SUMMER SESSION 2020

FACULTY APPOINTMENT HANDBOOK

Lisa Bargabus, summer-payroll@ucsd.edu
Matt Sapien, summer-scheduling@ucsd.edu
Becky Arce, Director, x47074
Welcome to Summer Session 2020!

The Faculty Appointment Process is Different for Summer Session

Summer procedures for hiring and approving faculty to teach differ slightly from the academic year. Faculty are hired as “by agreement”. Open recruitment is not required for Summer Session appointments. An appointment letter is generated by Summer Session or the IA System after appointments are approved and confirmed to align with campus policy. To verify that an instructor is eligible to teach, please refer to the UCOP Academic Personnel Manual and the UC San Diego Policy & Procedure Manual (APM-600, APM-661, APM-662, APM-205, and PPM 230-243.)

Faculty Appointment Goal: To hire as many instructors as possible before UCPath goes live on June 1, 2020.

Historical data shows that students are hesitant to enroll in Summer Session if they don’t know who is teaching a course. Summer Session wants to avoid cancelling courses due to low enrollment, so getting instructors assigned to the Schedule of Classes as soon as possible is important. Summer Session cannot add a visiting lecturer to the Schedule of Classes until they accept their Appointment Letter and their appointment is active in PPS. We need your help to make that happen.

Using this Handbook

The information provided in this handbook includes sample appointment documentation, as well as guidelines and procedures outlined in the 2020 Summer Session Guidebook. Both this handbook and the 2020 Summer Session Guidebook can be found at the Summer Session website under the tab “Staff and Faculty Resources” at summersession.ucsd.edu.

Thank YOU for Making Summer Session a Success!

The success of Summer Session depends on academic departments, colleges and programs hiring a balanced combination of UC San Diego faculty, Associates-In, and visiting instructors. We appreciate your spirit of teamwork to make Summer Session 2020 a success!
<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit &amp; Reconciliation</td>
<td>Call for Course Proposals</td>
<td>Advisory Committee Meeting</td>
<td>Preview of Classes posted</td>
</tr>
<tr>
<td></td>
<td>Course Proposals Due</td>
<td>Courses approved</td>
<td>Approved courses set-up in system</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Faculty appointment letters begin</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>MARCH</td>
<td>APRIL</td>
<td>MAY</td>
</tr>
<tr>
<td>Classrooms assigned</td>
<td>Courses available on TritonLink</td>
<td>Students begin enrollment</td>
<td>Enrollment management of waitlists</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Student Fees assessed</td>
</tr>
<tr>
<td>JUNE</td>
<td>JULY</td>
<td>AUGUST</td>
<td>SEPTEMBER</td>
</tr>
<tr>
<td>Student fees due</td>
<td>Students add/drop courses</td>
<td>Session 2 classes begin Fees Due</td>
<td>Sessions end</td>
</tr>
<tr>
<td>Session 1 Classes Begin</td>
<td>Session 1 - Faculty pay date</td>
<td></td>
<td>Session 2 – Faculty pay date</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Reporting begins</td>
</tr>
</tbody>
</table>
WHAT’S NEW FOR SUMMER 2020

Courses
• Departments will continue to use the Instructional Scheduling Assistant (ISA) to schedule Summer Session 2020 courses.
• Reminder to plan ahead – campus is closed on the Independence Day (July 3th) holiday. Please schedule any make-up sessions before your courses are posted on the Schedule of Classes.

Faculty
• Effective 2019, course salaries no longer have a maximum cap.
• Enrollment Bonuses and Science Lab Bonuses are no longer available.
• All lecturer appointment files will be submitted via Interfolio.

Programs
• Summer Session is supporting campus-wide initiatives for summer growth.
• 2020 Success Programs are pending EVC approval.

Students
• Applications for enrollment in Special Studies Courses will use EASy (Enrollment Authorization System).
• New deadlines for dropping Summer Session courses with a “W” will be set at third week. A “W” will now be assigned if an undergraduate student drops a Summer Session class between the following dates:
  Session 1: July 11-17
  Session 2: August 15-21

Administrative Info
• The EVC is continuing the Incentive Pilot Program for 2020. Departments will be eligible for administrative funding amounts of $1,000 per course and $25/$50 per student if they increase BOTH their end-of-term courses AND student enrollments in 2020 compared to their department end-of-term courses and student enrollments in 2018.
• The http://summer.ucsd.edu website includes information about Summer Session, Success Programs, SAPD programs, and a Program Finder to search for enrichment (non-credit) programs. The Summer Session specific website can be found at http://summersession.ucsd.edu.
• Stay up-to-date with deadline reminders and updates by subscribing to The Summer Scoop – a weekly newsletter sent out by the Summer Session office.

Click here to view past versions of The Summer Scoop on the Summer Session website
Click here to subscribe to the SCOOP
SUMMER SESSION COMPENSATION

One Summer Session course is a 50% appointment.
Maximum of 2 courses per session, 4 courses for the entire Summer Session.

Final salary for each session (full vs continent) will be determined after the student refund deadline to drop courses. (2nd Enrollment Snapshot)

Final Dates to Determine Final Salary
Session 1 – July 7, 2020
Session 2 – August 10, 2020

MAX ALLOWED for ALL SUMMER COMPENSATION

33% of UC Annual AY Salary
(1/9 for 3 summer mos. = 3/9ths)
See APM-600

Ladder-rank faculty and teaching professors (LSOE, LPSOE) are held to 1/9th per month. Spread payment as needed.

43% limit for Emeriti (Recall faculty)
See APM-205

Academic Administrators (Ex: Provost, Dept. Chair)
AP reviews case by case

Low Enrollment
Courses with < 15 students may be paid on contingency:
$100 × Units × Students
Not to exceed full course salary.
Graduate Students not eligible for contingent salary (Article 23).

$500 per week
See pg. 6 for details

Course Salary

Success Bonus

Note
Instructors who teach 4 courses in Summer Session will require a 1% course salary reduction to comply with the 33% (3/9) UC annual salary maximum.
SUMMER SESSION COMPENSATION ~ CONTINUED

Pay Dates for Summer Session 2019
  Session 1 – 7/31/20
  Session 2 – 9/1/20
  Special Session – Either 7/31/20 or 9/1/20

Eligibility Criteria
Departments are required to verify eligibility for each proposed instructor. Please review Academic Personnel Manual, APM-661 and APM-662 (See pgs. 12-17).
http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-661.pdf
http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-662.pdf

Annual Salary on June 30, 2020
Even though Summer Session courses are taught July-September, all Summer Session instructors are paid based on their annual salary on June 30, 2020.

Visiting Instructors
Summer Session must pay visiting instructors an annual salary that corresponds to UC San Diego faculty with comparable experience.

Departments recommend an annual salary that aligns with UC San Diego salary scales and is consistent with other department faculty with similar experience and degrees. The pay rates in effect as of June 30, 2020 must be used - NOT July 1, 2020.

Visiting Lecturer (1550): Use the Unit 18 Salary Scale, 7/1/19.
https://www.ucop.edu/academic-personnel-programs/_files/1920/1920-adj-scales/t17.pdf

Visiting Professor: Use the Professor Salary Scales, 7/1/19.
https://www.ucop.edu/academic-personnel-programs/_files/1920/1920-adj-scales/t1.pdf
Additional academic salary scales are located here.

FERPA Training for Instructors
Summer Session faculty with access to student records must comply with the Federal Family Educational Rights and Privacy Act (FERPA) by taking an online FERPA course. This includes visiting Summer Session instructors. The FERPA course is offered via UC Learning Center, takes about 30 minutes to complete, and is valid for 3 years.

More details about the FERPA training requirement are at:
https://blink.ucsd.edu/instructors/advising/confidentiality.html
SUMMER SESSION COMPENSATION ~ CONTINUED

Fiscal Year Employees Cannot Exceed 100% Appointment
Fiscal year academic and staff employees may teach in Summer Session by exception only. An exception memo must state how the employee’s primary appointment will be adjusted so that the Summer Session course(s) do not cause him/her to exceed 100% appointment.

Two options are:
1. Use vacation days
2. Reduce current fiscal year appointment to 50% during the course dates.

Fiscal year appointees may earn a maximum of 1/12th additional compensation to teach Summer Session. (See APM 600.)

Reducing a fiscal year appointment will impact an employee’s retirement and benefit accruals. Summer Session recommends consulting with HR to understand the consequences of reducing a fiscal year appointment before accepting a Summer Session teaching appointment.
Special Compensation for Summer Programs

Summer Success Programs – Success Bonus
Instructors of record teaching courses for Summer Success Programs may be eligible for a Success Bonus of $500 per week, at the discretion of the Success Program Director. In Summer Session 2019, Success Bonuses were paid for the following programs:
- Summer Bridge
- Summer Engineering Institute
- Triton Freshman Scholars

Summer Graduate Teaching Scholars (SGTS)
The Summer Graduate Teaching Scholars (SGTS) is an Academic Affairs program that provides graduate students with faculty-mentored teaching experience and professional development training through the Teaching + Learning Commons. Departments nominate graduate students in November to teach the following summer. An interdisciplinary selection committee reviews the nominations and award recipients are announced at the end of fall quarter.

Graduate students selected for the SGTS program are awarded extra compensation for their participation in mentor sessions with a faculty mentor, the Center for Engaged Teaching, and former SGTS scholars. SGTS faculty mentors also receive a $500 stipend to their research fund. The total payments to program participants are:

<table>
<thead>
<tr>
<th>SGTS Graduate Students</th>
<th>Faculty Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Regular Summer Session course salary through Department payroll</td>
<td>$500 transferred to a research fund – NOT paid as payroll.</td>
</tr>
<tr>
<td>2. $1,200 award, processed through Graduate Division</td>
<td>Departments - Please forward the research account index to Denise Christensen (<a href="mailto:dchristensen@ucsd.edu">dchristensen@ucsd.edu</a>) in VC-AA by March 7, 2020.</td>
</tr>
</tbody>
</table>
Summer Session – Instructional Support & Department Funding

Instructional Support - Teaching Assistant (TA) Allocation

Departments will continue to receive block funding for TA/Reader/Tutor instructional support. Please see the Summer Session Guidebook for details regarding the TA Allocation formula.

Department Funding – 2020 Incentive Pilot Program

The Incentive Pilot Program is continuing for Summer Session 2020. The Incentive Pilot Program was created to incentivize academic units to offer more Summer Session courses and achieve higher student enrollments. The overall goal is to help more students use Summer Session to improve their time-to-degree.

Academic Units that offer more classes AND enroll more students than in 2018 will qualify for the Incentive Pilot Program.

Departments that do not expand their Summer Session offerings compared to 2018 will be funded using the standard Department Administrative Support Program (DASP) (applies to courses with 10 or more students enrolled).

<table>
<thead>
<tr>
<th>Incentive Pilot Program</th>
<th>Standard DASP</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000 per course</td>
<td>$500 per course</td>
</tr>
<tr>
<td>$25/$50 per student</td>
<td>$13/$33 per student</td>
</tr>
</tbody>
</table>

The entire TA Allocation and DASP amount will be transferred to departments for the November Ledger period.

For more information regarding the Incentive Pilot Program, see the Summer Session Guidebook: [https://summersession.ucsd.edu/_files/Guidebook/Guidebook.pdf](https://summersession.ucsd.edu/_files/Guidebook/Guidebook.pdf).
Four Main Types of Summer Session Instructors

**SUN GOD - UC San Diego Faculty**
*Have 2019-2020 AY Teaching Appointment*

- Professor AY/Associate Prof. AY/Assistant Prof. AY
- Professor AY BEE/Associate Prof. AY BEE/Assistant Prof. AY BEE
- Teaching Professors (LSOE, LPSOE)
- Lecturer AY, Teaching Current Year
- Adjunct Professor AY

**STONEHENGE - UC San Diego Faculty & Staff**
*Do Not Have 2019-2020 AY Teaching Appointment*

- Recall (Emeriti), Teaching Only
- Recall (Emeriti), Teaching & Research, Clinical and/or Administrative
- Fiscal Year Appointments – Researchers, Postdocs, Provost

**RED SHOE - Visiting Instructors**

- Visiting Professor
- Visiting Lecturer

**TRITON - Graduate Students**

- Associates-In
<table>
<thead>
<tr>
<th>Academic Departments</th>
<th>Summer Session/Grad Division</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUN GOD</strong></td>
<td></td>
</tr>
<tr>
<td>After departments receive course approvals 12/13/19 – Summer Session will email when Interfolio is ready. Manage hiring process &amp; coordinate fiscal year appointment reductions (as needed)</td>
<td>SS - Create and email appointment letters after DUE approval. SS - Upload appointment letters to OneDrive.</td>
</tr>
<tr>
<td><strong>STONEHENGE</strong></td>
<td></td>
</tr>
<tr>
<td>After departments receive course approvals 12/13/19 – Summer Session will email when Interfolio is ready. Manage hiring process after accept appointment</td>
<td>SS - Create and email appointment letters after DUE approval. SS - Upload appointment letters to OneDrive.</td>
</tr>
<tr>
<td><strong>RED SHOE</strong></td>
<td></td>
</tr>
<tr>
<td>After departments receive course approvals 12/13/19 – Summer Session will email when Interfolio is ready. Manage hiring process after accept appointment</td>
<td>SS - Create and email appointment letters after DUE approval. SS - Upload appointment letters to OneDrive.</td>
</tr>
<tr>
<td><strong>TRITON</strong></td>
<td></td>
</tr>
<tr>
<td>Submit applications to IA System by 3/2/20. Manage hiring process after graduate student accepts the appointment. Note: 2020 Spring eval not required if application is approved before end of spring quarter.</td>
<td>Grad Division – Review applications. Grad Division Dean reviews/approves. Appointment letters created in the IA System.</td>
</tr>
<tr>
<td>Month</td>
<td>SUN GOD UCSD Faculty</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>November 2019</td>
<td>Course Proposals Due 11/21/19</td>
</tr>
<tr>
<td>December 2019</td>
<td>Departments Notified of Approved Courses by 12/13/19</td>
</tr>
<tr>
<td>January 2020</td>
<td>Submit all Instructor Names to Summer Session by 1/30/20</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>February 2020</td>
<td></td>
</tr>
<tr>
<td>March 2020</td>
<td>Payroll Training –TBD</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>April 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>May 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>June 2020</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>July 2020</td>
<td>Session 1 Begins – 6/29/20</td>
</tr>
<tr>
<td>-----------</td>
<td>---------------------------</td>
</tr>
<tr>
<td></td>
<td>Waitlist suspended for Session 1 – 6/21/20</td>
</tr>
<tr>
<td></td>
<td>Waitlist resumes for Session 1 – 6/27/20</td>
</tr>
<tr>
<td></td>
<td>Please manage and get as many students enrolled.</td>
</tr>
<tr>
<td></td>
<td>2nd Enrollment snapshot for Session 1 – 7/7/20</td>
</tr>
<tr>
<td></td>
<td>Contingent vs Full Course Salary Decided</td>
</tr>
<tr>
<td></td>
<td>1st Enrollment Snapshot for Session 2 – 7/8/20</td>
</tr>
<tr>
<td></td>
<td>Look for contingent salaries or course cancellations</td>
</tr>
<tr>
<td></td>
<td>Course Cancellations for Session 2 – 7/13/20</td>
</tr>
<tr>
<td></td>
<td><strong>Session 1 Payroll Worksheets – TBD with UCPath Rollout</strong></td>
</tr>
<tr>
<td></td>
<td>Session 1 CAPES – 7/24/20 – 7/31/20</td>
</tr>
<tr>
<td></td>
<td>Session 1 Pay date – 7/31/20</td>
</tr>
<tr>
<td></td>
<td>Waitlist suspended for Session 2 – 7/26/20</td>
</tr>
<tr>
<td></td>
<td>Waitlist resumes for Session 2 – 7/31/20</td>
</tr>
<tr>
<td></td>
<td>Please manage and get as many students enrolled.</td>
</tr>
<tr>
<td>August 2020</td>
<td><strong>Session 1 Ends 8/1/20</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Session 2 Begins – 8/3/20</strong></td>
</tr>
<tr>
<td></td>
<td>2nd Enrollment snapshot for Session 2 - 8/10/20</td>
</tr>
<tr>
<td></td>
<td>Contingency vs Course Salary Decided</td>
</tr>
<tr>
<td></td>
<td><strong>Session 2 Payroll Worksheets – TBD with UCPath Rollout</strong></td>
</tr>
<tr>
<td></td>
<td>Session 2 CAPES – 8/28/20 – 9/4/20</td>
</tr>
<tr>
<td>September 2020</td>
<td><strong>Session 2 Pay date – 9/1/20</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Session 2 Ends 9/5/20</strong></td>
</tr>
<tr>
<td></td>
<td>Reporting begins</td>
</tr>
<tr>
<td>October 2020</td>
<td>Call letter for Summer Session 2021 course proposals</td>
</tr>
</tbody>
</table>
Faculty Appointment File Chart

Required documentation for faculty is listed below. First select the appropriate faculty type and title code in Column 1. Reading from left to right, boxes with “X” indicate the required document.

Note: Associates-In, Title Code 1506, (Triton Group) are not included in this chart. The processing of their appointment files through the Academic Student Employment System (ASES) is not included.

<table>
<thead>
<tr>
<th>Faculty Type &amp; Academic Year Title Code</th>
<th>Summer Session Title Code</th>
<th>No Documents Required</th>
<th>Appointment Summary Form</th>
<th>Dept. Chair Memo</th>
<th>Teaching Evaluations (CAPE) or Reference Letter</th>
<th>CV²</th>
<th>BIO/BIB signature dates Jan 2018-June 2020</th>
<th>Recall Form (UCSD)</th>
<th>Exception Letter to Reduce Appt% and/or use Vacation</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC San Diego Faculty (Dept. Chair and Summer Session Approval Required) - APM-661</td>
<td>SUN GOD GROUP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof AY-1100 Assoc Prof AY-1200 Asst Prof AY-1300</td>
<td>1103,1203,1303</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prof AY BEE-1143 Assoc Prof AY BEE-1243 Asst Prof AY BEE-1343</td>
<td>1143,1243,1343</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lect SOE 1603,1604,1607,1608</td>
<td>1603,1604,1607, 1608</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lect PSOE 1600,1602,1605,1606,1608</td>
<td>1600,1602,1605, 1606,1680</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lect AY Teaching Current Year 1630,1631,1632</td>
<td>1550</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjunct Professor AY 3258,3268,3278</td>
<td>3258,3268,3278</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UC San Diego Faculty (Dept. Chair and Summer Session, and AVCDUE Approval Required) - APM-662</td>
<td>STONEHENGE GROUP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recall (Emeriti) Faculty Teaching Only 1700</td>
<td>1700</td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Recall (Emeriti) Faculty Teaching and Research, Clinical, &amp;/or Administrative 1702</td>
<td>1702</td>
<td></td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Fiscal Year Appointments-Researchers-3200,3210,3220 Postdocs-3252,3253</td>
<td>1550³</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fiscal Year Appointments-Provost-1047</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health Compensation Plan (HCOMP) Faculty² 1712-1734</td>
<td>1712-1734</td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Faculty (Dept. Chair and Summer Session, and AVCDUE Approval Required)</td>
<td>RED SHOE GROUP</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting Professor 1108,1208,1308</td>
<td>1108,1208,1308</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecturer 1550</td>
<td>1550</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1A current CV is not required for repeat Visiting Faculty who have taught for Summer Session on a continuous basis. A current CV is required if there is a break in summer teaching or if the instructor is new and has never taught for Summer Session.

2Full-time HCOMP faculty are not eligible to receive additional compensation for teaching Summer Session courses per APM-662.

3If Researcher has an underlying professorial appointment, use the corresponding Summer Session Title Code from Sun God Group, Column 2.

Rev. 1-11-16
Appointment File Process ~ Red Shoe & Stonehenge Groups

Creating Summer Session Appointment Files in Interfolio

1. Use the chart on page 13 to identify which documents are required for your instructor.

2. See Appendix A for sample completed forms. Download blank forms at: https://academicaffairs.ucsd.edu/aps/advance-train/forms.html#Appointments

3. Address Department Chair Memo to:

   John C. Moore, Dean of Undergraduate Education

4. Create Case in Interfolio using the Summer Session Appointment template. Instructions can be found in Appendix C, or on the AP SharePoint site.

Tips for Success

Propose annual salary that aligns with comparable faculty & fits on the 7/1/19 UC academic salary scale. (Don’t match home institution salary.)

Suggestion: If CAPES are below 70% rating with 40% response rate, propose action plan to increase responses.

   Tips for increasing CAPE response can be found at: http://www.cape.ucsd.edu/faculty/tips.html

Teaching CAPES are more important than TA evaluations. Two sets of CAPES are usually sufficient – you don’t need to submit all CAPES.

If proposing a first-time instructor, the letter to DUE should include the type of support that will be provided: faculty mentor, Teaching + Learning Commons, other department support. See Appendix D for information on the Teaching + Learning Commons services.

Please include an email from the instructor after the Bio/Bib page in the appointment file to act as an electronic signature.
Appointment Letters ~ Red Shoe & Stonehenge Groups

1. Upon DUE approval of an appointment file, Summer Session generates an appointment letter and emails it to the instructor and copies the department MSO.

2. Faculty are required to reply if they accept or decline the appointment by emailing summer-payroll@ucsd.edu.

3. Upon acceptance of the appointment, the instructor will be assigned to the course on the Schedule of Classes.

4. After an overnight refresh, the instructor will have access to campus systems. An additional overnight refresh may be required for Canvas access.
# APPENDICES

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>Sample Appointment File Documents</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Interfolio Workflow</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Sample Appointment Letter</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Teaching + Learning Commons Services for Instructors</td>
</tr>
<tr>
<td>Appendix E</td>
<td>Excerpts from APM</td>
</tr>
</tbody>
</table>
APPENDIX A

Sample Appointment File Documents

Departments are responsible for gathering the required documents for the Stonehenge and Red Shoe Groups appointment files. See chart on page 13 for list of required documents based on faculty type.

Please refer to the Graduate Division presentation for details on Associates-In (Triton Group) appointments.

The following pages contain samples of the required appointment file documents. If you have any questions, please contact Lisa Bargabus at summer-payroll@ucsd.edu (x25064).

Blank forms can be found here:
https://academicaffairs.ucsd.edu/aps/advance-train/forms.html#Appointments

1. Academic Appointment Summary Form
2. Department Chair Memo
3. Reference Letter
4. BIO/BIB
5. Recall Form
**Appointment Summary Form**

Please complete all 5 Sections:

| Section 1 | Full name of faculty being proposed  
|           | Department proposing instructor  
|           | Degree information  
|           | Begin and end dates for session |

| Section 2 | **Present Status**  
|           | Date  
|           | Home Institution  
|           | Title  
|           | Annual salary and % of time |

| Section 2 | **Proposed Status**  
|           | Title (Lecturer in Summer Session)  
|           | Title code  
|           | Proposed annual salary and % of time  
|           | UC San Diego salary scale and session; academic or fiscal |

| Section 3 | Signature of Department Chair (Academic Departments) or  
|           | Provost (College Programs) or  
|           | Divisional Dean (Interdisciplinary Programs) |

| Section 4 | **Previous UC Experience** (List previous summer(s) if a returning Lecturer.)  
|           | Dates  
|           | Title  
|           | Annual salary  
|           | % of time  
|           | Department (if applicable) |

| Section 5 | **Proposed Classes**  
|           | Quarter/Session  
|           | Course#  
|           | Course Title  
|           | Projected enrollments and session based on prior offerings, if applicable  
|           | *Tip: Summer Session enrollments are typically 1/3 the size of F/W/S courses.* |
Appointment Summary Form Sample
Lecturer in Summer Session

Name: Neville Longbottom
Department: Political Science

Highest Degree/Institution/Year: PhD/UCSD/SP20

College of FTE: End Date: 08/01/2020

Begin Date: 06/29/2020

Present Status (Date: SP20)
Institution: UCSD
Title: Associate-In
Title Code: 1506

Proposed Status
Title: Lect in Summer Session
Title Code: 1550
Salary: $56,381.00 % of Time: 50
(7/1/19 Unit 18 scale) Qtr. S120

Basis: Academic ✔ Fiscal □

Funding Source: Current Year Cost: ____________

Dept/Div Chair Signature: Hermione Granger Date: 01/10/20

On Leave from Home Institution Merit/Salary Incr Retired Faculty
Registered UC Grad. Student 3-year Appt. Concurrent Appt.

Previous UC Experience

<table>
<thead>
<tr>
<th>Dates</th>
<th>Title</th>
<th>Annual Salary &amp; Salary Scale (Indicate Merits with *)</th>
<th>% Time</th>
<th>Dept/UC Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>SP20</td>
<td>Associate-In</td>
<td>$54,428</td>
<td>50</td>
<td>Political Science</td>
</tr>
</tbody>
</table>

Total Unit 18 Qtrs in dept as of (indicate end date of last Unit 18 Appt)

Proposed Classes

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course No.</th>
<th>Course Name</th>
<th>Hours/Week for (P.E.)</th>
<th>Enrollments Projected</th>
<th>Enrollments Actual (past 2 yrs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>S120</td>
<td>PS30</td>
<td>Political Inquiry</td>
<td>50</td>
<td>S219 - 48</td>
<td></td>
</tr>
</tbody>
</table>

Other Duties: ____________________________________________
Name of Designated Supervisor(s): __________________________

<table>
<thead>
<tr>
<th>REVIEW ACTION</th>
<th>Approve</th>
<th>Disapprove</th>
<th>Modify</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewing Provost</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean-SIO</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean-SOM/SSPPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Divisional Dean</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dean UE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Rev. 05/18
**Appointment Summary Form Sample**

**Visiting Instructor**

---

**Name:** Mary Peterson  
**Department:** Economics  
**Highest Degree/Institution/Year:** PhD/UCLA/1992  
**Begin Date:** 08/03/20  
**End Date:** 09/05/20

**Present Status** (Date: 01/16/20)  
**Institution:** ASU  
**Title:** Visiting Assistant Professor  
**Title Code:** Assistant Professor  
**% of Time:** 50  
**Basis:** Academic □, Fiscal □  
**Salary:** $70,100.00  
**% of Time:** 50  
**Title Code:** 1308  
**Proposal Series:** Professor Series  
**Qtr:** S220  
**Basis:** Academic □, Fiscal □  
**Funding Source:** □  
**Current Year Cost:** _______

**Dept/Div Chair Signature:**  
**Date:** 01/16/20

**On Leave from Home Institution:**  
**Merit/Salary Incr:**  
**Registered UC Grad. Student:** 3-year Appt.  
**Retired Faculty:** Concurrent Appt.

**Previous UC Experience**

<table>
<thead>
<tr>
<th>Dates</th>
<th>Title</th>
<th>Annual Salary &amp; Salary Scale (Indicate Merits with *)</th>
<th>% Time</th>
<th>Dept/UC Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Unit 18 Qtrs in dept as of (indicate end date of last Unit 18 Appt)**

**Proposed Classes**

<table>
<thead>
<tr>
<th>Quarter</th>
<th>Course No.</th>
<th>Course Name</th>
<th>Hours/Week for (P.E.)</th>
<th>Enrollments</th>
</tr>
</thead>
<tbody>
<tr>
<td>S220</td>
<td>ECON102</td>
<td>Globalization</td>
<td>85</td>
<td>70, 90</td>
</tr>
</tbody>
</table>

**Other Duties:**  
**Name of Designated Supervisor(s):**

---

**REVIEW ACTION**  
**Approve**  
**Disapprove**  
**Modify**  
**Date**

| Reviewing Provost |  |
| Dean-SIO |  |
| Dean-SOM/SSPPS |  |
| Divisional Dean |  |
| Dean UE |  |

*Rev. 05/18*
PLEASE INCLUDE ALL APPLICABLE COMPONENTS:

1. Date

2. Address to:  
   John C. Moore  
   Academic Affairs  
   Dean of Undergraduate Education (DUE)

3. Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs)/Name of Academic Department, College Program, or Interdisciplinary Program and email endorsement memo

4. Request must include full name of faculty being proposed, status, session

5. Department making request

6. Full name of faculty being proposed, status, session

7. Proposed annual teaching salary (noting scale, i.e. Unit 18 or Professor Series)

8. Proposed courses

9. Teaching qualifications including degrees

10. Teaching evaluation summary (i.e. CAPE) or Reference Letter
    • If CAPES are low, explain strategy for improvement

11. If applicable:
    • Fiscal Year Appointment needs exception noted
    • Visa per BIO/BIB, needs confirmation of status with the International Center
    • For first-time lecturers, please recommend a Teaching + Learning Commons consultation and assign a faculty mentor.
DATE: January 27, 2020

TO: John C. Moore
   Academic Affairs
   Dean of Undergraduate Education (DUE)

FROM: Dean Deborah Davis, Professor and Chair
       Computer Science and Engineering Department

RE: Appointment for Steve Software as Visiting Lecturer, Summer Session 2020

The Department of Computer Science and Engineering proposes the appointment of Steve Software as a Visiting Lecturer for Summer Session 2, 2020 at an annual salary of $104,524 (7/1/19 Unit 18) to teach the course listed below:

Course Title: CSE 5A. Introduction to Programming I (4) Introduction to algorithms and top-down problem solving. Introduction to the C language, including functions, arrays, and standard libraries. Basic skills for using a PC graphical user interface operating system environment. File maintenance utilities are covered. A student may not receive credit for CSE 5A after receiving credit for CSE 11 or CSE 8B. Recommended preparation: A familiarity with high school-level algebra is expected, but this course assumes no prior programming knowledge. Prerequisites: restricted to undergraduates. Graduate students will be allowed as space permits.

Steve Software is the Owner/Software Engineer at Imagine Group, and the San Diego Regional Manager at CODE. Mr. Software received his bachelor’s degree in Computer Engineering from the University of California, San Diego (1996) and he received his master’s degree in Technology from the University of Advancing Technology (2009). He has several years of industry experience and has previously held other academic titles, including Lecturer at UCSD (Spring 2016) and Adjunct Professor at University of Advancing Technology (2010-2015). Mr. Software’s evaluations are included in the file. Although his CAPES were low in 2016, he has since gained more teaching experience. The department has assigned Professor Smith and Professor Gold as joint faculty mentors to support Mr. Software in his teaching. Professor Smith will help him with guidance about teaching at UCSD, including classroom observation, and Professor Gold will share class materials and experience for lower-division programming classes. His 2016 CAPE response rate was only 33%, so the department will suggest that Mr. Software provide classroom time for students to complete their evaluation.

<table>
<thead>
<tr>
<th>Course</th>
<th>Term</th>
<th>Enroll</th>
<th>Evals Made</th>
<th>Recmd Class</th>
<th>Recmd Instr</th>
<th>Study Hrs/Wk</th>
<th>Avg Grade Expected</th>
<th>Avg Grade Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSD11</td>
<td>SP16</td>
<td>120</td>
<td>40</td>
<td>83%</td>
<td>60.4%</td>
<td>12.62</td>
<td>3.59</td>
<td>3.08</td>
</tr>
</tbody>
</table>
Reference Letter

Please include all items below:

1. Date
2. Address to:
   - Department Chair (Academic Departments)
   - Provost (College Programs)
   - Divisional Dean (Interdisciplinary Programs)
3. Request must include full name for faculty being proposed
4. Referee’s history and length of association with the faculty being proposed
5. Reasons and detailed qualifications for recommendation
6. Referee signature
7. Referee name, title, and department

Note: The reference letter should justify why the candidate is qualified to teach the course.
Reference Letter Sample

February 3, 2020

Department Chair
Chemistry and Biochemistry

Re: Appointment for Betty Triton as Lecturer

To Whom It May Concern:

I am writing to enthusiastically support the application of Betty Triton as a lecturer. Betty is currently a senior graduate student in my laboratory. She joined my group five years ago, and will defend her thesis in about a month, March 2020. Her work presents a new model for how adrenergic stimulation in brown adipose tissue becomes relayed into transcriptional changes in the nucleus. Betty has tackled all aspects of her thesis work, whether technical or intellectual, with determination and successfully. She has been recognized with awards and scholarships. A manuscript on her main project will be submitted this coming month. She has already co-authored one study and I expect at least one more manuscript to come from her work in 2020. She is an exceptional student, among the best I have seen in many Universities and Institutes where I have been, and I am confident that she will excel as a scientist, teacher, and mentor.

During her Ph.D. thesis, Betty was also teaching assistant for three graduate courses and participated in mentoring programs for high school students. She was outstanding in these activities. She engaged the students, directed work and/or class, and had great insights into what worked well in teaching. While doing this teaching or mentoring, which was her own calling and not required by our institute, she never let such activities keep her away from the bench, a testament to her ability to work hard and multitask. Moreover, at a personal level, Betty is a delight to work with. She is mature, independent, and resourceful, knowing when and where to seek advice and help. She expresses her opinions in an engaging way and enjoys being challenged. She strives for originality, works hard and undeterred and has a charisma for drawing others to comment and participate in her work. She is full of enthusiasm, has the right drive, and genuine interest in teaching and in science, an analytical and keen mind, creativity and perseverance. She multitasks with ease and does not lose her focus on the goals she sets.

In summary, I have no doubt that Betty will be an outstanding teacher. Please do not hesitate to call or email me if you have any further questions.

Yours sincerely,

Lisa Scholar

Lisa Scholar, Ph.D.
Associate Professor
Department of Chemical Physiology
10550 North Torrey Pines Rd/MB24
La Jolla, California 92037
Tel. 858-534-4744
Fax 858-822-2619
Please complete all 5 fields:

1. Personal data: If the answer is “No” to the U.S. Citizenship question -
   • Memo must include a note that the department is working with the International Center to obtain the faculty’s Visa
     OR
   • Department can provide the actual Visa information

2. Employment data – including approximate annual salary and course salary as requested

3. Education – specifically include all degrees and dates received

4. Professional data – “See attached CV” is not acceptable

5. Signature and date
   An email is only required from the candidate if the signature line on the Bio/Bib is BLANK or TYPED.
# BIO/BIB Sample

**UCSD ACADEMIC PERSONAL DATA**  
(for Appointment files only)

<table>
<thead>
<tr>
<th>Name:</th>
<th>Triton, Tommy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last, First, Middle</td>
<td>MAE</td>
</tr>
<tr>
<td>Department</td>
<td>Visiting Professor</td>
</tr>
<tr>
<td>Business Address:</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>1350 Friars Rd.</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>San Diego, CA 91733</td>
</tr>
<tr>
<td>Phone:</td>
<td>619-534-5200</td>
</tr>
<tr>
<td>Mail Code</td>
<td>0079</td>
</tr>
<tr>
<td>Home Address:</td>
<td></td>
</tr>
<tr>
<td>Street</td>
<td>855 Scholars Road</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>La Jolla, CA 92108</td>
</tr>
<tr>
<td>E-mail address:</td>
<td><a href="mailto:tomtriton@gmail.com">tomtriton@gmail.com</a></td>
</tr>
<tr>
<td>Phone:</td>
<td>858-534-4744</td>
</tr>
<tr>
<td>Country of Citizenship:</td>
<td>USA</td>
</tr>
<tr>
<td>Are you a citizen or permanent resident of the U.S.?</td>
<td>Yes [X] No</td>
</tr>
<tr>
<td>If no, what is your current Visa status?</td>
<td>N/A</td>
</tr>
<tr>
<td>Date this status began:</td>
<td>N/A</td>
</tr>
<tr>
<td>Date this status expires:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Person to be contacted in case of emergency:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Louise Triton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street</td>
<td>855 Scholars Road</td>
</tr>
<tr>
<td>Phone:</td>
<td>858-534-7149</td>
</tr>
<tr>
<td>City, State, Zip</td>
<td>La Jolla, CA 92108</td>
</tr>
</tbody>
</table>

**Family members or domestic partners employed by the University:**

<table>
<thead>
<tr>
<th>Name</th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relationship</td>
<td>N/A</td>
</tr>
<tr>
<td>Department</td>
<td>N/A</td>
</tr>
</tbody>
</table>
BIO/BIB Sample continued

UCSD ACADEMIC BIOGRAPHY/BIBLIOGRAPHY FORM

Name: Triton, Tommy

<table>
<thead>
<tr>
<th>Department</th>
<th>Title(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAE</td>
<td>Visiting Professor</td>
</tr>
</tbody>
</table>

Section I: Employment History and Education

Previous Applicable Employment

Please provide a full account of your time from the date of your first academic (or otherwise relevant) employment to the present, including any periods when you were not employed. Indicate part-time appointments. Provide salary or approximate annual earnings in all cases. Please include all previous University of California employment. You may provide supplementary information if necessary.

<table>
<thead>
<tr>
<th>Period of employment</th>
<th>Institution, firm or organization</th>
<th>Location</th>
<th>Rank, title, or position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug 2012-Present</td>
<td>SDSU (MAE)</td>
<td>San Diego</td>
<td>Professor</td>
</tr>
<tr>
<td>July-Aug 2016</td>
<td>UCSD (MAE)</td>
<td>La Jolla</td>
<td>Visiting Professor</td>
</tr>
<tr>
<td>July-Aug 2015</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>July-Aug 2014</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Education

<table>
<thead>
<tr>
<th>School, college, university, or hospital (internship, residency, or fellowship)</th>
<th>Dates of attendance</th>
<th>Location</th>
<th>Major subject or field</th>
<th>Degrees or certificates</th>
<th>Date received</th>
</tr>
</thead>
</table>

Please indicate areas of sub-specialization or board certification, if any. Also include a list of special licenses or permits and the dates received.

Section II: Professional Data

Please list your activities in each of the following eight categories. Please provide dates of awards or service.

(a) University Service (Include service at the departmental, college, Academic Senate, campuswide, and systemwide levels.)

- Department Chair SDSU MAE Department Aug 2014-2016

(b) Memberships (Include scholarly societies, professional boards, civic organizations, etc.)

- Association of Aerospace Engineering and Aerospace Industries Association

(c) Honors and Awards (Include the dates they were received.)

- Listed in "Who's Who in Engineering Academia", Feb 2015

(d) Contracts and Grants (Provide the following information for current contracts and grants.)

<table>
<thead>
<tr>
<th>Title</th>
<th>Granting agency</th>
<th>Amount of total award (include indirect costs)</th>
<th>Time period of contract/grant</th>
<th>Role (e.g. PI, co-investigator, project leader, etc.)</th>
</tr>
</thead>
</table>
Space materials  NSF  $100,000  June 2002-Aug 2004

List co-PIs/corresponding share of total award (total must = 100%)

(e) **External Professional Activities** (Examples include, but are not limited to, technical service to organizations and agencies, acting as a reviewer of journal or book manuscripts or contract and grant proposals, or professional committee service.)

Editorial Board: Journal of Engineering, 2010-Present
Associate Editor: Engineering Bulletin, 2015-Present

(f) **Most Significant Contributions to Promoting Diversity** (Examples include, but are not limited to, developing strategies for the educational or professional advancement of students in underrepresented groups; contributions that promote equitable access to and diversity in education; and activities that promote recruitment, retention, and mentoring.)

As Department Chair at SDSU, coordinated faculty roundtable sessions with first generation college students.

(g) **Other Activities** (List those that do not fit into categories a – f above, such as community service).

(h) **Student Instructional Activities**

Course load information is reported separately in faculty review files. Please list here all students mentored outside of the structured classroom setting. Please list by category (e.g., undergraduate research students, masters or doctoral candidates, postdoctoral or medical fellows, interns, residents) and indicate your role (e.g., thesis adviser, research adviser) for each student. For graduate students, indicate the years of their degrees when appropriate.

Supervised 2 graduate independent studies, served on master thesis committee at SDSU (2016-2018)

(i) **External Reviews of Primary Creative Work**

List only significant, independent reviews of the work—e.g., independent reviews or feature articles appearing in journals or online venues, major newspapers, books, or catalogs. Forms of review and venues may vary by department. (Please do not include advertisements, brief mention of candidate’s name or work, event listings, minor blog chatter, or self-promotional or commercial items.)

Section III - Bibliography

A. **PRIMARY PUBLISHED OR CREATIVE WORK**

This section should include original peer-reviewed work that appears in the open literature and can be reasonably expected to be found in libraries outside UCSD, or an appropriately documented listing of creative endeavors such as performances or shows of artistic works. In addition to published work, this section may include items that are "in press" (i.e., accepted for publication in final form) or formally "accepted" (i.e., the publisher’s binding acceptance of entire corpus has been received). Such items should clearly indicate "in press" or "accepted" somewhere in the citation. Do not include items that have been submitted for consideration but have not yet been accepted. Materials associated with items in this section should be submitted with the file.

I. Original Peer-Reviewed Work or Listing of Creative Endeavors

II. Review and Invited Articles

III. Books and Book Chapters

IV. Refereed Conference Proceedings
B. OTHER WORK

This section should include other published or creative works that you wish to list to demonstrate scholarly activity. Materials associated with items in this section need not be submitted with the file. If you believe that a work is particularly important, please discuss it in your personal statement. Describe the activity, product, or outcomes and include metrics to demonstrate impact, value, or innovative qualities. The department may comment on work in this section as a basis for advancement.

I. Other Conference Proceedings  
II. Abstracts  
III. Popular Works  
IV. Additional Products of Major Research  

C. WORK IN PROGRESS

This section is optional and should include only items for which there is actual material that will be submitted with the file for review. This section is intended primarily for disciplines in which completion of scholarly work normally occurs over a lengthy period of time, and in which evidence of progress on a project is considered crucial for assessing a candidate’s accomplishments. Such evidence might include chapters of a major book or documentation of progress on a major work of art. This section is particularly important for appraisals of assistant professors. For other actions, use of the Work in Progress section is discouraged.

When an item is moved from Section C to either Section A or B, it should be annotated accordingly (e.g., “from Work in Progress”). Work may also be removed from Section C if it has been abandoned and is no longer in progress, provided that it has been listed in this section for two consecutive review cycles. (It is listed as in progress at one review, as abandoned at the next, and is removed at the third). Although a horizontal line should be used to indicate new items added, the items listed and the numbering scheme may be altered at each review, if necessary, and should be annotated accordingly.

Please see attached.

Selected publications can be found at the following link:

I have provided the information contained in this Biography and Bibliography Form or have reviewed it for accuracy.

Tommy Triton  
Signature  
01/07/20  
Date
Recall Form

Please complete all 6 Fields:

1. **Employee Information**
   - Employee ID (EID)
   - Name of Recall (Emeriti) Faculty

2. **Status at Time of Retirement**
   - Home campus should be UC San Diego
   - Title
   - Home department
   - Step: 1, 2, etc. (select from dropdown)
   - Basis: AY or FY (select from dropdown)
   - Scale Type: Standard
   - Retirement date
   - Annual salary
   - Scale date

3. **Proposed Recall Appointment**
   - School/Division (select from dropdown)
   - Recall type (check appropriate box)
   - Primary department
   - Annual salary
   - Scale date
   - Begin date/End date: Teaching start and end date
   - Percent time: 50% if teaching one course, 100% if teaching two in a session
   - Fund sources: Summer Session
   - Per 4-unit course rate: 8.5% of annual teaching salary
   - Total annual compensation: total annual teaching salary

4. **Proposed Recall Duties**
   - Purpose of recall: Check “teaching” box
   - Description of recall duties: i.e. teaching MAE101 in Summer
   - Teaching assignment: Session, Course#, Course title
5. **Retiree Acknowledgement**
   - All appropriate boxes must be checked
   - Faculty’s actual signature is required (if typed in or an electronic signature, an email is required from the instructor to the department showing the form as an attachment of included in the body of the email
   - Date signed

6. **Recommendation and Approval**
   - Department Chair (Academic Departments) or Provost (College Programs) or Divisional Dean (Interdisciplinary Programs)
   - Date signed
Recall Form Sample

UCSD Academic Recall Appointment

| Employee Information | | |
|----------------------|------------------|
| Employee ID: 398450  | Name: Tommy Triton |
| Status At Time Of Retirement | |
| Step: 6 | Basis: AY | Scale Type: Standard |
| Home Campus: MAE | |
| Home Department: MAE | |
| Retirement Date: | |
| Annual Salary: $111,800 | Scale Date: 10/07 |

<table>
<thead>
<tr>
<th>Proposed Recall Appointment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Division: JSOE</td>
<td></td>
</tr>
<tr>
<td>Primary Department: MAE</td>
<td></td>
</tr>
<tr>
<td>Secondary Department:</td>
<td></td>
</tr>
<tr>
<td>Begin Date: 06/29/20</td>
<td>End Date: 08/01/20</td>
</tr>
<tr>
<td>Annual Salary: $139,200</td>
<td>Scale Date: 07/01/2019</td>
</tr>
<tr>
<td>Percent Time: 50%</td>
<td></td>
</tr>
<tr>
<td>Fund Sources(s):</td>
<td></td>
</tr>
<tr>
<td>Per Course Rate (teaching only): $11,832</td>
<td></td>
</tr>
<tr>
<td>Total Annual Compensation:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Purpose of Recall</th>
<th>Description of Recall Duties:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>MAE101 for Summer Session</td>
</tr>
<tr>
<td>Research</td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Teaching Assignment</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Quarter</td>
<td>Course #</td>
</tr>
<tr>
<td>S120</td>
<td>MAE101</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Retiree Acknowledgement</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>I understand that my total annual recall compensation from all UC sources may not exceed 43% of my annual salary at the time of retirement, adjusted to the current pay scale.</td>
<td>I understand that I will be subject to the terms and conditions of the HSCP, if applicable.</td>
</tr>
<tr>
<td>I understand that my appointment is contingent upon the availability of funding and programmatic considerations.</td>
<td>I understand that my recall appointment cannot begin prior to receipt of my first retirement income check.</td>
</tr>
</tbody>
</table>

Please note if you have been recalled at another UC campus within the past 12 months:

Campus: | Dates |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tommy Triton</td>
<td>01/26/20</td>
</tr>
</tbody>
</table>

Employee Signature: Tommy Triton

Recommendation and Approval

<table>
<thead>
<tr>
<th>Department Head Signature</th>
<th>01/26/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Unit – Department Head</td>
<td>Date</td>
</tr>
<tr>
<td>Secondary Department Head (for joint appointments)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Date</td>
</tr>
<tr>
<td>Dean, Assoc VC, VC-ORA, VCHS, VCMS</td>
<td></td>
</tr>
<tr>
<td>Executive Vice Chancellor – Academic Affairs</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
</tr>
<tr>
<td>Date</td>
</tr>
</tbody>
</table>
APPENDIX B – Interfolio Workflow

UC San Diego

Summer Session Appointment File Creation

1. Login via review.ucsd.edu
2. Click on ‘Cases’ under the Review, Promotion and Tenure menu on the left hand side of the screen
3. Click on ‘Create Case’
4. Choose the home department or ORU for this appointment
5. Choose the ‘Summer Session Appointment’ template
   • Note: Unlike the other templates created for your department, this template is not department specific.

New Case

<table>
<thead>
<tr>
<th>Blank Case</th>
<th>Summer Session Appointment</th>
</tr>
</thead>
<tbody>
<tr>
<td>A blank case that can be customized to match your requirements</td>
<td>This template should be used for summer session appointees.</td>
</tr>
</tbody>
</table>

6. Search for a Candidate or enter their name and email address
7. Click ‘Continue’
8. Update the candidate requirements (if applicable)
9. Click ‘Continue’
10. Create any additional Internal Case Sections that you want to add to the file (if any)
    • Do not change the sections that are already created
11. Click ‘Continue’
12. On the Case Review Steps page, click on the pencil icon on the first step of the workflow, “Department Review”

Case Review Steps

1. Department Review
   - Departmental AP Staff (0)
   - No Instructions
   - No Required Documents

Page 1 of 4 Summer Session 3/11/19

University of California-San Diego > Cases > Johny Test
13. Click ‘Add Committee’

14. Click on ‘Individual User’ then search for your name and/or the names of anyone else in the department who needs added in order to work on this file and click “Add”
15. When you done adding users to the step, you can close the window. You are now added to the workflow step as a reviewer.
   - You can leave the generic committee, “Department AP Staff” on the step

16. Repeat steps 12-15 for the last step in the workflow. “Notify Department of Final Action”
   - Make sure to add your Department Chair to this step if they need to see the final outcome letter in the system

17. Once that has been completed, you can click “Continue” at the bottom of the screen and the file has been created! Continue notifying the candidate, uploading documents, etc like you normally would.
   - Note: PDF summary forms will need to be uploaded until the AP Data integration for appointment files is complete.
APPENDIX C

Appointment Letter Process

1. Upon DUE approval of an appointment file, Summer Session generates an appointment letter and emails it to the instructor and copies the department MSO.

2. Faculty are required to reply if they accept or decline the appointment by emailing summer-payroll@ucsd.edu.

3. Upon acceptance of the appointment, Summer Session will assign the instructor to the course on the Schedule of Classes.

   Note: The instructor must have an active PPS appointment in order to be added to the Schedule of Classes.

4. After an overnight refresh, the instructor will have access to campus systems. An additional overnight refresh may be required for Canvas access.
Appointment Letter Sample

UNIVERSITY OF CALIFORNIA, SAN DIEGO
UCSD

OFFICE OF SUMMER SESSION

December 11, 2019

Neville Longbottom
Computer Science and Engineering

SUBJECT: 2020 Summer Session Appointment

Course Units: CSE 140, 4 Units
Session: Session 1, 6 Weeks
Dates: 6/28/20 - 8/1/20
Percent of Time: 50% Appointment

Important Dates
- 6/9/20: Your Deadline to Cancel this Appointment
- 6/12/20: Course Cancellation Deadline (if you enroll)
- 7/7/20: Final Course Salary Calculated
- 7/31/20: Pay Date
- 5/4/20: e-Grades Due to Registrar
- 7/9/20: Holiday - Campus closed. No class meetings.

Please accept the terms of this appointment within 10 days of this letter by replying to this email with the following statement: “I, Neville Longbottom, accept the terms of the appointment letter dated December 11, 2019 to teach CSE140.”

Course Salary

10-14 students enrolled: MINIMUM Course Salary $400/student, not to exceed $7,080
15 or more students enrolled: MAXIMUM Course Salary $7,252*

*Calculated as 8.6% of $85,788 your UCSD academic annual salary effective June 30, 2020.

Summer Session compensation aligns with the policies outlined in the UCOU Academic Personnel Manual (APM) and the UC San Diego Policy 5, Procedure Manual. Summer Session instructors may earn a maximum of 33% (or 3/9ths) of your annual academic year salary during the three month summer period (July-September). You will not be eligible for Summer Session compensation that exceeds the 33% annual salary maximum. (See APM 600, APM 681, APM 682, and PPM 230-43.)

Campus Policies

☐ Ladder-rank faculty and Teaching Professors (LSOE/LPSOE) may earn a maximum of 1/6th annual salary per month. Teaching two or more Summer Session classes may require spreading your payment over July-September as needed to align with AP policy. (See APM 600, APM 681, APM 682, and PPM 230-43.)

☐ Lecturer appointment terms and conditions are set forth in the Memorandum of Understanding between the University of California and the University Council American Federation of Teachers, Non-Senate Instructional Unit. The agreement can be retrieved at https://ucnet.universityofcalifornia.edu/labor/sugning-units/contract.html.

☐ Recall appointments may earn a maximum of 43% per month, based on your UCSD academic salary at the time of retirement (range-adjusted to current dollars). Summer Session compensation may be spread over July - September as needed to align with AP policy. Policy applies to all recall appointments during the summer months. (See APM 205.)

☐ Fiscal-year appointees at 100% time may use vacation days or temporarily reduce their fiscal-year appointment to teach Summer Session courses. Contact your department staff for details on the impact of reducing your fiscal-year appointment (HR, benefits, etc.) (See APM 600, APM 681, APM 682, and PPM 230-43.)
Standard compensation for one 4 Unit summer session course is 8.5% of your nine-month UCSD academic salary as of June 30, 2020. Compensation per course is calculated based on student enrollment. Summer Session takes two snapshots of enrollment to calculate your salary at the highest amount. Additional details are available at the 2020 Guidebook link referenced below.

If you want to cancel your teaching appointment, please contact your Department Chair by June 3, 2020. The department will contact Summer Session to decide if a new instructor can be assigned or if the course will be cancelled. If enrollment is fewer than 10 students on June 3, 2020, Summer Session reserves the right to cancel the course and your appointment to teach this course. Summer Session will notify you by June 8, 2020 if your course is cancelled due to low enrollment.

The 2020 Guidebook containing the policies and procedures pertaining to summer instruction is available at the Summer Session website, https://summersession.ucsd.edu/files/Guidebook/Guidebook.pdf.

Summer Session compensation is subject to state and federal taxes and all other deductions as required by law and University regulations. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration reform and Control Act of 1986. This appointment is subject to all rules and regulations of the University of California and UC San Diego.

Beginning March 19, 2020, information regarding course scheduling such as the days, times and location of your course can be viewed at http:// TritonLink.ucsd.edu.

If you have questions, please contact Lisa Bargabus at (858) 822-5064, or summer-payroll@ucsd.edu.

I hope you have a pleasant and rewarding summer.

Becky Arce, Director
(858) 534-7074
larce@ucsd.edu
http://summersession.ucsd.edu

cc: Department Chair/College Provost/Divisional Dean, MSO

---

**Figure A: Summer Session Compensation Timeline**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/13/20</td>
<td>Students begin enrollment</td>
</tr>
<tr>
<td>6/3/20</td>
<td>Your deadline to cancel this appointment</td>
</tr>
<tr>
<td>6/3/20</td>
<td>1st Snapshot: Verify course enrollment</td>
</tr>
<tr>
<td>6/8/20</td>
<td>Deadline to cancel course if low enrollment</td>
</tr>
<tr>
<td>7/7/20</td>
<td>2nd Snapshot: Calculate final course salary</td>
</tr>
</tbody>
</table>

---

**Figure B: Summer Session Course Salary – Full vs Contingent**

<table>
<thead>
<tr>
<th>Enrolment Level</th>
<th>Course Salary Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-10 students</td>
<td>$0</td>
</tr>
<tr>
<td>10-14 students</td>
<td>Minimum Course Salary</td>
</tr>
<tr>
<td>15 or more</td>
<td>Maximum Course Salary</td>
</tr>
</tbody>
</table>

- **Minimum Course Salary**
  - $400 per student
  - Not to exceed $7,292

- **Maximum Course Salary**
  - $7,292

* Your maximum course salary is calculated as 8.5% of $85,768 your UCSD annual teaching salary effective June 30, 2020.
APPENDIX D

TEACHING + LEARNING COMMONS SERVICES

More details can be found at: https://commons.ucsd.edu/educators/index.html.
APPENDIX E

Excerpts from Academic Personnel Manual

APM-661
http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-661.pdf

APM-662
http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-662.pdf
Additional Compensation: Summer Session Teaching

661-0 Policy

Academic appointees may receive additional compensation for Summer Session teaching. For Additional Compensation: Additional Teaching, see APM - 662 and for Additional Compensation: University Extension (UNEX), see APM - 663.

661-14 Eligibility

Only the following academic appointees may receive additional compensation for Summer Session teaching:

a. Academic-year appointees;

b. Appointees holding split appointments partly on an academic-year basis and partly on a fiscal-year basis, provided the fiscal-year portion of the appointment is less than half-time during the Summer Session period;

c. Full-time fiscal-year faculty appointees who are granted a temporary reduction in their percentage of appointment or those who relinquish outside professional activity days or vacation days equal to one day for every six contact or podium hours with students;

d. Part-time fiscal-year faculty who are granted a temporary increase in their percentage of appointment. Fiscal-year faculty appointed less than 50 percent in a Health Sciences Compensation Plan school cannot increase the percentage of appointment to more than 50 percent;1

e. Full-time fiscal-year non-faculty appointees who are granted the use of vacation days or a temporary percentage reduction in their current appointment.

661-16 Restrictions

a. Compensation for academic-year appointees may not exceed three-ninths during the summer period.

1Any appointment more than 50 percent affects a faculty member’s eligibility to participate in the Health Sciences Compensation Plan. (See APM - 670, Health Sciences Compensation Plan.)
b. Compensation for fiscal-year appointees may not exceed one-twelfth of the annual salary per month of teaching. This is effective for appointments made July 1, 2014 or later. Those appointed prior to July 1, 2014 to the Professor, Astronomer or Agronomist series are eligible for payments up to one-eleventh of the annual salary of a fiscal-year appointee.

c. These additional compensation maximums are cumulative of all concurrent sources of additional University compensation.

d. Full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

661-18 Salary

a. **Summer Session teaching**

   The amount of pay is negotiated based on the teaching load. Each campus shall determine the formula by which pay is calculated.

b. Additional compensation for Summer Session teaching shall be calculated based on the salary rate in effect June 30 of the calendar year in which the Summer Session begins.

c. Faculty shall inform the department chair of the home campus when teaching Summer Session at a University campus other than the home campus to insure pay is accurate and does not exceed policy limits.

661-24 Authority

Each Chancellor is authorized to approve additional compensation for Summer Session teaching for eligible academic appointees.
662-0 **Policy**

Full-time faculty members may receive additional compensation after obtaining pre-approval from the faculty member’s department chair for specific additional University of California teaching activities as outlined below. For Additional Compensation: Summer Session, see APM - 661 and for Additional Compensation: University Extension (UNEX), see APM - 663.

662-2 **Purpose**

Compensation for additional teaching is a privilege that must be consistent with the principles in APM - 025 and APM - 671 and not interfere with normal University duties. As a prerequisite for such additional compensation, the faculty member must carry the full approved teaching load for his or her department, even if he or she normally teaches less. Department chairs must take special care to assure that faculty, especially assistant professors, are able to meet expectations for all their responsibilities in teaching, research/creative work, and University and public service.

662-8 **Additional Teaching Eligible for Additional Compensation**

Two kinds of teaching are eligible for additional compensation, when beyond the assigned teaching load:

a. Teaching of matriculated students in self-supporting University degree or UNEX courses and programs (see APM - 663 for UNEX).

b. Teaching of non-matriculated students, including those in UNEX courses and programs (see APM - 663) and other continuing education courses and programs run by the University.

662-9 **Additional Teaching During Summer Period (other than in Summer Session)**

Faculty receiving summer compensation may engage in additional teaching up to the APM - 025 limit of one day per week inclusive of all Category I and II outside professional activities performed.
662-14 **Eligibility**

Faculty titles covered by this policy are listed in APM - 110-4-(15). Faculty participating in the Health Sciences Compensation Plan are subject to the Plan and local campus Implementing Procedures regarding income from additional teaching. See APM - 670, Health Sciences Compensation Plan and APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants, for additional information on the Plan.

662-16 **Restrictions**

Teaching activities ineligible for additional compensation are:

a. Any course assigned by the department chair as part of the faculty member’s assigned teaching load, including:
   
   1) A course in a self-supporting degree program (funds from the self-supporting degree program are used to pay for this portion of the faculty member’s assigned teaching load);
   
   2) Extra teaching duties assigned in place of research and/or service; or
   
   3) Courses taught in less common modes or locations (e.g., online, off-site, at another campus).

b. Extra courses that are taken on voluntarily are ineligible for additional compensation.

662-17 **Limitations on Time**

a. Time spent on additional teaching during the academic year or when receiving University compensation or University summer compensation will be deducted from the days available for outside activities provided in APM - 025, and as applicable, under APM - 671.

b. The following rules for calculating time under APM - 025 and APM - 671 must be used, regardless of how much time is actually spent:

   1) For traditional or hybrid in-person instructional formats (lectures, discussions), every six contact or “podium” hours spent with students equals one day.
2) For fully online courses, hours will ordinarily be determined under the assumption that online courses require workloads equivalent to the same or similar in-person course formats.

3) The Chancellor may establish types of teaching for which time calculations may vary, e.g., field supervision, practicums, and established online courses producing lower levels of instructor engagement.

c. Additional teaching hours count toward the limits applicable at the time the teaching takes place. For example, teaching done during the academic year is counted toward the limits that apply during that academic year and may not be paid on a summer-ninths basis. For courses that span the academic year and the beginning or end of the summer or off-duty period, the time shall be allocated in proportion to when the work was performed.

d. Exceptions to the time limit are not allowed for faculty during any period in which they receive part or all of their salary directly charged to contracts and grants.

662-24 Authority

The Chancellor may grant exceptions to the time limits which shall be confirmed in writing prior to the conduct of additional teaching. Such exceptions may be granted:

a. When specific individuals teach beyond the limits, or when all individuals are teaching in a specific additional teaching program, such as a self-supporting degree program. Any individual who teaches beyond the time limits assumes full responsibility for ensuring that full-time effort is devoted to regular University duties;

b. When course assignments are reduced due to other University service, such as serving as department chair;

c. To the general time calculation rule in APM - 662-17.

Other exceptions to this policy, such as payment for courses taught off-site or conducted in University-sponsored for-profit programs, may be recommended for approval by the Chancellor to the Provost and Executive Vice President.