SUMMER SESSION 2024 INSIGHTS

New Summer Session 2024 Financial Model – Key Points

UC San Diego

Previous Model	NEW Model
No Impact to AY Academic Support Model (ASM) Allocations	No Impact to AY Academic Support Model (ASM) Allocations
Instructor Course Salary **8.5% Annual Salary**	Instructor Course Salary **11% Annual Salary**
Up to 4 Courses in Summer *(per AP policy, 33% annual salary max)*	**Up to 3 Courses** in Summer *(per AP policy, 33% annual salary max)*
Department Funding: **2 Tiers Compared to 2018 Data** A. $1,000 per course + $25/$50 per enrollment OR B. $500 per course + $13/$33 per enrollment	**Department Funding:** **A. Course + Enrollment Funding – 1 Tier for All Departments** $1,000 per course + $50 per enrollment **B. "High-Impact" Courses – Additional $500 per Course** High-Impact Courses are identified by the Office of Educational Innovation via analysis of Drop/Fail/Withdraw rates, waitlist data, and/or degree plan complexity. List of High-Impact Courses will be Available March 1st.
TA Funding – Reimburse Actual Payroll Expenses.	**TA Funding** – Reimburse Actual Payroll Expenses.

REMOTE MODALITY is approved for Summers 2024 & 2025!

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Department Incentive Package Details
$1,000 per course + $50 per student

UC San Diego

- Eligible Courses: Summer Session credit-bearing, undergraduate courses & enrollment.
  - Courses NOT included in the Department Incentive Package include: independent studies, internships, graduate-level courses, non-credit courses, courses in self-support programs, and special courses as appropriate
- Cross-listed courses will be treated as one course, and enrollment from the cross-listed courses will be added together. Course and enrollment funding will go to the host department.
- Course & Enrollment Data will be pulled on the Third-Week Extract (Census Dates for Session 1, Session 2, and Special Session)
- No Impact to Department Academic Support Model (ASM)

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I. INSTRUCTOR COMPENSATION
Standard course salary is increasing from 8.5% to 11% annual salary.

A. How Course Salaries are Calculated.

Summer Session compensation is issued as a per-course salary.

Standard Course (4 Units) = 11% annual salary

For academic year appointees, this is equivalent to 1/9th of the annual salary rate in effect on 6/30/24.

Salary Chart per Unit
The annual salary rate in effect on 6/30/24 is used for all course salary calculations.

Number of Units	Course Salary
1-2 Units	5.5% annual salary
3-7 Units	11% annual salary
8+ Units	22% annual salary

Special Agreements by Exception
The annual salary rate in effect on 6/30/24 is used for all course salary calculations.

Number of Units	Course Salary
2-Units	8.25% annual salary
4-Units	16.5% annual salary

Effective summer 2024, bonuses are no longer paid.

B. Appointment Percentage

In general,
One course is categorized as a 50% appointment
Two courses are categorized as a 100% appointment

Note: An instructor cannot teach more than 2 courses in the same session, or in overlapping sessions, because they cannot exceed 100% effort.

Fiscal year (12-month) appointees (postdocs, staff, etc.) can get approval to teach Summer Session classes, but they must reduce their fiscal year appointment while they are teaching.

Example: While teaching one Summer Session course at 50%, the Fiscal Year appointment must be reduced to 50% in order to not exceed 100% total effort.

C. Co-Teaching Appointments

Co-teaching appointments will pay a percentage of the course salary in alignment with the co-teaching percentage.

> **Example**
> Two instructors each co-teaching 50% of a course.
>
> Each co-instructor receives 50% of (11% annual salary).

D. NEW - Maximum of 3 Courses over the Summer

Academic Year appointees are restricted to 3/9ths summer salary from all sources of University compensation (teaching, research, service. (Refer to APM-661 and APM-662)

Therefore, three Summer Session courses at 11% annual salary each is the maximum that may be taught over the summer.

Course 1
11% annual salary

Course 2
11% annual salary

Course 3
11% annual salary

Maximum Summer Salary
33% or 3/9ths
Annual Salary

Per AP policy, course salaries for ladder-rank faculty and teaching professors teaching more than 1 course in the same pay period will be spread over the July-September pay periods to not exceed one course salary (or $1/9^{th}$ annual salary) per month.

Course salaries for Unit 18 Lecturers and graduate students teaching as Associate Instructors who are teaching more than 1 course in the same pay period will be issued as 1 payment on the designated session pay date.

E. Strategies for Instructors Who Planned to Teach Full Time (Four 4-Unit Courses) in Summer 2024

The Schedule of Classes will be live on March 21st.
Summer Session will not list instructors on more than 3 courses.

Contact Summer Session for the strategies on how to handle any instructors who were planning to teach 4 courses for summer 2024.

F. When Will Departments Receive Funds for the Instructor Payroll Expenses?

After Summer Session training in Spring Quarter, departments will hire instructors in UCPath and set the funding to use their Summer Session chart string (Project/COA).

Funds are typically transferred to departments after the Summer Session audit, typically on the December or January ledger.

II. DEPARTMENT INCENTIVE PACKAGE
The Incentive Pilot Program has been replaced with a single-tier Department Incentive Package.

A. Course and Enrollment Funding

> Academic units will receive:
> **$1,000 per course + $50 per enrollment**

No baseline course and enrollment targets to exceed.

1. Eligible Courses
Summer Session credit-bearing, undergraduate courses and enrollment will be used to calculate the $1,000 per course and $50 per student funding.

Courses NOT included in the Department Incentive Package include (but are not limited to): independent studies, internships, graduate-level courses, non-credit courses, courses in self-support programs, and special courses as appropriate.

2. Cross-Listed Courses
The Department Incentive Package will count cross-listed courses as one course, and enrollment from the cross-listed courses will be added together. The course and enrollment funding will both be allocated to the host department. (The host department is the lead department that hires the instructor and instructional support for the course.)

3. Third-Week Extract (Census Date) Course & Enrollment Data
Third-Week extract (census date) course and enrollment data will be used to calculate the Department Incentive Package funding.

4. No Impact to a Department's Academic Support Model
The Summer Session Department Incentive Package funding does not impact academic year Academic Support Model (ASM) allocations.

Summer Session funding is in addition to academic year ASM allocations.

Note: Summer Session funding did impact academic year funding models in previous years. However, Summer Session revenue was removed from the DSM in Fiscal Year 2020.

5. **When Will Departments Receive their Incentive Package Funds?**
    Funds to reimburse the instructor payroll expenses (gross salaries + General Liability + Benefits) will be transferred to academic units after the Summer Session audit, typically on the December/January ledger.

B. Additional Funding for High-Impact Courses

Departments will receive an additional $500 per course for Summer Session courses identified and approved by the Office of Educational Innovation as "high-impact" based on an annual analysis of DFW (Drop, Fail, Withdraw) rates, waitlist data, and/or degree plan complexity.

The list of "High-Impact" courses for summer 2024 will be provided by the Office of Educational Innovation in early March.

Funds will be transferred to academic units after the Summer Session audit, typically on the December/January ledger.

III. INSTRUCTIONAL ASSISTANT FUNDING - EXACT PAYROLL EXPENSES REIMBURSED

Summer Session will continue funding exact TA, Tutor, and Reader payroll expenses for summer 2024.

Departments will hire TAs, Tutors, and Readers using the IA System, and enter payments in UCPath using their Summer Session chart string (Project/COA).

Funds are typically transferred to departments on the December or January ledger.

IV. TIMELINE FOR ADDING NEW COURSES TO THE SCHEDULE

February 2 - March 13: Registrar is scheduling courses that were submitted on Schedule Builds by the February 1st deadline.
- The ISA Summer Session Schedule Builder will remain open for summer session approval of new courses.
- The Registrar will not be able to make any changes during this time.
- Courses submitted and approved in the ISA will show up on the Preview of Classes.

March 13 - March 15: Departments should review "the Look" and email any schedule changes to registrar-scheduling@ucsd.edu by March 15th.

March 21: Summer Session Schedule is live.

April 15: Enrollment begins

Note that departments can continue to make schedule changes after March 15th up until 1 week before instruction begins.

Reminder that schedule changes are now a 2-step process:
    Step 1: Departments submit course changes (new courses, course cancellation requests, courses changing sessions) in the ISA Summer Session Schedule Builder for Summer Session to approve.

    Step 2: After Summer Session approves, departments must email registrar-scheduling@ucsd.edu to process the course and schedule changes on the Schedule of Classes

V. STRATEGIES TO INCREASE SUMMER ENROLLMENT

Summer Session courses may be cancelled for low enrollment. For standard courses with fewer than 15 students enrolled, please contact Summer Session to discuss options.

Consider the strategies below to increase summer enrollment:
- If the course is in-person, change to remote modality. In previous summers, student demand has been high for remote courses.
  - Starting summer 2026, only R courses can be taught remotely. Start working on R course approvals now. The process has been simplified to grow our R course inventory.
- Promote Summer Session courses on department websites.
- Use social media accounts to promote summer courses to students in the major. (Academic departments, School Dean Offices, Colleges)
- Advise students on waitlists to enroll in other courses of related interest.