraging transparency and accuracy.

The GEPA FSU team will be announcing additional training sessions in the upcoming months.

Sincerely,  
Jim

Sheila

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**Sheila Graves ALM**

Executive Assistant to the Dean

UC San Diego Division of Graduate Education and Postdoctoral Affairs (GEPA)

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*Pronouns: she/her*

NOTE: I'll be offline Monday (5/13) and Tuesday (5/14) for the Council of Graduate Deans Spring Meeting. We [GEPA] are hosting our peers from the other UCs, and our office will be closed.

