

March 1, 2008

**FRANCES M. LESLIE  
ASSOCIATE GRADUATE DEAN**

**RE: Request for an Exception to Policy for the Employment of  
Graduate Student Joe Jones (Student ID # -----)**

The Department of Political Science, within the School of Social Sciences, requests your review and approval of an exception to policy to appoint Joe Jones, a 5<sup>th</sup> year graduate student, as a Teaching Associate (Associate In) to teach an upper division course (Math 123) during Spring Quarter 2008. This course is usually taught by a full-time faculty member, who is currently on sabbatical leave. At this time, we are unable to assign this course to an alternative faculty member. However, Mr. Jones is one of our own advanced students and has the knowledge, desire, and experience to be appointed a Teaching Associate. His teaching activities will be supervised by Associate Professor Smith who will serve as the Instructor of Record for the course.

A review of Mr. Jones' academic record indicates he meets all of the required criteria for appointment as a Teaching Assistant including a GPA of 3.7 during each of the three most recent quarters of enrollment, shows no incomplete grades, was not required to pass the TSE, and has not received a grade below B. The attached curriculum vitae indicates that he earned a Master's degree in 2000, is within normative to degree, has been appointed as a Teaching Assistant during five quarters, and advanced to candidacy for the Ph.D. in Fall of 2006.

A summary of Mr. Jones' teaching evaluations indicate an average rating of 6.7 (from a possible 7.0) on knowledge of subject matter, a 6.3 for presentation, and an overall rating of 6.5 on teaching effectiveness. It is our intention to compensate Mr. Jones as an Associate In, level 4 (\$5,341.66/quarter) which is within our departmental guidelines. He will be appointed at 50% time for the quarter.

We appreciate your consideration of this request. Contact me if you have questions or require clarification. Please notify Eileen Onawall at x9999 or [eonawall@uci.edu](mailto:eonawall@uci.edu) of your decision.

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Thomas Smith  
Department Chair

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Linda Cohen  
Associate Graduate Dean

**For use by Graduate Division and Subcommittee on Courses:**

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Signature: Associate Graduate Dean, Graduate Division	_____ Date
<input type="checkbox"/> Approved <input type="checkbox"/> Denied	_____ Signature: Subcommittee on Courses	_____ Date