March 19, 2020

TO: GRADUATE STUDENTS

CC: DIVISIONAL DEANS
DEPARTMENT AND GROUP CHAIRS

IA/TA FACULTY ADVISORS

GRADUATE ADVISORS

GRADUATE COORDINATORS

ASSISTANT DEANS

PROGRAM MSOs

FR: JAMES ANTONY, Dean of The Graduate Division

SUBJ: Graduate Student Resources for Remote Instruction

With the recent campus announcements, we want to reach out to express our support of you, both in your role as students at this institution and in your role as Instructional Assistants (including TAs, Instructional Apprentices, Tutors, and Readers) and Associate-Ins. We have heard from many of you and know that you have questions about resources that may be available to you as you think about remote instruction.

First off, many of you have questions about your instructional role and how remote instruction impacts it. I would like to remind you that you should work closely with the instructor of record for the course(s) you are teaching. I recommend you jointly develop a strategy for how to do your work. Together, you can decide how to deliver instruction. For example, it can be either synchronously or otherwise, bearing in mind that synchronous lecture material must also be made available asynchronously, such as via podcast, to ensure students who are ill or in different time zones can still have full access to instruction. I also recommend you discuss the implications for your instructional role should you have unreliable access to the internet. Instructors of record have always been given great latitude to determine what makes most pedagogical sense for course design and delivery, and this continues to remain true.

Also, I suggest you maintain an open conversation with the instructor of record regarding how many hours you are putting into your role, with the goal of ensuring you are not exceeding the maximum number of hours stipulated by your percentage appointment.

In terms of instructional support, the Teaching + Learning Commons and Education Technology Services offer a host of resources to support your teaching, including resource guides, ongoing webinars, and online consultations to support you in transitioning to the

remote learning environment. Visit:

- https://commons.ucsd.edu/covid-19/index.html instructional and pedagogical support for faculty, with specific resources for TAs and IAs, and academic support for students
- http://keepteaching.ucsd.edu/ for technology tools
- https://digitallearning.ucsd.edu/instructors/resources/remote-instruction.html for resources related to remote instruction, including a Guide to Remote Instruction and a regularly updated Resources and Events for Remote Instruction. You can also subscribe to a listserv that sends out resources specifically for graduate student instructors-subscribe here. Contact commons@ucsd.edu with questions.
- FAQ page for Educators and Instructional Assistants
- Contact your home department, course instructor, or Departmental IA Faculty Advisor with questions related to support for Instructional Assistants and Associate-Ins, as well as questions or concerns about workload or expectations in the remote environment.

The Graduate Division will continue to send you occasional updates. In the meantime, if you have questions I invite you to send them to graduatedean@ucsd.edu. As always, we encourage you to monitor coronavirus.ucsd.edu for up-to-date information about campus announcements.

James Antony
Dean, Graduate Division