

NEW – Visiting Summer Instructors will need to complete a Misconduct Disclosure Questionnaire to Comply with SB 791 – **ONE TIME** (not every summer)

Departments will need to:

1. Determine which summer instructors will need to complete a Misconduct Disclosure form. (see chart on following slides)
2. Departments initiate the SB 791 process for each candidate by [clicking the link on the APS website](#).
 - a. Click **Disclosure Collection Process (SB 791)**, and scroll down to **For Summer Session Appointees**.
 - b. Click on the link in Step 2.
 - c. Quali automatically routes the disclosure form to the candidate.

Step I: Candidate for Summer Session instructor is identified by Academic Department.

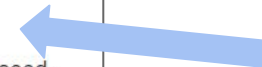
Step II: Department, [Click here to initiate SB 791 \(request for the Employee Misconduct Questionnaire\)](#).

Step III: Department includes documentation in the appointment file (can be a .pdf) of the notification to proceed.

Step IV.a: Summer Session ensures evidence that the candidate is cleared for hire is included in the Interfolio file.

Step IV.b: AVC-EI reviews and approves the appointment.

Step V: Summer Session issues the Offer



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Departments will need to:

3. Once the candidate is cleared, departments will receive a Kualii notification email.
4. Departments include a PDF of the clearance notification in the summer Interfolio file in the **Candidate Documents** section (after the CV).

[See the APS website for more details.](#)

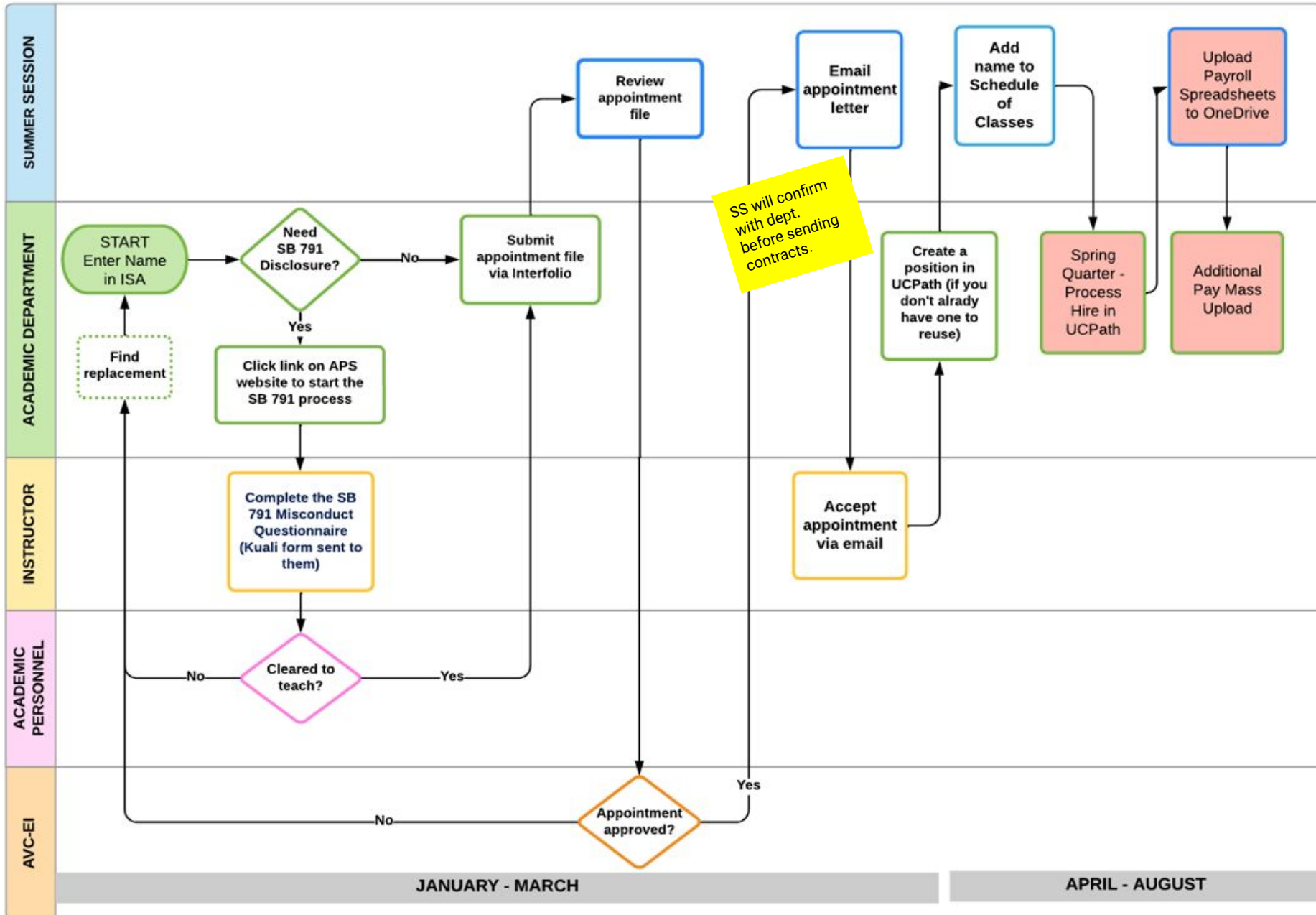
Which Summer Instructors Need to Complete Misconduct Disclosure Questionnaire?

Current ladder-rank faculty, teaching professors, and adj professors teaching at UCSD in AY	NO
Visiting professors & any lecturers teaching at UCSD in AY	NO
Graduate students teaching as Summer Associate Instructors	NO
Graduate students who graduate in Winter or Spring and will teach in summer as 1550 LECT in Summer Session	YES
1700 and 1699 Recall Teaching appointees (submit RTAD in Kualii)	NO
Staff employees (ex. postdocs) who will teach Summer Session as a 1550 LECT in Summer Session (may also be on a visa)	YES
Visiting professors, adjunct professors, and lecturers who did not teach at UCSD in current AY	YES
Returning visiting lecturers or professors who have taught at UCSD in previous summers and have not already been cleared once	YES
Unit 18 lecturers who teach for a different department during AY	NO
International instructors coming to the US to teach this summer on a visa	YES
Health Sciences faculty teaching this AY who will teach a summer course for a main campus department	NO
Ladder-rank, teaching professors, or lecturers who teach at another UC campus during the AY	YES



RED SHOE Group

Hiring Lecturers & Visiting Profs Who DID NOT TEACH in 2024-2025 AY Interfolio Appointment File + SB 791 clearance (if applicable) Position & Hire Needed in UCPATH

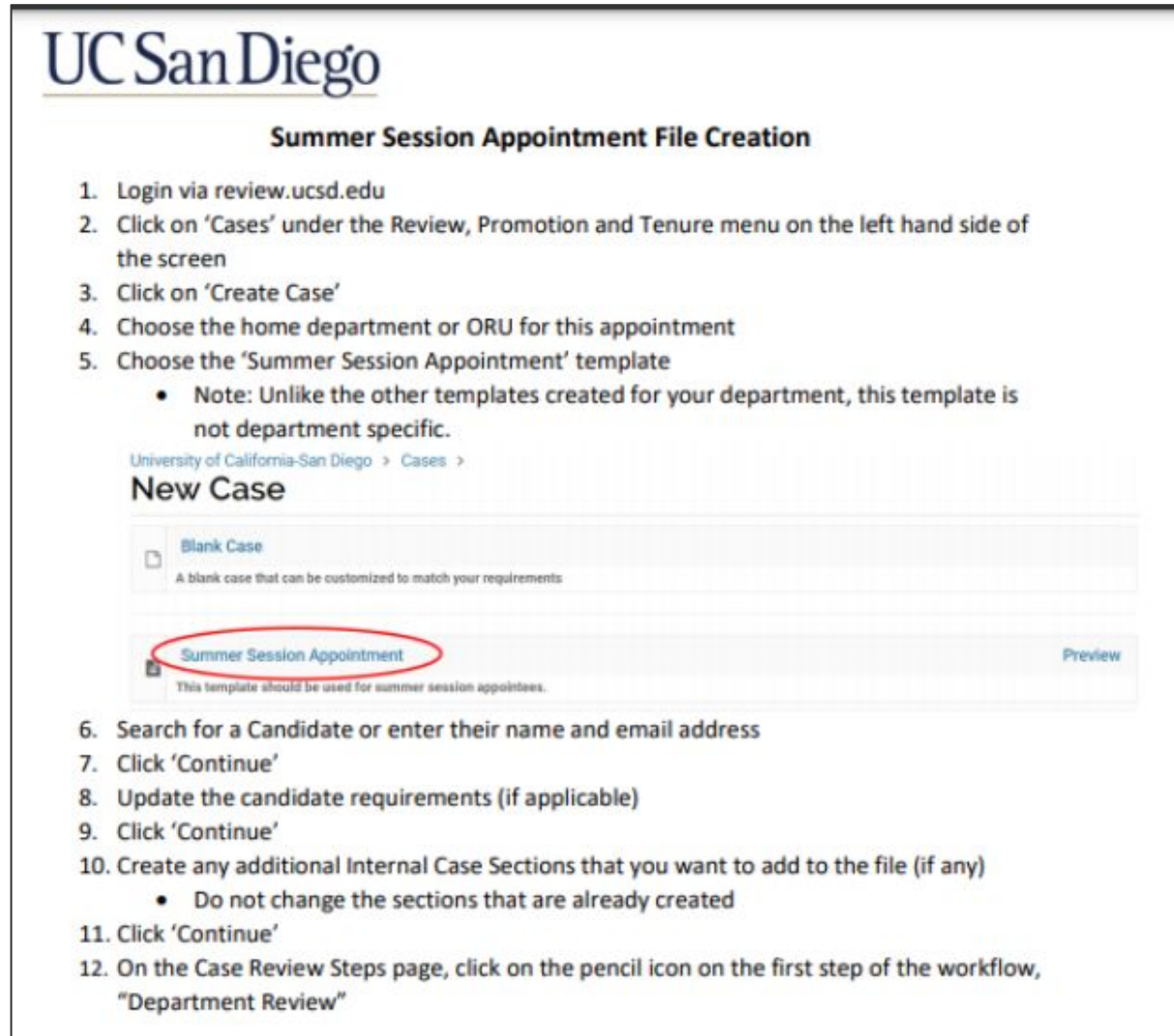


How to Submit Appointment Files in Interfolio

All departments use the “**Summer Session Appointment**” template.

Why? Because AVC Educational Innovation approves the appointments not School Deans.

See Job Aid in Summer Session Instructor Appointment Handbook or on the [AP SharePoint site](#).



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.

[University of California-San Diego](#) > [Cases](#) >

New Case

Blank Case
A blank case that can be customized to match your requirements

Summer Session Appointment Preview
This template should be used for summer session appointees.

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"

4 Sections in the Summer Session Appointment File Template

Section Name	Document to Include
1. Summary	Appointment Summary Form
2. Recommendations	Dept. Chair memo to AVC-EI
3. Evidence of Teaching Effectiveness	CAPES and SET Evals, or Reference Letter
4. Candidate Documents	CV NEW - PDF of SB 791 Clearance (Misconduct Disclosure)

After department receives notification of SB 791 clearance, please include a PDF of the clearance notification after the CV in the Candidate Documents section.

Summer appointments are not currently included in AP Data, so please use PDF forms.