

Summer Session 2024

GUIDEBOOK



5-Week Sessions		Special Session Subterms	
Session 1	July 1 – August 3	3-Week	July 1 – July 20
Session 2	August 5 – September 7		July 22 – August 10
			August 12 – August 31
		8-Week	July 1 – August 24
		10-Week	July 1 – September 7

Version 1.2 – Added Registrar subterm numbers on pg. 9
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INTRODUCTION

This guidebook is designed to provide departments and Summer Session faculty with information regarding the Summer Session program. Please note: the content in this guidebook does not supersede University policies or procedures, and subject to change.

The goal of UC San Diego Summer Session is to integrate course offerings with the academic year curriculum to ensure sufficient lower division and major-specific courses are offered so students can graduate in a timely manner. About ninety-five percent of the 32,000 summer enrollments are UC San Diego students.

Students need and appreciate a rich and varied set of offerings in the summer so they can satisfy requirements in their major, as well as meet general education needs. We are interested in increasing course offerings in order to serve the growing UC San Diego undergraduate student body.

We appreciate your participation and look forward to another successful Summer Session.

Becky Arce

Summer Session Team

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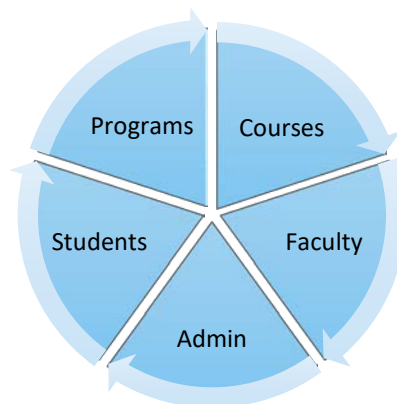
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Mission Statement

The Mission of UC San Diego Summer Session is to provide:

1. Core courses needed by students for graduation from the University of California.
2. Intensive and innovative academic programs not easily offered during the academic year.
3. Opportunities for ladder-rank faculty to teach in areas of student need, and opportunities for lecturers, visitors, and graduate students to teach, when appropriate.



Summer Session 2024 Call Letter

OFFICE OF THE DEAN OF UNDERGRADUATE EDUCATION - ACADEMIC AFFAIRS

October 10, 2023

COLLEGE PROVOSTS
GENERAL CAMPUS DEPARTMENT CHAIRS
GENERAL CAMPUS PROGRAM DIRECTORS

SUBJECT: Call for Course Proposals and Feedback – 2024 Summer Session

Dear Colleagues,

Student interest in Summer Session continues to hold strong, with approximately 14,000 students and more than 30,000 enrollments in 2023. Student demand also continues to exceed course supply. You can find tableau dashboards with detailed enrollment statistics from summer 2023 and previous years on the [summer session website](#). Thank you for providing these summer course opportunities for our students.

Today I am requesting your partnership in two ways to ensure that we have enough courses and instructors to meet student demand for summer 2024.

1. We want to hear from you! Please complete [this short survey](#) to help us understand how we can support you and your faculty to offer summer session courses.
2. We invite General Campus colleges, departments, and programs to submit proposals for Summer Session 2024 courses. Summer Session plays an important role in maximizing opportunities for student success by:
 - a. Offering courses that reduce time to degree and lower costs for students;
 - b. Giving graduate students an opportunity to develop their skills as instructors;
 - c. Offsetting state-mandated enrollment targets for the fall quarter.

Incentives for offering summer session courses include the following:

- d. Faculty compensation at the rate of 8.5% of their annual salary per course.
- e. The Academic Affairs Financial Incentive pilot program provides funding to departments with high summer session enrollments and high numbers of courses offered. This program has been reworked for 2024 to be more flexible. Details can be found on page 45 of the 2024 Summer Session Handbook.

Potential Exception to Policy on Distance Education Courses

An announcement from the Academic Senate on options for online teaching for Summer 2024 is expected by the end of October, and may allow courses that do not have official R-Course designation to be taught remotely in Summer 2024. For the sake of planning, we are asking departments to submit what courses they would teach remotely should the Senate decide to waive the Distance Education policy in some form. Should the Senate decide otherwise, we will make necessary adjustments at that time.

Offering remote course options provides increased access and flexibility for both students and instructors. Offering remote coursework greatly improves our ability to serve students who seek to maximize their summer experience through internships, travel, and research that take them away from campus.

Remote courses accounted for ~50% of summer enrollments since 2021. In order to meet student needs and Institutional goals, we must continue to grow all course offerings, including remote.

Instructor & TA Hiring Resources

Please aim to offer as many courses as possible, focusing on classes that typically have waitlists or are otherwise impacted during the academic year. We acknowledge that instructor and TA availability often present challenges. Here are suggestions to help mitigate these challenges:

- Hire graduate students as Associate Instructors. The [Summer Graduate Teaching Scholars](#) program provides training and support, and this experience can be transformative for a graduate student's career. The Summer Graduate Teaching Scholars Program Call for Registration will be sent out in a separate email.
- Work with the Division of Extended Studies to find candidate instructors should you lack other options.

Remember:

- TAs are now fully compensated by Summer Session.
- Instructor salaries are paid for by Summer Session

Summer Session 2024

- Session 1: July 1 – August 3
- Session 2: August 5 – September 7,
- Special Sessions: three, eight, and ten-weeks from July 1 - September 7

The deadline to submit course proposals is Wednesday, November 15, 2023.

The Director of Summer Session will provide more details in the coming weeks. If you have any questions about Summer Session, please contact Becky Arce (barce@ucsd.edu).

I thank you in advance for help in achieving wide participation in Summer Session 2024.

Christine Alvarado
Acting Dean, Division of Undergraduate Education

2024 Summer Session - Getting Started



COVID-19 Impacts - Summer 2024

[Return to Learn website](#) - Latest updates on UC San Diego campus operations & requirements for COVID-19 testing, vaccines, and masking.

[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

Building the Summer Session program involves a partnership between Academic Affairs, Summer Session, academic departments, the Registrar, and many other units.

The Call Letter to campus is the official notice to faculty and staff to begin the planning and processing steps.

1. The Registrar sets up the enrollment and registration systems for Summer Session 2024.
2. Academic departments log into the Instructional Scheduling Assistant (ISA) to view their classes from last summer or start with a blank slate to propose new courses.
3. Departments propose their classes and faculty appointments in the ISA and submit to Summer Session for review and approval.
4. The Summer Session Advisory Committee - which consists of the Dean of Undergraduate Education, faculty from each campus division, and representatives from a College, Associated Students, and the Summer Session team – meets in December to review 2024 Summer Session courses.
5. Summer Session notifies academic departments which courses are approved for 2024.
6. Departments schedule days and times for their approved courses within the ISA.
7. Summer Session collaborates with academic departments to hire faculty, build the Schedule of Classes, monitor enrollment, and manage payroll.
8. Departments submit their Summer Session course schedule to the Registrar's Office in the ISA. (Spreadsheets will no longer be emailed.)
9. After the Schedule Build is submitted to the Registrar's Office, departments will enter course changes (specifically add/cancel, session change, and instructor change) into the ISA. Changes require Summer Session approval.
10. After enrollment opens, departments will manage waitlists by communicating to students whether or not new sections of waitlisted classes will be added to the Schedule of Classes.

Summer Session Annual Workflow

October	November	December	January	February	March
Reconciliation of accounts Data reporting continues Call for Course Proposals to campus leaders	Letter is sent to campus leaders with new terms and conditions Proposed Courses are entered into the ISA and Course Proposals Due within the ISA	Training: How to hire Summer Instructors Advisory Committee Meeting to review proposed courses and program planning. Preview of Classes posted to the Summer Session website	Approved Courses set-up in Enrollment system Approved Courses scheduled within ISA Begin sending Faculty Appointment Letters Schedule Build submitted to Registrar in ISA	Classrooms Assigned by Registrar. Faculty teaching Appointment Letters sent out from Summer Session Approved Courses set-up in ISIS to prepare for student enrollment	Courses Available on TritonLink for students to begin planning for enrollment.
April	May	June	July	August	September
Students Begin Enrolling in courses	Enrollment Management of Waitlists begins Student Fees Assessed	Session 1 Fees Due Session 2 Student Fees Assessed	Session 1 Classes Begin Students: Add/Drop Courses Session 2 Fees Due	Session 2 Classes Begin Faculty Pay Date (Session 1)	ALL Sessions End Faculty Pay Date (Session 2) Final Summer Session Reporting Begins

What's New for 2024

COURSES

- Remote modality without online “R” designation is pending for Summer Session 2024.
- Departments will continue to use [the Instructional Scheduling Assistant \(ISA\)](#) to schedule Summer Session 2024 courses, and use the ISA to submit changes to the Schedule of Classes (add new classes, change instructors, and requests to cancel courses).
- Departments will submit Schedule Build (submission of days and times of classes) to Registrar in the ISA (no longer email spreadsheets to the Registrar).
- Reminder to plan ahead – Campus is closed on the following holidays. Please schedule any make-up sessions before courses are posted on the Schedule of Classes.
 - June 19th – Juneteenth Special Session only
 - July 4th - Independence Day Session 1 & Special Session
 - September 2nd - Labor Day Session 2 & Special Session

FACULTY

- No changes to the standard faculty compensation model:
 1. No maximum salary cap. All instructors will earn 8.5% annual salary to teach a 4-Unit course.
 2. No contingent payment for courses with less than 15 students enrolled. (effective summer 2022).
 3. Science Wet Lab Bonuses will continue for specific Chemistry and Biology wet labs.
 4. Success Bonuses for select 2024 Summer Success Programs are pending approval.
- Global Seminar faculty will now receive standard compensation of 8.5% annual salary per course.
- The Academic Integrity (AI) office has launched a Triton Testing Center (TTC) in Pepper Canyon Hall. The TTC provides a secure space for students who need to take paper-based tests outside of the time and space constraints of the classroom. Faculty can also request proctors for in-class exams. See the [AI website](#) for more information.

STUDENTS

- A new [Tuition and Fees Calculator](#) is available on the Summer Session website to help students estimate their tuition and campus-based fees for Summer Session courses.
- Late fees have been discontinued for Summer Session.
- Summer Session per-unit tuition will increase in alignment with the new cohort tuition model from UCOP.
- Continue using Service Now to answer student tickets and emails sent to summer@ucsd.edu.
 - Closer collaboration with campus partners to provide better service to our students.
- The Summer Session student application is being rewritten with stronger security features.

PROGRAMS

- Summer Bridge and Summer Engineering Institute will continue for 2024. Program details are pending.
- Collaboration with newly appointed Summer Planning Director.
- New Italy exchange program that requires a new operational model to allow two UC San Diego students to take classes in Italy during the academic year, and up to six students from Italy to come and take classes at UC San Diego during the summer.
- The Summer Graduate Teaching Scholars (SGTS) program has recently been restructured. Academic Affairs is changing the program to a registration process vs. a nomination process. Details can be found on the [Summer Graduate Teaching Scholars](#) website.

ADMINISTRATIVE

- The Academic Affairs Incentive Pilot program is approved for summer 2024. However, the course and enrollment targets are pending the course modality decision from Academic Senate. See page 45 for details.
- Summer Session is no longer block-funding a TA allocation to departments. Instead, the exact payroll expenses for Summer Session instructional support will be funded by Summer Session.
- Participate in the new ESR Student Information System (SIS) workgroup, and other ESR efforts.
- Keep up with the latest Summer Session news in the Scoop.

Stay up-to-date with deadline reminders and any updates by subscribing to The Summer Scoop – a weekly newsletter sent out by the Summer Session office. Only @ucsd.edu emails can subscribe.

[View past versions of The Summer Scoop on the Summer Session website.](#)

[Click here to subscribe](#)

2024 Session Dates

All courses offered during the summer term for summer session credit are required to be scheduled in one of the following sessions. These dates are approved by the Office of the Registrar. Low enrollment notification requires a decision if a course is to be cancelled to allow faculty and students to make other plans for summer.

5 Week Sessions		Low Enrollment Notification
Session 1	July 1 – August 3	TBD
Session 2	August 5 – September 7	TBD

Special Sessions		Low Enrollment Notification	Subterm # (Registrar's Office)
3 Weeks	July 1 – July 20	TBD	4
	July 22 – August 10	TBD	9
	August 12 – August 31	TBD	11
8 Weeks	July 1 – August 24	TBD	22
10 Weeks	July 1 – September 7	TBD	2
15 Weeks Restricted Session (year-round programs only)	June 17 – September 20	Contact Summer Session. Deadlines set manually.	90

For key dates and deadlines, please refer to the Summer Session website at

<https://summersession.ucsd.edu/calendar/index.html>.

2024 Summer Session Operational Calendar

Note: Calendar is subject to change without notice.

For specific dates, visit the Summer Session website at <https://summersession.ucsd.edu/calendar/index.html>.

Date	Courses	Faculty	Students
2023			
September		Reconciliation of accounts Data reporting continues	
October	CALL LETTER: Sent from Academic Affairs DUE to academic departments for course proposals	CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars program	
		Reconciliation of accounts Data reporting continues	
November	COURSE PROPOSALS: Due to Summer Session using Instructional Scheduling Assistant (ISA)	Registration deadline for Summer Graduate Teaching Scholars	
December	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2024	TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate Instructor Appointment Files	
	NOTIFICATION: Departments notified which courses approve/not approved		
	APPROVED COURSE LIST: For Summer Session 2024 updated on the Summer Session website		
2024			
January	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office	Departments can begin APPOINTMENT FILE SUBMISSION to Interfolio for visiting faculty and to IA System for graduate students/Associates-In	
January		BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
		INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	
February		Visiting Faculty – Appointment files due in Interfolio	

Date	Courses	Faculty	Students
March	CHANGE REQUESTS: Last day for departments to submit course scheduling change requests of	Grad Students (Associate Instructors) – Appointment applications due in IA System	SCHEDULE OF CLASSES: Schedule of Classes goes live (view only) for planning.
	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment	Graduate Students must be advanced to candidacy by the last day of Winter Quarter to teach a summer course	
April			ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.
		TEXTBOOK ORDERS: UC San Diego Bookstore - Summer orders are due.	
	ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg. WAITLIST BEGINS: For all Sessions.		
	ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg		
May		TRAINING FOR DEPARTMENTS: Payroll (UCPath) entries for Instructors of Record and Associates-In.	
			FINANCIAL AID begins packaging awards for enrolled students
		Associate Instructor applications in IA System must be pending review at Division of Graduate Education and Postdoctoral Affairs (GEPA)	
June	Juneteenth Holiday – Wednesday, June 19, 2024 - Campus closed. No class meetings.		
		SESSION 1 & SPECIAL SESSION: Low Enrollment Notification	
	COURSE CANCELLATION: Session 1 - Course cancellation by department/faculty, or Summer Session		
			Session 1 FINANCIAL AID DISBURSEMENT:
			WAITLIST SUSPENDED: For Session 1 enrollment
			TUITION & FEE PAYMENT DEADLINE – Session 1 & Special Session

Date	Courses	Faculty	Students
			ENROLLMENT CANCELLATION: For Session 1 and Special Session due to non-payment WAITLIST RESUMES: For Session 1 enrollment
July	Session 1 Begins – July 1, 2024		
	Independence Day Holiday – Thursday, July 4, 2024 - Campus closed. No class meetings.		
			WAITLIST ENDS: For Session 1 enrollment
		INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers	COURSE REFUND DEADLINE: Session 1
		SESSION 2 & SPECIAL SESSION: Low Enrollment Notification	
			SESSION 1 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript
	COURSE CANCELLATION: Session 2 - Course cancellation by department/faculty, or Summer Session		
		PAYROLL ENTRIES: Session 1 payments due in UCPATH	
			SESSION 1 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
	SET: Student Evaluation of Teaching Forms Submission for Session 1		
			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts
			WAITLIST SUSPENDED: For Session 2 enrollment
	FINAL EXAMS: Session 1 posted to the Schedule of Classes		
			TUITION & FEE PAYMENT DEADLINE – Session 2
	eGRADES: For Session 1 open for initial submission		ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment WAITLIST RESUMES: For Session 2 enrollment

Date	Courses	Faculty	Students
August		MONTHLY PAYDATE: Session 1	
	Session 1 Final Exams		
	Session 1 Ends – August 3, 2024		
	Session 2 Begins – August 5, 2024		
	eGRADES: For Session 1 closed for submission		
			WAITLIST ENDS: For Session 2 enrollment (pending Registrar approval)
			COURSE REFUND DEADLINE: For Session 2
			SESSION 2 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript
		PAYROLL ENTRIES: Session 2 payments due in UCPATH	
			SESSION 2 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
SET: Student Evaluation of Teaching Forms Submission for Session 2			
	FINAL EXAMS: Session 2 posted to the Schedule of Classes		
September		MONTHLY PAYDATE: Session 2	
	Labor Day Holiday – Monday, September 2, 2024 - Campus closed. No class meetings.		
	eGRADES: For Session 2 open for initial submission		
	Session 2 Final Exams		
	Session 2 Ends – September 7, 2024		
	eGRADES: For Session 2 closed for submission		
		PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make UCPATH adjustments/corrections to Summer Session payroll account (All Sessions)	
October		PAYROLL AUDIT – Adjustments completed	

COURSES



COVID-19 Impacts - Summer 2024

[Return to Learn website](#) - Latest updates on UC San Diego campus operations & requirements for COVID-19 testing, vaccines, and masking.

[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

Scheduling courses for Summer Session follows a different process than Fall, Winter and Spring Quarters.

- Academic departments propose courses they want to offer in Summer Session.
- Summer Session approves courses with input from the Summer Session Advisory Committee.
- Summer Session, the Registrar, and Academic departments work together to build the Summer Session Schedule of Classes.



Course Proposal Process

Departments will submit course proposals to Summer Session using the Instructional Scheduling Assistant (ISA).

Instructional Scheduling Assistant (ISA)

What is the ISA?

The ISA is a web-based application for departments, divisions and units to improve the class scheduling process. The ISA was developed as part of the process improvement effort across campus.

Who can use the ISA?

- Department schedulers use the ISA to schedule their Fall/Winter/Spring and Summer Session courses.
- Departments & faculty can use the ISA to manage instructor scheduling preferences and teaching acknowledgements.

Getting Started with the ISA

The ISA is available to all departments and programs at the following link:

<http://instructionalscheduling.ucsd.edu/>

Training documentation is available within the ISA in the upper right-hand user menu.

Additional Resources

ISA Knowledge Base Articles:

https://support.ucsd.edu/its?id=kb_category&kb_category=42fd8b32db6a10546576785e0f961963&kb_id=e343172edb3c1f40bd30f6e9af961996

ISA training events and videos can be found here:

<http://academicaffairs.ucsd.edu/resource-admin/dad/isa/training.html>

For additional support, please contact Erik Winter-Villaluz at ewinterv@ucsd.edu.

1. Summer Session will email departments from the ISA, along with the course scheduling documents listed below:
 - a. Summer Session Guidebook 2024
 - b. [ISA Quick Start Guide](#)
 - c. 5-Year Enrollment History Report
<https://tableau.ucsd.edu/#/views/ThirdWeekSummer/EnrollmentHistory>
 - i. Log-in with your UCSD Active Directory credentials.
 - ii. Use the filters at the top of the report to view enrollments for a specific department or course.
 - iii. Note that this report is using Third-Week Census Data. Cross-listed courses are listed separately.
2. Courses that were proposed to Summer Session within the ISA in 2023 are already in the ISA. Departments will use the ISA to modify their 2023 Proposed Courses as needed to create their Summer Session 2024 proposed course offerings. (Historically, 90% of Summer Session courses repeat.) Please use the Course Scheduling Documents to help plan your summer course offerings.
3. Departments will use the ISA to submit their proposed courses to Summer Session by **November 15, 2023**.
 - a. Note the ISA will prompt you to acknowledge that your Department Chief Administrative Officer (formerly “MSO”) and Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) have endorsed your proposed courses. Email notifications will be sent accordingly when courses are approved by Summer Session.

Tips for Successful Summer Session Courses

- “Topic” required for special topics classes. (Ex. MUS15 “History of the Beatles”)
- Sub term is required for classes scheduled in Special Session. ([Refer to 2023 Special Session dates.](#))
- Courses with waitlists in Fall, Winter, and Spring quarters should be offered in Summer Session.
- [Check the 5-Year Report](#) to identify courses with high student demand in summer. Keep in mind the differences between in-person (prior to 2020) and remote (2020-2023) student enrollment.

4. The Summer Session Advisory Committee (SSAC) will meet in December 2023 to review and approve all Summer Session 2024 courses.
 - a. SSAC contains faculty representatives from each division, student representatives from the Associated Students, and staff from Summer Session, Academic Affairs, and Academic Advising.
 - b. Criteria for course selection includes enrollment history and programmatic need.
 - c. If a course has a history of low enrollment, departments are asked for a plan of how they will increase enrollment to meet a minimum of 15 students per course.
5. After Summer Session approves proposed courses, academic departments will log into the ISA to see which courses have been approved and denied.
6. A preview of approved Summer Session 2024 courses will be listed on the summersession.ucsd.edu website in December 2023.
7. Academic Departments work directly with the Registrar’s Office on scheduling meeting days, times, and locations.

- a. Once all of the course information is finalized in the ISA, departments will use the Schedule Submission Wizard in the ISA to submit schedule to the Registrar's Office by **TBD**.
 - b. Any changes to courses (additions or cancellations), sessions, or instructors must be approved by submitting the change request to Summer Session in the ISA.
8. The Registrar's Office will send out "The Last Look" **TBD**. Any requests for changes to the schedule must be made by **TBD** in order for the change to be reflected when the Schedule of Classes goes live.
9. The Schedule of Classes will go live on March **TBD**, 2024. Student Enrollment begins on April **TBD**, 2024.

Note: After enrollment begins in April, it is more difficult to make changes to the days and times of a course. Students will already be enrolled in courses, which means extra steps are required because the course may need to be cancelled and students will need to reenroll in the new course.

Required Course Information

Instructor	Faculty name and PID
Course Title and Description	All proposed courses must be previously approved by the Academic Senate - EPC and listed in the UC San Diego General Catalog. If a new course is proposed, a Request for Course Approval form must be submitted and approved by EPC prior to submitting a Course Proposal Form to Summer Session. A course subtitle must be provided for special topic courses.
Classroom Scheduling	<p>For in-person instruction, if a specific classroom is needed for a course, be sure to include this information on the Course Proposal. If actual enrollment exceeds the size of the classroom, the Office of the Registrar will search for a larger classroom. If a classroom is needed for a discussion or review session, it must be requested on the Course Proposal.</p> <p>RCLAS designation on the Schedule of Classes indicates a course will be delivered via remote instruction.</p> <p>Course scheduling must follow meeting guidelines as outlined in the Course Approval Form. Course Approval Forms are set up for 10-week terms only. Please adjust your meeting schedule to be in compliance with the required meeting hours.</p> <p>Schedule changes (dates and class times) are not permitted after March 2024. Faculty are encouraged to check TritonLink for up-to-date scheduling changes.</p>
Final Examinations	Final examinations must be given outside of the regular classroom time in accordance with the EPC course approval. Final examinations must not be held on the same day as the last class meeting per Academic Senate regulation. The Office of the Registrar assigns final examination periods. The schedule is available on the Schedule of Classes when enrollment begins, however the classroom location for in-person final examinations is not posted until one-week prior to the exam date.
Course Calendar	For Summer 2024, Special Session courses must follow the date options listed under Special Session . Independent study courses can be offered in any session except the restricted 14-week session. Please note: Five (5) week courses are NOT considered Special Session.
Enrollment Limit & Prerequisites	If enrollment limitations are required, they MUST be requested on the Course Proposal Form. All students are screened for course prerequisite and class level requirements. Visiting students must obtain departmental preauthorization in order to enroll in upper-division courses or courses with prerequisites.
Waitlists	Waitlists are created when student enrollment exceeds classroom capacity, or if a course has limited enrollment. Departments need to monitor waitlists for their courses. Departments contact Registrar for larger classroom space to accommodate growing class sizes.
Course Materials/Textbooks	The UC San Diego Bookstore will contact departments in April for course material and textbook requisitions. Course material adoption requests are April TBD, 2024. This deadline allows the bookstore to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-print problems. The Bookstore wants students to have their course materials when they are needed, so please submit course materials adoptions as early as possible. Contacts: Course Materials Buyer, textbooks@ucsd.edu MyReader Coordinator, custom@ad.ucsd.edu ,

	https://ucsandiegobookstore.com/t-coursematerials.aspx
Instructional Support (Teaching Assistant /Tutor/Reader)	Instructional support for teaching assistants, tutors, and readers will continue to be block-funded to departments based on actual course enrollments. Additional funds from a reserve pool may be allocated to Departments whose actual enrollments increased. Please see the Instructional Support section of the Guidebook for details.
Computer Time/ Lab Facilities	More information is available through ServiceNow at https://support.ucsd.edu/its
Media Services	Order services and equipment through ServiceNow at https://support.ucsd.edu/its
Course Supplies and Expenses	Funds for course supplies and expenses are block-funded to departments. Please request an allocation from your department Business Officer.
Course Materials Fees	See information on PPM 120 – Instruction, Procedures Related to Faculty . Course materials are defined as materials, supplies, tools, or equipment, which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Miscellaneous Student Fees, Service Charges, and Deposits must be approved by the Course Materials Fees Committee.
Canvas	Canvas is the primary tool for remote teaching and classroom management. Canvas class sites also integrate with other technology products, such as Zoom and Kaltura. Support is available through Educational Technology Services at canvas@ucsd.edu or 858-822-3315.
Teaching + Learning Commons	The Teaching + Learning Commons provides strategies and resources for teaching in-person, remote, and online instruction. Learn more at https://keepteaching.ucsd.edu/ .

Summer Session Definitions – Closed and Proposed Courses

Closed Courses

Closed Courses are courses that are not included in the financial allocation to departments to offset the cost for offering the course. A Closed Course refers to its funding, not its enrollment restrictions. (ex: EDS 289C)

Proposed Courses

Proposed Courses require Summer Session approval to be offered in the upcoming summer terms. Not to be confused with Course Proposals, which are submitted in order to get courses approved by the Academic Senate.

Special Studies 97-99 and 197-199

Special Studies courses 97-99 and 197-199 help students learn about subjects not taught in regular classes. Students are engaged in field, lab, and library research. Summer Session approval is not required for any Independent Studies types of credit. Instructors are not entered into payroll for this type of appointment.

To streamline the enrollment process, Summer Session aligns with campus and directs students to submit Special Studies applications online via EASy (Enrollment Authorization System).

Special studies submission and processing instructions for students, staff and faculty can be found at: <https://academicaffairs.ucsd.edu/Modules/Students/PreAuth>.

Standard Summer Session Teaching Times

2 Days Per Week	
MW	8–10:50 a.m.
MW	11–1:50 p.m.
MW	2–4:50 p.m.
MW	5–7:50 p.m.
MW	6–8:50 p.m.
TTh	8–10:50 a.m.
TTh	11–1:50 p.m.
TTh	2–4:50 p.m.
TTh	5–7:50 p.m.
TTh	6–8:50 p.m.

4 Days Per Week	
MTWTh	8–9:20 a.m.
MTWTh	9:30–10:50 a.m.
MTWTh	11 a.m. – 12:20 p.m.
MTWTh	12:30–1:50 p.m.
MTWTh	2–3:20 p.m.
MTWTh	3:30–4:50 p.m.
MTWTh	5–6:20 p.m.
MTWTh	6:30–7:50 p.m.
MTWTh	8–9:20 p.m.

Important Dates for 2024 Summer Session Courses

Course proposals are due to Summer Session.	November 15, 2023
Summer Session will notify departments of approved courses.	December 15, 2023
Schedule Build spreadsheets (requested meeting days/times) submitted to Registrar's Scheduling office via ISA.	January 16, 2024

See the [2024 Summer Session Operational Calendar](#) for other course-related deadlines.
Note that dates are subject to change.



COVID-19 Impacts - Summer 2024

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[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

Course Change Requests

All Summer Session course changes will be entered into the ISA (Instructional Scheduling Assistant <https://instructionalscheduling.ucsd.edu/>). Summer Session will use the ISA to keep a master course and instructor list for payroll. Registrar will use the ISA to confirm Summer Session approval of new and cancelled courses.

Why use ISA for changes?



REDUCE Wait Time

Changes submitted in ISA appear in Summer Session workflow. Departments receive email replies from Summer Session.



REDUCE Potential for Defects

All changes will be logged in a central system (ISA).
Statuses are clearly decided: APPROVED, DENIED, or CANCELLED.
Fewer emails to manage reduces workload



ESR Effort – support campus transition to UCPath

Manage changes that impact payroll in one master database

How to request course changes? Pending 2024 updates

1. Follow the chart below based on the type of course changes:

Request Type	How to submit changes?
New course offering	<p>Step 1: Dept. submits new course in the ISA.</p> <p>Step 2: Summer Session reviews & approves new course.</p> <p>Step 2: Once new course is approved, dept. emails registrar-scheduling@ucsd.edu to add new class to Schedule of Classes</p>
Cancellation of Class	<p>Step 1: Dept. submits Cancellation Request in ISA.</p> <p>Step 2: Summer Session reviews & approves cancellation</p> <p>Step 3: Once cancellation is approved, dept. emails registrar-scheduling@ucsd.edu to cancel the class</p> <p>***Note: If enrollment has already begun, depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation</p>
Change Session of Class	<p>Step 1: Follow the steps above for Cancellation of Class</p> <p>Step 2: Follow the steps above for New course offering</p>
Change instructor name	<p>Step 1: Dept. updates the instructor name in the ISA</p> <p>Step 2: Summer Session will manage payroll and appointment letter process for the new instructor, and cancel appointment for the previous instructor (if applicable)</p> <p>Step 3: Once instructor has accepted appointment to teach and is “active” in the system, Summer Session will update the instructor name on the Schedule of Classes</p>
Schedule Change (ex: days, times, location)	<p>Step 1: Dept. updates ISA.</p> <p>Step 2: Dept. emails changes to Registrar Scheduling registrar-scheduling@ucsd.edu</p>

Every weekday morning by 11am - Summer Session reviews changes in ISA that impact PAYROLL – Session, instructor name, add/cancel course. Departments will see status updated in ISA.

For additional details, please see the [ISA Change Management document](#) on the Summer Session website.

Cancelling a Course

Summer Session may cancel courses for low enrollment. When determining whether to cancel a course due to low enrollment, please consider the following questions. If the answer to each question is NO, then the sooner Summer Session cancels the course, the more time faculty and students have to make other arrangements.

1. Is there an obvious reason for enrollment to be low by the first week of May?
2. Is there something special that may increase the enrollment?
3. Is this course part of a sequence and students are waiting to complete another course?
4. Is the course cross-listed and students have enrolled in the other course?
5. Is my department or the faculty going to do something special to recruit more students?

If the answer is NO to the five questions listed above, you may want to move forward with the following procedure to cancel a course, or contact Director of Summer Session to discuss the situation.

1. Department – Please request course cancellation in the ISA, using the appropriate cancellation reason.
2. Summer Session reviews “special” cancellation request with DUE and AVC of Education and Innovation.
3. Summer Session marks cancellation approved in the ISA.
4. Department - Lowers enrollment limit to 0 to stop additional students from enrolling into the course.
5. Department - Contacts enrolled students to notify them of cancellation and provide “Of Related Interest” courses to students to encourage them to select another course.
6. Department - Notifies Summer Session that the students have been emailed regarding the cancellation.
7. Registrar – Confirms cancellation in ISA and cancels course in ISIS.
8. Summer Session - Sends a cancellation letter to the faculty to cancel the teaching appointment.
9. Department - Cancels the faculty payroll appointment in UCPATH (if already created).

Questions about course proposals or course scheduling?

Email summer-courses@ucsd.edu.

INSTRUCTORS

Call Letter to Faculty

OFFICE OF THE DEAN OF UNDERGRADUATE EDUCATION - ACADEMIC AFFAIRS

October 10, 2023

ALL ACADEMICS

SUBJECT: Call for Course Proposals and Feedback – 2024 Summer Session

Dear Colleagues,

Student interest in Summer Session continues to hold strong, with approximately 14,000 students and more than 30,000 enrollments in 2023. You can find tableau dashboards with detailed enrollment statistics from summer 2023 and previous years on the [summer session website](#). Thank you to everyone who offered courses in 2023 and previous summers!

Today I am requesting your partnership in two ways to ensure that we have enough instructors to meet the student demand for courses in summer 2024.

1. We want to hear from you, especially if you've never taught summer session. Please complete [this short survey](#) to help us understand how we can support and entice you to teach (more) summer session courses.
2. We would like to encourage you to teach a Summer Session course in 2024. Summer Session plays an important role in maximizing opportunities for student success by:
 - a. Offering courses that reduce time to degree and lower costs for students;
 - b. Offsetting state-mandated enrollment targets for the fall quarter.Incentives for offering summer session courses include the following:
 - a. Faculty receive a summer salary of 8.5% of their annual salary per course;
 - b. Officially approved R-Courses are encouraged, providing flexibility for faculty and students. Other courses might also be allowed to be taught remotely without requiring official R-Course designation. An announcement from the Academic Senate on options for online teaching for Summer 2024 is expected by the end of October. For the sake of planning, please let your department know if you would like to teach a course remotely should the Senate decide to waive the Distance Education policy in some form. Should the Senate decide otherwise, we will make necessary adjustments at that time;
 - c. Flexible sessions as outlined below.

Summer Session 2024

- Session 1: July 1 – August 3
- Session 2: August 5 – September 7,
- Special Sessions: three, eight, and ten-weeks from July 1 - September 7

The deadline for departments to submit course proposals is Wednesday, November 15, 2023. Please work with your department prior to that date to ensure your course is included in their proposal.

If you have any questions about the Summer Session program, please contact Director Becky Arce (barce@ucsd.edu).

I thank you in advance for help in achieving wide participation in Summer Session 2024.

Christine Alvarado
Acting Dean, Division of Undergraduate Education



COVID-19 Impacts - Summer 2024

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[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

Instructor Hiring Process

Summer Session procedures for hiring faculty differ from the academic year. Instructors are hired “by agreement”, and open recruitment is not required for Summer Session appointments. However, Summer Session instructors must adhere to UC San Diego Academic Personnel policy. To verify that an instructor is eligible to teach in Summer Session, please refer to [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#).

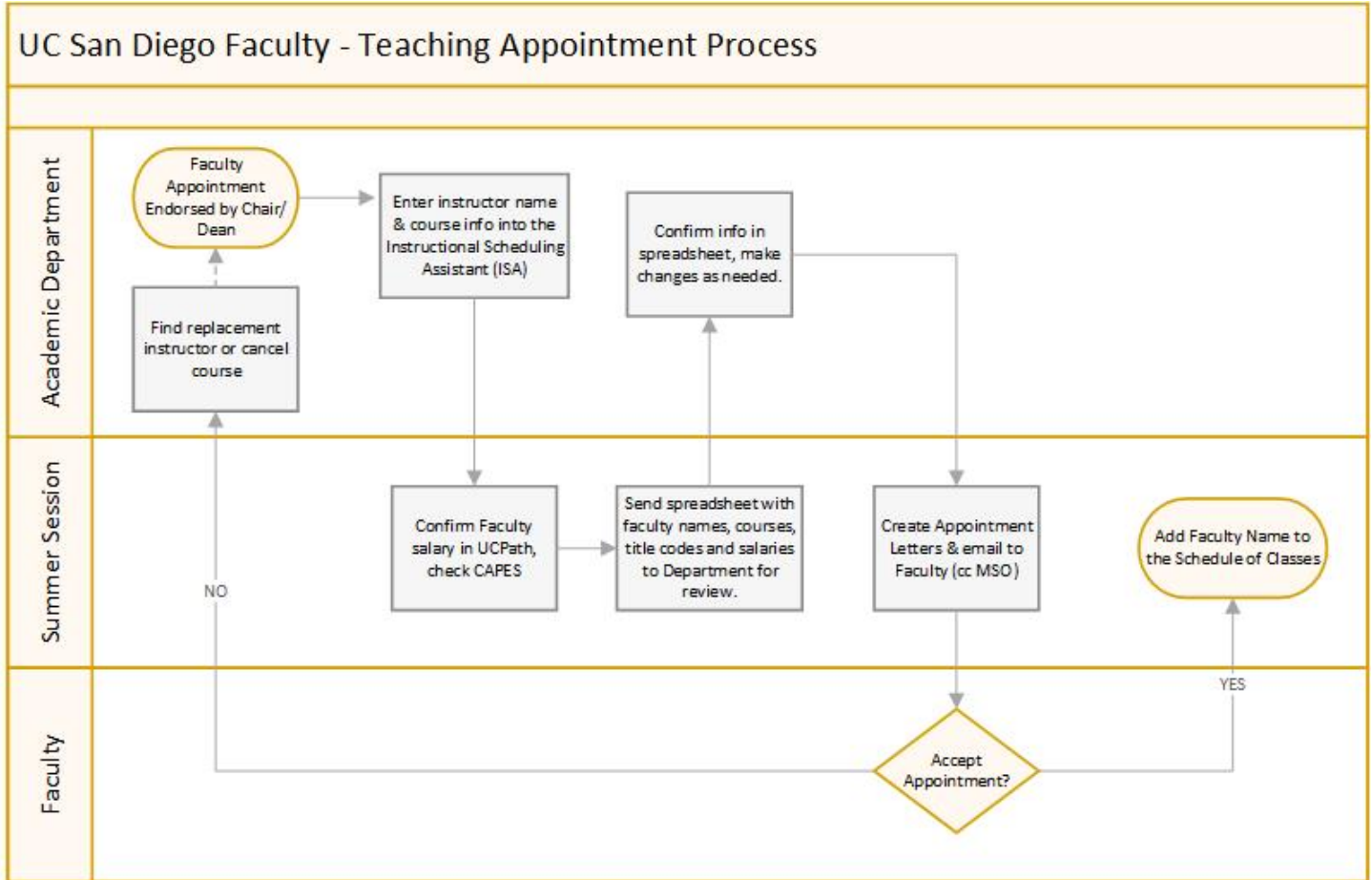
One Summer Session course - 50% appointment

Two Summer Session courses during the same Session - 100% appointment

Maximum summer compensation allowed is 33% annual salary

Summer Session processes faculty appointments in three groups:

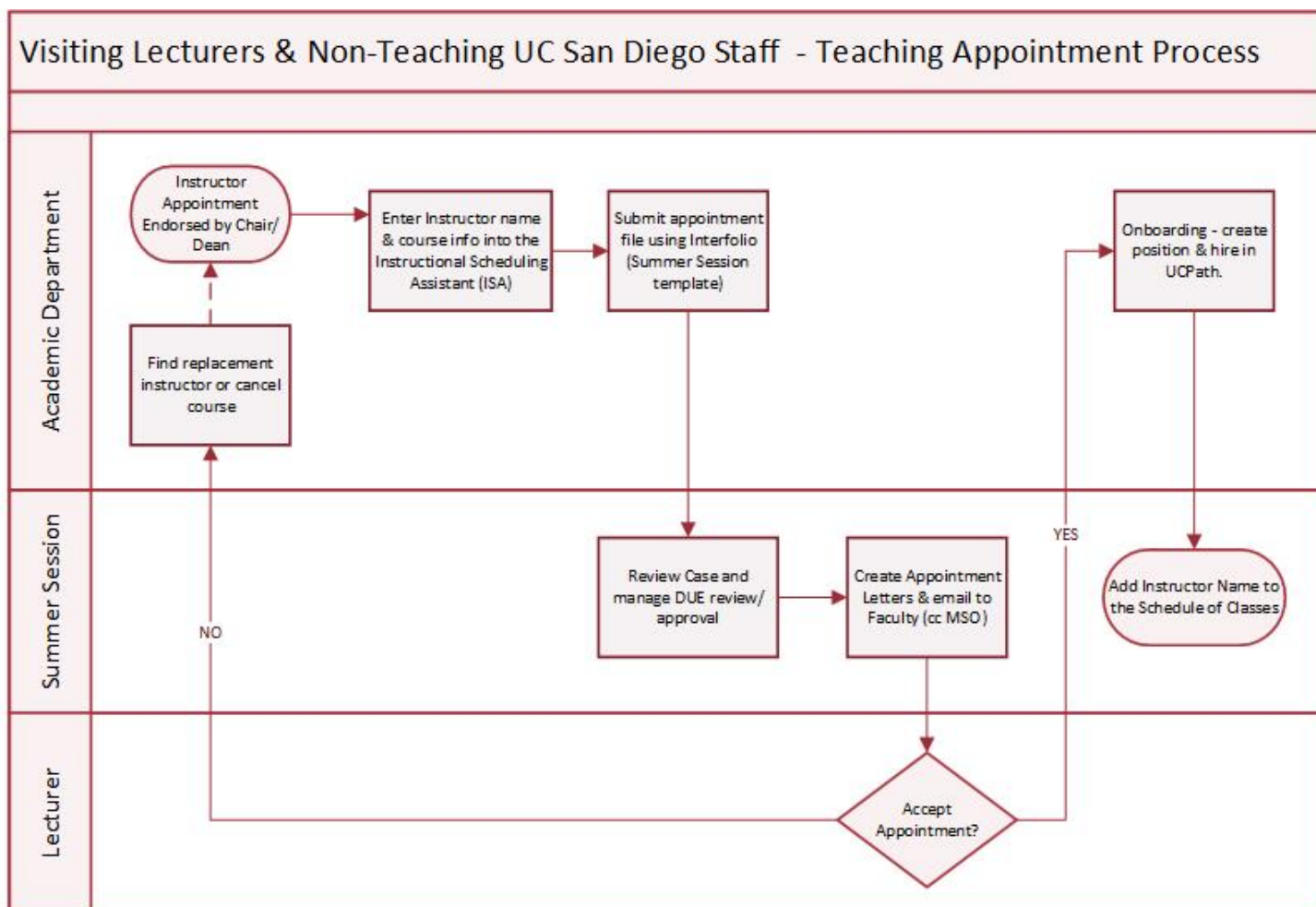
1. UC San Diego faculty and lectures who have active teaching appointments during the current academic year.
2. Graduate Students who will teach Summer Session courses as Associates-In.
3. “Visiting” Instructors, which include:
 - a. UC San Diego faculty who do not have active teaching appointments at UC San Diego during the 2023-2024 academic year (Ex. recalls).
 - b. UC San Diego staff who do not have teaching appointments. (Postdocs, Researchers, etc.)
 - c. Lecturers or Professors from other Universities and Institutions.



Summer Session will begin hiring current UC San Diego Faculty and Lecturers in January 2024.

- The Department Chair or College Dean must endorse each faculty member to teach Summer Session courses.
- Summer Session is responsible for creating and emailing all faculty appointment letters, copying the Department Business Officer (formerly “MSO”). The appointment letter will state the terms and conditions of the teaching appointment.
- Appointment letters will be uploaded to OneDrive site, <https://go.ucsd.edu/3cPRUEF>.
- Each faculty member will accept his/her teaching appointment via reply email to summer-payroll@ucsd.edu. Faculty will not be permitted to teach until Summer Session receives an acceptance email.
- Faculty names will be added to the Schedule of Classes after Summer Session receives an appointment acceptance email.
- Departments will enter additional pay amount from Summer Session into PayPath in July/August. For more information, please see the [Faculty Compensation section of the Guidebook](#).

How to Hire Visiting Lecturers & Non-Teaching UC San Diego Staff



Summer Session will begin hiring Visiting Lecturers and Non-Teaching UC San Diego Staff in February, 2024.

DEADLINE: To submit appointment files via Interfolio is March 23, 2024.

- The Dean of Undergraduate Education must approve all visiting lecturers, Emeriti, and UC San Diego staff who do not have teaching appointments (Researchers, Postdocs, etc.). Visiting lecturers who have taught previous summers require a new appointment file and DUE approval.
- Please consult with the [International Faculty & Scholars Office](#) (IFSO) before proposing an International instructor. International visiting instructors must hold appropriate visa status to be eligible for payment. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. An instructor cannot teach on a tourist visa. Please note that late visa applications sometimes result in the instructor not being able to teach in Summer Session.
 - Visiting instructors are encouraged to initiate their visa applications well in advance of the start of Summer Session, preferably as soon as their course has been approved. Please contact the UCSD Scholar's Office at 858-246-1448 for more information.

- If you have a graduate student on a visa who is graduating in Spring 2024 and plans to teach Summer Session as a Lecturer, please allow sufficient time for their EAD card to update to F1-OPT status.
- Postdocs or project scientists who are hired on H-1B, TN, or E-3 visas are not eligible to teach Summer Session courses. These types of visas are job-specific, which means that teaching a Summer Session course would require amending the terms of the visa at significant cost to UC San Diego. Please consult with the [International Faculty & Scholars Office](#) before submitting an appointment file for an international postdoc or project scientist.
- UC San Diego fiscal year academic and staff employees must follow Academic Personnel guidelines for teaching Summer Session courses. Per [APM-661](#), an exception memo must state how the employee's percentage of time will be reduced so that a Summer Session appointment will not cause him/her to exceed 100% appointment.

Teaching in Summer Session is a great way for fiscal year employees to gain teaching experience at UC San Diego. However, reducing a fiscal year appointment may affect an employee's benefits, retirement, and service credit. Summer Session recommends consulting with HR to understand the pros & cons of reducing a fiscal year appointment before accepting a Summer Session teaching appointment.

- The documentation required in the Summer Session Appointment File depends on the faculty type and academic year title code of the proposed lecturer. See the [Summer Session Instructor Appointment Handbook](#) (Updated for 2024 in November) for details.
- Appointment files must be submitted via Interfolio. All departments will use the Summer Session Appointment template. [An Interfolio job aid for Summer Session appointment files is available on the AP Interfolio SharePoint Site.](#)
- Summer Session is responsible for creating and emailing all instructor appointment letters, copying the Department Business Officer (formerly "MSO"). Each appointment letter will state the terms and conditions of the teaching appointment.
- Appointment letters will also be uploaded to the Summer Session OneDrive site at <https://go.ucsd.edu/3cPRUEF>.
- Instructors will accept their teaching appointment via reply email to summer-payroll@ucsd.edu. Instructors will not be permitted to teach until Summer Session receives an acceptance email.
- Departments will create a position and hire the visiting lecturer in UCPATH, without entering the payment amount. Summer Session compensation will be entered as additional pay via PayPath, and that transaction will happen later in the summer (July and August) with guidance and compensation details from Summer Session. For more information, please see the [Faculty Compensation section of the Guidebook](#).

Canvas – Early Access for New Instructors

In a remote learning environment, it is critical that Canvas course sites are published for students to access when classes begin. Delays in getting new instructors approved and hired in UCPATH causes delays in getting access to campus systems. As a workaround, the Canvas team has agreed to grant early access for new instructors, so that they can create their class sites before they are fully processed in payroll. For more details, [refer to the resources for remote teaching](#).

- Faculty names will be added to the Schedule of Classes after they accept their teaching appointment and their appointment is active in UCPATH and ISIS.

- Visitors not holding any other UCSD appointment must be separated at the end of their Summer Session teaching appointment.

Visiting Instructors – Cases requiring special handling.

Visiting Instructors Teaching Remote Courses Outside of California (Remote or Online “R” Courses only)

Teaching outside of California means that taxes are different. Departments will need to be sure that the taxation is set-up properly in UCPATH (not subject to CA tax withholding). They may be subject to state income tax in the state where they are working. You may use the following language during onboarding:

If you are fulfilling your duties remotely from outside of California, you’ll need to complete a temporary remote agreement and may want to consult a tax advisor to determine your tax liability for the state in which you are working.

More information about Temporary Remote Agreements can be found on the Academic Personnel Services website: <https://aps.ucsd.edu/facdev/covid-19/leavefaq.html#Temporary-Remote-Work-Agreement>

Considerations for International Faculty

Visiting International faculty require different handling.

The program allowing appointees to work internationally with temporary work agreements expired in December 2021 and will not be continued. All International faculty must teach within the United States.

Visiting International faculty traveling to the United States to teach in California:

- Visa is required.
- In UCPATH, make sure tax is withheld and/or they receive treaty benefits.
- Make sure they have a bank account for payment.

International faculty already teaching in Spring quarter and staying for Summer Session:

- J visa status – no additional steps required.
- H, TN, E3, O-1 visa status – Contact IFSO to see if an amended petition is required.

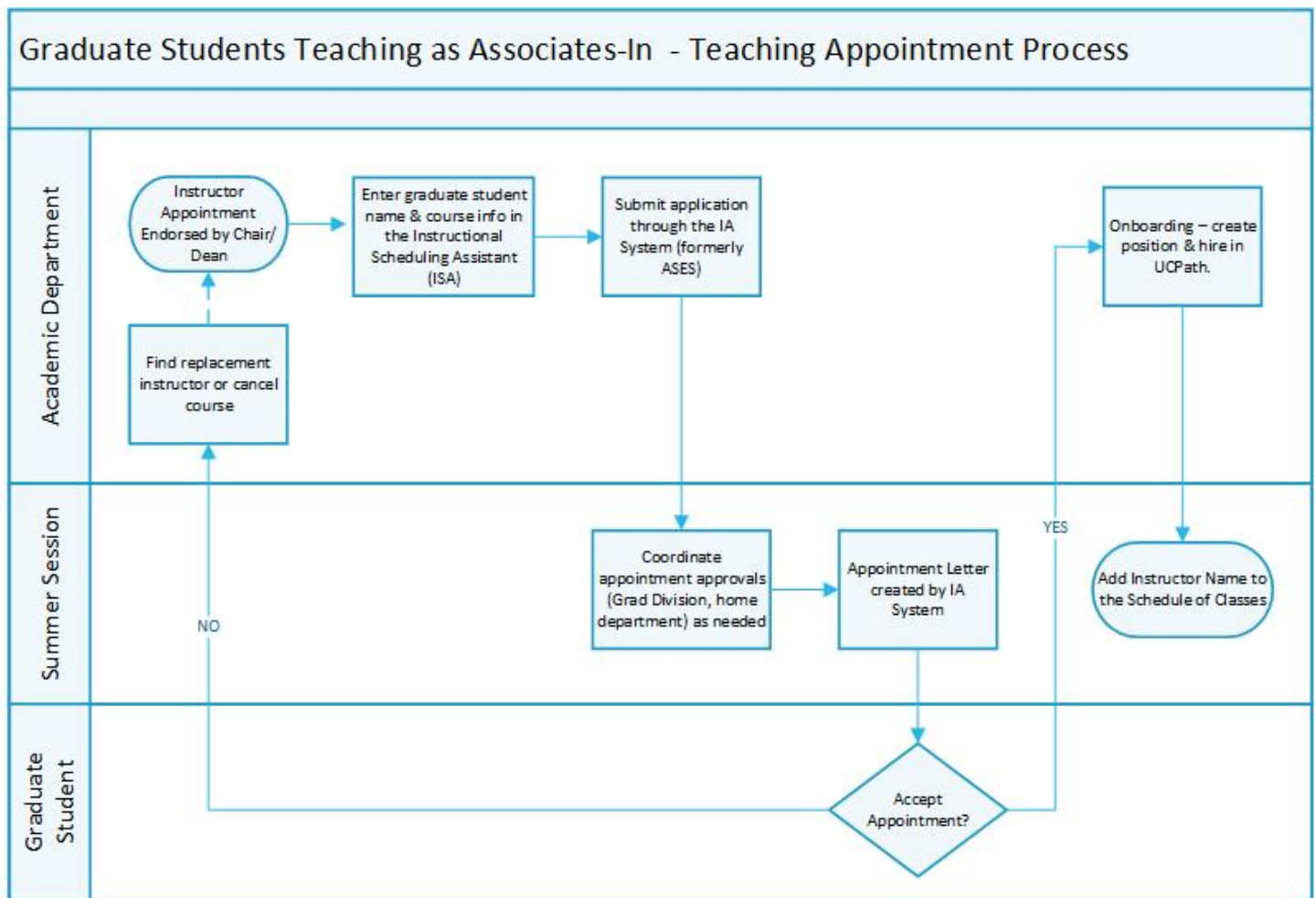
For more information, please contact the [International Faculty & Scholars Office](#).

Hiring Faculty from other UC Campuses

- When hiring faculty from another UC campus, the appointment must be signed-off by both UC San Diego (host location) and the candidate’s home UC campus (home location) using a Multi-location agreement form.
 - Please allow at least two months for the form to be approved by both campuses.
- An appointment file is also required, like any visiting instructor.
- Note that Summer Session does not match the annual salary at the home campus. Instead, departments should propose a salary that aligns with other faculty in the department.
- UC San Diego hiring department will process this appointment in UCPATH as a concurrent hire.

For more information, refer to the UCPATH Job Aid: How to Manage Multi-Location Appointments on the UCPATH Job Aids page, <https://ucpath.ucsd.edu/training/job-aids.html#Template-Transactions>.

How to Hire Graduate Students Teaching as Associates-In



Graduate Students to teach as Associates-In are reviewed and approved through the IA System (formerly ASES).

DEADLINE: Departments should plan to submit applications in the IA System by March 23, 2023.

- To be eligible to teach in Summer Session 2024, UC San Diego Graduate Students must have advanced to candidacy by the last day of Winter 2024, which is March 23, 2024. Refer to the [Associate-In duties and eligibility criteria](#) on the Division of Graduate Education and Postdoctoral Affairs (GEPA) website.
- Appointment documentation must be submitted through the IA System (formerly ASES). The IA System will route the Associates-In applications to GEPA for review and approval. For Associates-In appointment questions, refer to the [GEPA collab site](#), or submit a ticket to [Services & Support](#).
- Appointment letters will be created and viewed in the IA System. The appointment letters will state the terms and conditions of the teaching appointment.
- An Associates-In must officially accept his/her appointment in the IA System. Email notifications are sent to the hiring department and Summer Session upon completion.
- Departments will create positions and hire Associates-In in UCPATH, without the payment amount. Summer Session compensation will be entered as additional pay via PayPath, and that transaction will happen later in the

summer (July and August) with guidance and compensation details from Summer Session and GEPA. For more information, please see the [Faculty Compensation section of the Guidebook](#).

- Associates-In names will be added to the Schedule of Classes after their appointment is active.

Summer Graduate Teaching Scholars (SGTS)

The Summer Graduate Teaching Scholars (SGTS) program has recently been restructured. Academic Affairs is changing the program to a registration process vs. a nomination process. The program components, registration criteria, and funding opportunities are described on the [Summer Graduate Teaching Scholars](#) website.

Advanced graduate students are invited to register for the SGTS program by November 28, 2023, or until the program limit is reached (whichever is first).

Training Session - Instructor Appointments

Summer Session will hold an Appointment File training workshop in December.

All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at <http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents>.

Questions about hiring Summer Session faculty?

Please contact Lisa Bargabus, Summer Session Business Manager, at summer-payroll@ucsd.edu.

Important dates for 2024 Summer Session Instructor Hiring & Payroll



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[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

2024 Pay Dates

August 1, 2024	September 1, 2024
Session 1 July Special Sessions	Session 2 August Special Sessions

Note: Ladder-rank faculty, LSOE and LPSOE teaching 2 courses in one Session are required to spread their Summer Session course salaries over two months to comply with the 1/9th annual salary per month compensation restriction.

Hiring Deadlines

Lecturer Appointment Files are due in Interfolio by March 23, 2024.

Graduate Student Applications are due in the IA System by **TBD**.

See the [2024 Summer Session Operational Calendar](#) for other instructor-related deadlines.

Note that dates are subject to change.

Instructor Compensation

- No course salary cap – all 4-Unit courses will pay 8.5% annual salary.
- No reduced contingent salary for courses with enrollment less than 15.
- Science Wet Lab Bonuses will continue for Summer Session 2024.
- Success Bonuses for 2024 Summer Success Programs are pending approval.

Faculty compensation for Summer Session is different from the academic year. It consists of two types of payments:

1. Course Salary (All instructors)
2. Bonuses (Only instructors teaching courses that are part of a Summer Success Program, or science wet labs. Additional work is required.)

Course Salary

Summer Session pays instructors a course salary for each class they teach in Summer Session. Each course salary is *by agreement* and calculated based on:

- UC San Diego annual teaching salary at pay rates in effect on 6/30/24.
- No maximum course salary cap.

Visiting lecturers are not paid at the annual salary they receive at their home institution. Instead, visiting lecturers are paid at an annual salary that aligns with UC San Diego salary scales, at a rate consistent with comparable faculty in the department.

Course Salary for Instructors		
3-7 Unit Course	1-2 Unit Course	8+ Unit Course
8.5% of UC San Diego annual Academic Year salary <i>effective 6/30/24</i>	4.25% of UC San Diego annual Academic Year salary <i>effective 6/30/24</i>	17% of UC San Diego annual Academic Year salary <i>effective 6/30/24</i>

Courses May Be Canceled for Low Enrollment

Summer Session reserves the right to cancel courses with enrollment of fewer than 15 students.

Summer Session will notify departments of courses with low enrollment by the dates listed below. Departments, instructors, and Summer Session will consider each class on a case-by-case basis, and determine if the class will be offered or canceled for low enrollment.

Course enrollment reports are on Tableau. Instructions on how to access the reports can be found on the Summer Session website at: <https://summersession.ucsd.edu/documents/index.html#Enrollment-Reports>.

Dates for Low Enrollment Notifications – Session 1 and 2

Session	# of Weeks	Start Date	End Date	Low Enrollment Notification
Session 1	5	7/1/24	8/3/24	TBD
Session 2	5	8/5/24	9/7/24	TBD

Dates for Low Enrollment Notifications – Special Session Sub Terms

# of Weeks	Start Date	End Date	Low Enrollment Notification
3	7/1/24	7/20/24	TBD
3	7/22/24	8/10/24	TBD
3	8/12/24	8/31/24	TBD
8	7/1/24	8/24/24	TBD
10	7/1/24	9/7/24	TBD
15	6/17/24	9/20/24	Contact Summer Session – Dates set manually.

Course Salary - Special Cases

Global Seminar Appointments

- The standard Summer Session compensation rate of 8.5% annual salary per course is paid, and required to teach two 4-unit courses in one session. For ladder-rank faculty, LSOE, and LPSOE, payment will be spread over two months to meet the AP compensation restriction of 1/9th annual salary per month.
- If the program has previously been taught and the enrollment is low, the program may be cancelled.
- For UC San Diego faculty, the relevant compensation policies for Summer Session teaching are set forth in [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#) and [PPM 230-43](#). Faculty with Staff or Research titles must follow Academic Personnel guidelines for teaching Summer Session courses.

Emeriti (Recall) Faculty

- All faculty recall appointments require an appointment file with a Recall Form and SET evaluations. (Even if the recalled faculty taught during Fall, Winter and Spring of the current academic year.)
- Compensation is based on the annual teaching salary at retirement, with appropriate range adjustments, not to exceed the 43% salary per month restriction. (See [APM Section 205](#).)
 - Note that recall faculty teaching 2 Summer Session courses are not eligible to receive the full 17% AY annual salary. The maximum summer compensation allowed for recall faculty is 43% of 1/9th AY annual salary per month × 3 months, which is approximately 14.3% AY annual salary.
- Faculty who retire after Spring Quarter 2024 must have a 30-day break in service and may NOT teach a Global Seminar in Summer Session 2024. They would be eligible to teach a Global Seminar starting in Summer Session 2025.

HCOMP Faculty

As stated in [APM 661-16d](#), part-time and full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

HSCP – The abbreviation for Health Sciences Compensation Plan

HCOMP – The faculty type description for faculty participating in the Health Sciences Compensation Plan. Includes title codes 1712-1734.

1. *Additional Compensation*

Summer Session is defining “additional compensation” to be any type of the following:

- a. Z payment
- b. salary above what is already being paid
- c. a transfer to a research account
- d. a recharge to department account

Summer Session will not use any of the options listed above, or any other means, to compensate full-time HCOMP faculty. The intent of APM 661-16d does not allow additional compensation even if it is moved between accounts to eventually end up as an additional payment to the HCOMP faculty member teaching a course.

2. *Percentage of Time*

We cannot reduce an existing HCOMP faculty member’s appointment to 50% in order to receive compensation to teach one Summer Session course, because he/she must maintain a 51% HCOMP appointment or greater to be eligible for HSCP participation. (A 51% HCOMP appointment and a 50% Summer Session appointment (to teach one course) would put him/her at 101% time, which is not possible.)

3. *Salary Replacement Option*

Under special circumstances, HCOMP faculty member’s other salary fund sources can be reduced to use Summer Session teaching pay to cover a portion of his/her regular pay. This is a salary replacement option and not an additional compensation option.

- a. The Health Sciences administration (department and dean’s office) must be amenable to reducing the faculty member’s existing teaching and/or clinical loads in Health Sciences.
- b. This requires PRE-approval in writing by the Health Sciences administration.
- c. Summer Session pays a standard course salary of 8.5% of academic year annual salary. We would need to determine what portion of the faculty member’s HCOMP salary the Summer Session compensation can buy out, and indicate at which rate (base salary or negotiated salary).
- d. Because this is a salary replacement option and **not** an additional compensation option, it would not be in compliance with AP policy to redirect his/her “displaced” regular (non-Summer Session) funding to a Z payment or other form of additional compensation. (See item 1.) In other words, no swapping to circumvent the intent of APM 661-16d.

4. *Appointment without Salary*

Faculty are allowed to teach summer courses without compensation from Summer Session. Faculty are eligible for this option only with a letter from his/her supervisor indicating that the time spent teaching Summer Session will not interfere with his/her normal duties in Health Sciences.

Fiscal Year Employees Teaching in Summer Session

Fiscal year appointees must reduce their percentage of time to teach in Summer Session.

Use of Vacation

If vacation time must be used to teach in Summer 2024, please use the following to calculate the number of days/hours needed.

Summer Session Vacation Deduction Calculation:

The calculation is based on the course rate, the month payment is being issued, as well as the concurrent fiscal year appointment rate. (Please note bonus payments are not included in the calculation).

Concurrent fiscal appointment rate: Use \$_____/mo

Summer Session course salary: \$_____ (excluding any bonus)

2024 Summer Session pay dates: 7/1/24-7/31/24 (X hours) or 8/1/24-8/31/24 (X hours) – pending UCPath 2024 calendars

Percentage of compensation: ____%

Summer Session course salary ÷ by monthly rate of concurrent appt.

Vacation deduction: ____Days

Multiply the percentage of compensation from above times the total possible hours in the month payment is being issued. (ex: 92% * 160 = 147.2 hours)

Divide this figure by 8 hours and round to nearest whole number (you report only in full day increments).

(Ex: 147.2 hours ÷ 8 = 18.4, or 18 days)

Converting between Fiscal Year and Academic Year Salaries

Conversion factors are based upon UC work hours/calendars.

Academic Year (AY) to Fiscal Year (FY)	Fiscal Year (FY) to Academic Year (AY)
11 months : 9.5 months = 11/9.5 = 1.16 (rounded)	9.5 months : 11 months = 9.5/11 = .86 (rounded)
AY annual salary × 1.16 = FY annual salary	FY annual salary × .86 = AY annual salary
Example: \$81,257 AY salary × 1.16 = \$94,258 FY salary	Example: \$120,000 FY salary × .86 = \$103,200 AY salary
<i>The calculated FY annual salary may not match a rate on the FY scale.</i>	<i>The calculated AY annual salary may not match a rate on the AY scale.</i>

Bonus Compensation

Success Bonus – Pending approval for 2024

Instructors teaching courses that are part of the Summer Success Programs may be paid a Success Bonus.

Instructors are expected to perform additional work to support the Summer Success Programs. Specific duties vary by program, directed by Faculty Director.

Science (Wet Lab) Bonus – Physical Sciences Division & Biological Sciences Division

Faculty teaching science wet lab courses (2 or more Units) with enrollment of 20 or more students may be eligible for a bonus. The Science Wet Lab Bonus is paid on a per-course basis, and is calculated as:

87.5% of the Summer Session Course Salary (.875 × Course Salary)

Compensation Restrictions

Limit for Academic Year Appointees – 3/9 (33%) annual salary for entire Summer Session

Maximum compensation allowed for teaching Summer Session is 3/9 (33%) of a faculty's nine-month academic year salary during the three-month summer period (1/9 per month over 3 months). It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, and success bonuses do not exceed the 33% maximum summer compensation limit.

Teaching 4 Courses Exceeds 33% Maximum

Instructors teaching 4 Summer Session courses (2 courses in Session 1, 2 courses in Session 2) will need to reduce their Session 2 course salaries to not exceed the 33% annual salary maximum.

4 courses = $4 \times 8.5\% = 34\%$ annual salary

Faculty with 1/9th maximum monthly limits will need to spread payments over 3 pay periods - total is 3/9ths, or 33% annual salary:

July = 1/9th annual salary

August = 1/9th annual salary

September = 1/9th annual salary

Restriction for Ladder-Rank Faculty, LSOE and LPSOE – 1/9th annual salary per month

Ladder-rank faculty, LSOE and LPSOE Summer Session instructors cannot exceed 1/9th annual salary per month. To comply with this restriction, all ladder-rank faculty, LSOE and LPSOE teaching two Summer Session courses in one session are required to spread their Summer Session course salaries over two months.

- 2 courses = $2 \times 8.5\%$ annual salary = 17% annual salary
- 17% annual salary exceeds the monthly limit of 1/9th annual salary (1/9th is approximately 11% annual salary.)

Limit for Fiscal Year Appointees – 1/12 annual salary per month

Compensation for fiscal-year appointees may not exceed one-twelfth (1/12) of the faculty's annual salary per month of teaching. It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, and success bonuses do not exceed the 1/12 maximum summer compensation limit.

Limit for Emeriti – 43% per month

Summer Session recall appointments (Emeriti) are subject to a maximum compensation limit of 43% per month of the individual's salary at the time of retirement (range adjusted to current dollars). See <http://www.ucop.edu/academic-personnel-programs/files/apm/apm-205.pdf> for details.

Limit for Faculty with Academic Administrator Appointments – Varies

Compensation for faculty with Academic Administrator appointments (Provost, Department Chair, etc.) will be calculated on a case-by-case basis. Please contact Lisa Bargabus at summer-payroll@ucsd.edu regarding new or modified academic administrator appointments for Summer Session faculty.

Limit for All Summer Session Faculty - 100% Appointment Max

UC San Diego faculty members cannot exceed 100% appointment at any time during the three-month summer period. It is the department and faculty member's responsibility to ensure that their research, summer teaching and other forms of appointment time do not exceed the 100% appointment time limit.

Payment Disbursement

Paychecks are issued on August 1, 2024 for Session 1, and September 1, 2024 for Session 2. Courses taught in Special Session are assigned a payroll date of August 1 or September 1 depending on the course dates. Summer compensation is subject to deductions.

In some cases, Summer Session compensation needs to be spread over 2 or 3 months in order to comply with AP policy. See [Compensation Restrictions](#) for details.

Taxes

The tax rate for compensation during summer depends on appointment type.

- Summer Session faculty with a 9/12 appointment are subject to supplemental wage taxes and are taxed at a flat rate of 25% for federal and 6.6% for state.
- Summer Session faculty with a concurrent fiscal-year appointment (11/12) will be taxed based on W-4 allowances and the standard monthly tax tables.
- Effective 10/1/21, Lecturer, Recall/Emeriti, and Graduate Students (i.e. Summer Session appointments with summer earnings on ASN earn code) will be taxed at 22% federal and 6.6% state regardless of what is claimed on their W-4.

Please Note: This may place faculty into higher Federal and state tax brackets, resulting in a greater rate of tax withholding. This is due to the respective tax agency's regulations that do not allow any consideration for summer salary being seasonal. It is recommended that faculty consult an outside financial advisor to assist them in making any changes to their W-4 withholding allowances to avoid excess tax withholdings.

Mandatory 403 (b) Plan Contributions

Summer Session salary retirement benefit has been transferred from UC's DC Plan to UC's Tax Deferred 403(b) Plan. That means Summer Session faculty (contributing 3.5%) and the University (contributing 3.5%) are now required to make pre-tax contributions (7% total) to the 403(b) Plan. Because summer salary contributions are required, they do not reduce the limit on voluntary pretax contributions to the 403(b) Plan (or the 457(b) Plan). More information can be found at: <http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/revised-apm-190-appdx-g.html>

Benefits

Summer Session appointments are not considered benefits-eligible appointments. The hours worked during Summer Session do not contribute towards the hours required to maintain benefits eligibility. Faculty with a regular, ongoing benefits eligible appointment will continue to receive benefits during the summer. Lecturers hired to only teach in the summer are not eligible for benefits. Lecturers who teach Spring quarter will continue to receive benefits if they teach in the summer. If a Lecturer only teaches part of the summer, they can pay the employer cost of their benefits during the time they are not teaching, or they can go on short work break with no benefits if they are returning Fall quarter.

For more information on benefit eligibility, please contact the [benefits representative](#) assigned to your vice chancellor area.

Note: BYH or ACA hours and earnings appearing on some employee earnings statements.

The UCPATH system, unlike PPS, includes these pay lines on the pay statement. It is important to note that the dollar value is not included in Total Gross or any Taxable Gross. It does not affect the employee's pay and is not reported on the employee's W-2. In order to remain compliant to the Affordable Care Act (ACA) standards, it is

necessary for locations to report hours worked for certain flat-rate earn codes and is part of a calculation of weekly effort that is reported in order to determine continuing benefits eligibility.

Faculty Payroll Training Session

Summer Session will hold a payroll training workshop in May 2024. All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at <http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents>, and on the UCPATH Training Hub at <https://ucpath.ucsd.edu/training/training-hub.html>.

Questions about Summer Session payroll?

Please contact Lisa Bargabus, Summer Session Business Manager, at x25064 or summer-payroll@ucsd.edu.

Faculty - Instructional Guidelines



COVID-19 Impacts - Summer 2024

[Return to Learn website](#) - Latest updates on UC San Diego campus operations & requirements for COVID-19 testing, vaccines, and masking.

[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

Resources for Remote Teaching

- Strategies and resources to support remote teaching can be found at keep-teaching.ucsd.edu.

Canvas for New Instructors – Early access logins are available.

Canvas is the Learning Management System available to UC San Diego instructors. New instructors cannot access campus systems until they are fully hired in UCPATH, which can take several days or even weeks to complete. In order to allow new instructors to create their Canvas class sites before they are fully processed in payroll, the Canvas team will issue early access based on their anticipated AD login. For more information, visit <https://edtech.ucsd.edu/instructional-tools/canvas/index.html>.

Course Syllabus

- Faculty are expected to prepare course materials at least one week prior to the first day of the class. Preparation includes a syllabus, course outline, and handouts ready to distribute to students at the first class meeting.
- Summer Session courses are governed by the same academic policies and requirements as those offered during the Fall, Winter, and Spring quarters. Summer Session publications emphasize that courses taught in Summer Session are academically rigorous and presented at an accelerated pace. Summer Session and the Academic Senate EPC rely on faculty to uphold the same academic standards for Summer Session courses as they do for the same courses taught during the regular academic year.
- Plan for the Juneteenth, Independence Day, and Labor Day holidays, if appropriate. Campus closed, no class meetings. Makeup sessions must be posted to the Schedule of Classes prior to student enrollment.

Student Evaluation of Teaching (SET) Forms

- The Holistic Teaching Review Oversight Committee has developed a new student evaluation form called the Student Evaluation of Teaching (SET) form, which has replaced CAPEs for Summer Session courses. The goals of this new form are:
 1. to ensure that student feedback is focused on student learning and teaching practices;
 2. to minimize bias in student evaluations; and,
 3. to ensure that student voices are well-positioned as part of the evaluation of teaching.
- More information about the Holistic Teaching Evaluation workgroup and implementation task force can be found on the Undergraduate Education website, <https://undergrad.ucsd.edu/programs/holistic-teaching-evaluation.html#Student-Evaluation-Forms--these>
- Faculty are encouraged to remind their students to participate. Goal – achieve a minimum response rate of 40%.
- Tips on how to increase student response rate can be found at: <https://cape.ucsd.edu/faculty/tips.html>.
- The SET dates for student access are the last week of a 5-week session.
- Refer to the SET FAQ page at <https://undergrad.ucsd.edu/programs/holistic-teaching-evaluation.html#FAQ>. For any additional questions, contact holistic-teaching@ucsd.edu.

Course Enrollments and Class Lists

- Student enrollments by course are available on the Schedule of Classes on [TritonLink](#).
- Faculty can view course enrollment lists, download information, and send e-mail messages to class lists (rosters) and wait lists by logging onto [Blink Instruction Tools](#). All users must log on using their ISIS or Single Sign-On user ID and password.
- To obtain a user ID and password, contact your department security administrator. *Visiting faculty and Graduate Students are not eligible for a user ID and password, and therefore need to contact their department for assistance.*

Course Prerequisites

- Course prerequisites help guide students on choosing the appropriate level course. Summer Session recommends that faculty make clear at the first course meeting the specific approved requirements for the course, the level at which the course will be taught, and the grading policy.
- Non-UCSD (visiting) students are held to the same standards and are required to meet the prerequisites for each course. To obtain preauthorization from the department to enroll in the course, students should submit an online request via the Enrollment Authorization System (EASy). Refer to the steps on the [Summer Session website](#).

Additional Meetings

Required discussion or lab meetings per the EPC course approval and make-up meetings due to holidays (Juneteenth, Independence Day, Labor Day) or missed classes need to be scheduled and provided to the Office of the Registrar so they are available on the Schedule of Classes when enrollment begins.

Final Examination

- Students may not be excused from an assigned final examination if it is a course requirement.
- Midterms and final examinations must be given according to the published date and time on the TritonLink Schedule of Classes. The final exam schedule is available on the Schedule of Classes when enrollment begins; however, the classroom location for in-person final examination is not posted until the fourth week of each session.
- The Office of the Registrar sets the schedule for final examinations, which cannot occur during the last class period, or on the same day of the class. See the [Policy on Final Examinations](#) for more information.

Office Hours

Office hours are required of Summer Session instructors. Summer Session recommends faculty make an announcement to students during the first class meeting regarding the hours and location of official office hours.

Waitlists – 2024 Dates are Pending

Departments found success managing Summer Session 2023 waitlists by communicating to students whether or not additional sections of waitlisted classes would be added to the Schedule of Classes. Summer Session recommends that departments follow the same communication strategy for 2024.

- Waitlists are created when student enrollment exceeds classroom capacity or if a course has limited enrollment.
- Students on waitlists are not charged fees until they are enrolled. There is an automated procedure that enrolls a waitlisted student in a course when a space becomes available according to the waitlist schedule below.
- Students must remove themselves from the waitlist if they are no longer interested in enrolling in the course.
- Course fees are automatically assessed to student accounts once they are added from the waitlist.
- If a course added from a waitlist is not dropped by the refund deadline, students are held responsible for fees.

Summer 2024 Waitlist Schedule. Process is subject to change, pending approval of the Registrar's Office.

Session 1

Waitlist begins –	TBD April 2024
Waitlist suspends starting –	TBD June 2024
Waitlist resumes –	TBD June 2024
Waitlist ends after final run on –	TBD June 2024

Session 2

Waitlist begins –	TBD April 2024
Waitlist suspends starting –	TBD July 2024
Waitlist resumes –	TBD July 2024
Waitlist ends after final run on –	TBD August 2024

Special Session

Waitlist begins –	TBD April 2024
Waitlist ends after final run on –	TBD June 2024

- For Sessions 1 and 2, a week prior to the start of the session, the automated waitlists will be turned off. This is to give students time to pay their fees to avoid being cancelled from their classes before the session begins.
- Academic departments will need to manually handle their waitlisted students until the automated feature is turned back on.
- The automatic waitlist will restart on Saturday before the session begins, and remain open until the Wednesday of the first week of the session. This process reduces the number of manual add cards and to allow students time to drop the course and obtain a course refund.

Grading

FERPA Training for Faculty

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. 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 can be found at:

Grading Policy

Students are expected to complete all assignments, take all examinations, regularly attend classes and submit all work by the end of the session.

eGrades

Summer Session grades will be submitted using eGrades. For additional information regarding the eGrades tool and process, visit the [eGrades page](#) on Blink (blink.ucsd.edu).

Grade entry for Summer Session opens at 8 a.m. (date pending) for Session 1 and September (date pending) for Session 2 and closes at 11:59 p.m. on the Tuesday after the last final for Summer Session. Since grade entry and grade changes submitted by 11:59 p.m. are processed overnight, grades and grade changes will be visible to students on [TritonLink](#) the next day.

If you have any questions or need further information, contact Academic Records at (858) 534-3144 or egrades@ucsd.edu.

Student work will be reported in terms of the following grades:

Grade	Grade Points per Unit	Interpretation
A+, A, A-	4.0, 4.0, 3.7	Excellent
B+, B, B-	3.3, 3.0, 2.7	Good
C+, C, C-	2.3, 2.0, 1.7	Fair
D	1.0	Poor (barely passing)
F	0.0	Fail
Blank Entry		See Blank Entry info below
I	Incomplete	See Incomplete info below
IP	In Progress	See In Progress info below
NP	Not Pass	See Not Pass info below
P	Pass	C- or better, assigned to undergraduate students only
S	Satisfactory	B- or better, assigned to graduate students only
U	Unsatisfactory	Below B-, assigned to graduate students only
W	Withdraw	See Withdraw info below

The grades A, B, and C may be modified by plus (+) and minus (-) suffixes. A blank entry signifies the faculty did not assign a grade.

The blank grade must be resolved before the end of the next quarter or the grade will become a permanent F, NP, or U.

The 'I' or Incomplete grade may be assigned to a student's work when the work is of non-failing quality, but is incomplete for valid cause (illness, for example). The deadline for filing a request for an Incomplete shall be no later than the first working day after the final examination date.

The faculty shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than the last day of the finals week in the Fall quarter. If not replaced by this date, the 'I' grade will lapse into an 'F' grade. The faculty may neither agree nor require that the student wait until the next time the course is offered in order to make up incomplete work, but must make individual arrangements for the timely completion of the work.

The “IP” grade signifies classes that extend over more than one quarter. The “NP” or Not Pass is assigned if a student does not pass a class.

The “W” or Withdraw is assigned if an undergraduate student drops a class or withdraws from Session 1 between July 13 – July 19, 2024 and Session 2 between August 17 –August 23, 2024 (equivalent to the start of the fifth week and the end of the sixth week of classes during Fall, Winter, and Spring quarters). The “W” is also assigned if a student drops certain labs after the second scheduled meeting. A student may receive a maximum of one “W” per course, per Academic Senate Regulations.

Please email summer@ucsd.edu with any student affairs questions or concerns.

Academic Integrity Standards

Academic Integrity is essential for our University community. The University has an Academic Integrity Office to assist students and faculty in upholding academic integrity.

The Executive Vice Chancellor – Academic Affairs has asked that all faculty and instructors talk about academic integrity in their classes, clarifying their expectations for how students can complete their assignments, tests, projects, and exams with integrity. Please review the [academic integrity tips for faculty](#).

All UC San Diego undergraduate students are asked to complete the [Integrity Tutorial](#). Students are expected to act in ways at all times to ensure that the academic learning experience for themselves and each other will be honest, respectful, fair, responsible, and trustworthy. Remind students to review the [academic integrity tips for students](#).

For more information, please visit the [Academic Integrity website](#).

Materials & Support Services



COVID-19 Impacts - Summer 2024

[Return to Learn website](#) - Latest updates on UC San Diego campus operations & requirements for COVID-19 testing, vaccines, and masking.

[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

Campus ID Cards

A card enables faculty to check out materials from the library, purchase items at the Bookstore, access campus buildings and events, and receive discounts on various cultural and recreational activities. UC San Diego faculty may continue to use their permanent photo ID cards for the summer. For more information, visit the [Campus Card page on Blink](#) or email campuscards@ucsd.edu.

Computer Time/Lab Facilities

More information is available through ServiceNow at <https://support.ucsd.edu/its>.

Copyright Policy

See [Reproduction of Copyrighted Materials for Teaching and Research](#).

Instructional Supplies

Support for course materials/supplies is block-funded to the department. If the department approves the expense(s), they will provide a department index number.

Library Course Reserves System

The Library Course Reserve system typically has Summer Session courses available after Week 8 of Spring Quarter.

Contact reserves@ucsd.edu for more information.

Media Services

Classrooms and lecture halls are equipped with technology to meet the needs of the educational experience, and on-demand support during instruction. See

https://support.ucsd.edu/its?id=kb_article_view&sys_kb_id=3c8f7b0ddbe63fc0bd30f6e9af9619e7 for details.

Office Space

Office space needs should be discussed with the academic department.

Printing and Duplication Services

Duplicating services are available to reproduce course materials. Photocopiers are available in academic departments. Imprints, an on-campus service, can handle a wide variety of copy needs. Faculty members work with their department to determine the preferred way to obtain photocopy services.

Textbooks/Course Materials

The [UC San Diego Bookstore](#) will contact departments in April for course material adoptions (textbook requisitions).

Requests are due **April TBD, 2024**. Note: The bookstore will accept adoptions after **April TBD**. However, they need adequate time to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-stock and out-of-print problems. Please submit course materials adoptions as early as possible. For more information, email textbooks@ucsd.edu or call 858-726-5706.

Teaching + Learning Commons

The Teaching + Learning Commons helps instructors become better teachers through seminars, workshops and discussions about effective teaching methods and new instructional technologies. Find out more about the Teaching + Learning Commons services and programs at: <https://engagedteaching.ucsd.edu/> and <https://keepteaching.ucsd.edu/>.

INSTRUCTIONAL SUPPORT

Teaching Assistants (TAs), Tutors and Readers

Summer Session 2024 Academic Student Employee pay rates are pending direction of the new contract implementation from the Division of Graduate Education and Postdoctoral Affairs (GEPA).

See the [Faculty Compensation section](#) for 2024 pay rates for graduate students hired as Associates-Ins (Instructors of Record).

Teaching Assistant (TA) - \$/hr

Tutor – Grad Student - \$/hr (single session), \$ (group session)

Tutor – Undergrad Student - \$1/hr (single session), \$/hr (group session or Teaching Apprentice)

Reader – Grad Student - \$/hr

Reader – Undergrad Student - \$/hr

See the Summer Session website for the 2023 [sample student payments for 3, 5, 8, and 10 week classes](#). (2024 rates are pending)

- Each department takes responsibility to recruit, select, and allocate TAs, Readers, and Tutors.
- Departments are notified in July of their allocation from Academic Affairs. The allocation is fungible to use for TAs.
- Departments need to electronically submit the required paperwork for proposed students through the IA System (formerly ASES) for GEPA approval. Appointment letters are the department's responsibility.

Please note: All students planning to be employed by Summer Session must be registered in the preceding spring quarter at UC San Diego. Enrollment confirmation is required before the appointment may be entered in the payroll system. If a student was not enrolled in Spring quarter at UC San Diego, they cannot be employed by Summer Session.

Student Federal Insurance Contributions Act (FICA)-Defined Contribution Plan (DCP)

To remain exempt from Student FICA (DCP/Medicare deductions) during the summer, a student employee (non-career) who is a U.S. citizen, permanent resident or resident alien must be employed less than 80% time for the month or any partial period within the month and meet the minimum unit requirement of six units for an undergraduate student; three units (5-week session) or six units (10-week session) for a graduate student. A student must be registered in the minimum unit requirement for at least one day of the pay period to remain exempt.

- Only graduate students can be hired as Teaching Assistants (TA).
- Undergraduates may be hired as a Reader, Tutor, or Tutor serving as a Teaching Apprentice.
- Non-UCSD students or others may be recommended for instructional support positions, provided the faculty member has first utilized all available on-campus resources. A department must have approval from the GEPA prior to making an offer to a visitor. A formal written request from the faculty, endorsed by the Chair, addressed to the Dean of the Division of Graduate Education and Postdoctoral Affairs must include the justification for exception to hire. A current Curriculum Vitae (CV) must be attached to the letter of exception for non-students.

TA Funding - Exact Payroll Expenses for Instructional Support are Now Covered by Summer Session.

Summer Session is no longer giving academic units a block-funded TA allocation.

Effective summer 2024, Summer Session will fund actual payroll expenses for all Summer Session instructional support (TAs, Tutors, Readers, etc.) Summer Session will reimburse academic units the gross salary + benefits + general liability for all instructional support hired to support Summer Session courses.

Departments are encouraged to follow their Academic Year TA/student hiring ratios for their Summer Session courses.

Undergraduate Instructional Apprentice (UGIA)

The Undergraduate Instructional Apprentice Form is required for all students appointed as UGIAs, regardless of whether the student will earn course-unit credit or receive compensation.

Strategies/best practices to accommodate growing needs for instructional assistants

Providing sufficient TA coverage for the classes needed to serve our rapidly increasing undergraduate student population is becoming more challenging for departments. The following is a list of strategies/best practices to cover teaching needs.

- Within reason, section sizes can be increased to reduce the number of TAs needed, while remaining mindful of workload limitations
- It is not necessary to assign TA's to a course in a manner that is consistent with the formula used to "earn" TA positions. Some courses may need fewer TAs than the formula implies; others may need more. It is at the discretion of the department to make these decisions about allocations, in consultation with the instructor.
- With permission from the Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA), graduate students who are US citizens or permanent residents and who are making good academic progress can be appointed by exception to teach at 75% time.
- Many departments successfully employ TAs from outside their department to teach in their courses, particularly in lower division offerings. In this regard, there are large numbers of self-funded master's students in certain departments who would welcome the opportunity to serve as a TA for one or more quarters. Please note, however, that any employment outside of the student's academic (home) department must have prior approval from the student's home department. The Teaching + Learning Commons is available to consult on training that could be provided to non-departmental TAs.
- Undergraduate students can serve as teaching/instructional apprentices in areas where shortages of graduate students exist, for up to one course per quarter. The first service quarter usually requires an apprentice teaching course (DEPT 195), while subsequent quarters include an hourly pay rate.
- The Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA) will entertain requests for exceptions to appoint non-students in instructional roles, such as non-student tutors, provided they are suitably qualified. Recent graduates (graduate and undergraduate degree recipients) are often interested in such positions to bolster their teaching credentials while on the job market.

Any questions about these strategies can be directed to James Antony, Dean of the Division of Graduate Education and Postdoctoral Affairs (GEPA) (graduatedean@ucsd.edu), or John Moore, Dean of Undergraduate Education (due@ucsd.edu).

DEPARTMENT SUPPORT

Instructor Salaries & Benefits

Summer Session funds the cost of instructor salaries and benefits. Exact payroll expenses reimbursed by Summer Session include: Gross Course Salaries + Benefits + General Liability.

Instructional Support – Actual Payroll Expenses are Funded

Summer Session no longer provides block-funding for TAs based on a TA Allocation Formula.

Instead, actual payroll expenses for all instructional support for Summer Session courses will be funded. Gross salaries + Benefits + General Liability will be reimbursed by Summer Session for TAs, Tutors, Readers, Non-Student Tutors, etc.

Incentive Pilot Program – Approved for Summer Session 2024

Course & Enrollment Targets are Pending Course Modality Decision from Academic Senate

The Incentive Pilot Program was created in 2019 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.

The Incentive Pilot Program is approved for 2024. However, the course and enrollment targets will be dictated by whether or not remote modality without the online “R” designation is approved by Academic Senate.

If remote modality without the online “R” designation is approved, then the 2024 Incentive Pilot Program baseline targets will reset to the Summer Session 2021 course & enrollment data.

Details are outlined below.

Funding Model

The Incentive Pilot Program funding model has two components:
Funding for Number of Courses + Funding for Enrollment

NEW for 2024 - The course and enrollment targets will be considered separately during this transition year. Academic Units can be eligible for the higher funding amount for courses, enrollment, or both.

1. Funding for Number of Courses

If academic unit offers more courses than 2021	\$1,000 per course
If academic unit offers fewer courses than 2021	\$500 per course

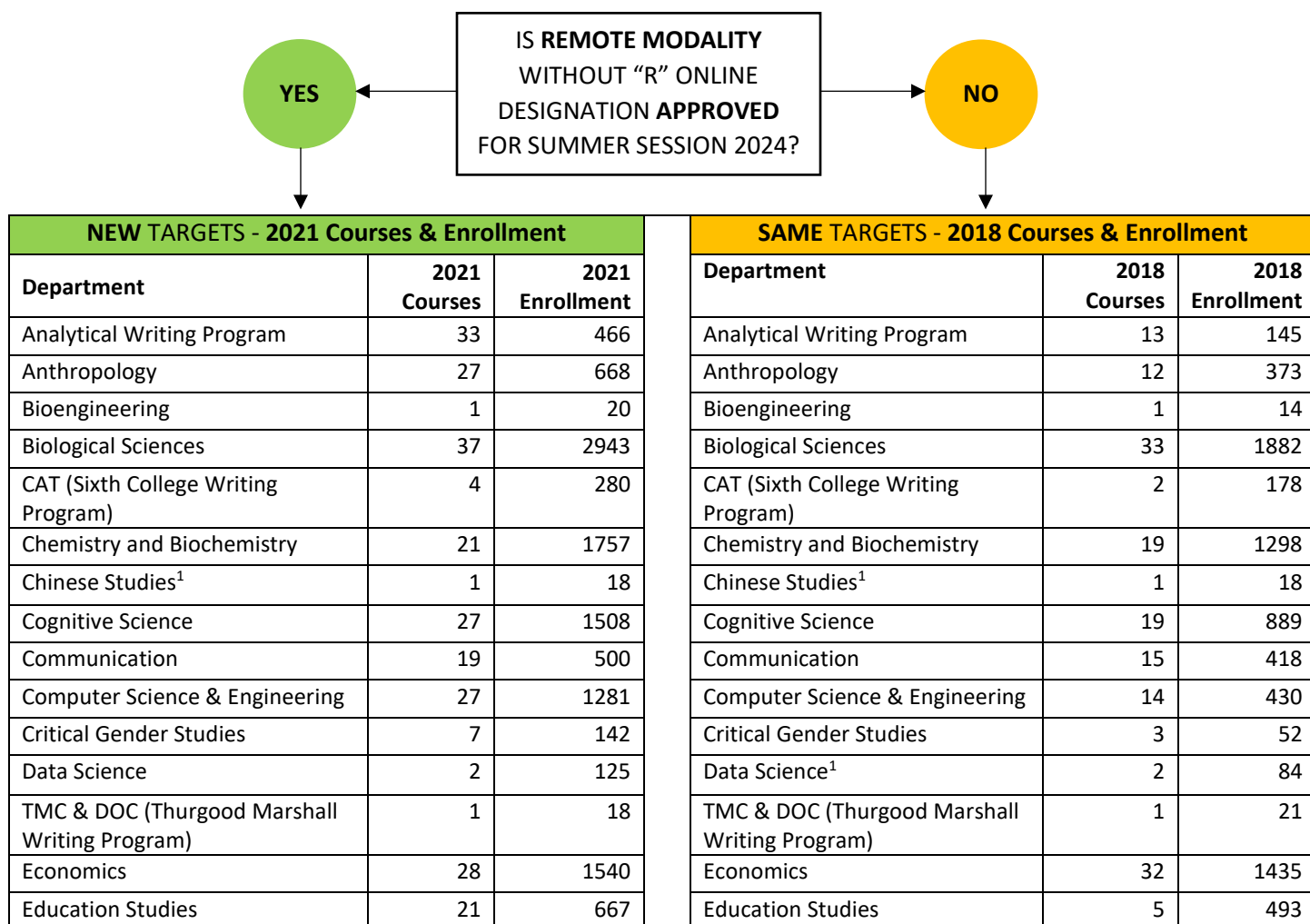
Note: Courses not eligible include Independent Study courses, graduate courses, and special programs including AESE, EAP, FPM, HLAW, IGERT, LCHO, MAS-CLRE, SOMI, WES.

2. Funding for Student Enrollment

If academic unit has higher enrollment than 2021	<p>\$25/student Arts & Humanities, Social Sciences, Rady, SIO, Colleges, Writing Programs, and other related programs.</p> <p>\$50/student School of Biological Sciences, Physical Sciences, JSOE, and related programs</p>
If academic unit has lower enrollment than 2021	<p>\$13/student Arts & Humanities, Social Sciences, Rady, SIO, Colleges, Writing Programs, and other related programs.</p> <p>\$33/student School of Biological Sciences, Physical Sciences, JSOE, and related programs</p>

Eligibility Criteria

The 2024 Incentive Pilot Program course and enrollment targets are listed below, pending remote modality approval by Academic Senate.



NEW TARGETS - 2021 Courses & Enrollment			SAME TARGETS - 2018 Courses & Enrollment		
Electrical & Computer Engineering	15	483	Electrical & Computer Engineering	8	290
Envtl Studies ¹	1	11	Envtl Studies ¹	1	18
Ethnic Studies	11	159	Ethnic Studies	8	181
Family Medicine & Public Health ¹	1	17	Family Medicine & Public Health	1	17
Global Health	4	89	Global Health ¹	1	25
History	25	593	History	22	441
HUM (Revelle College Writing Program)	14	533	HUM (Revelle College Writing Program)	9	319
International Studies Program	4	59	International Studies Program	2	30
Japanese Studies Program	1	13	Japanese Studies Program ¹	1	18
Latin American Studies Program	4	91	Latin American Studies Program	1	13
Law & Society	1	16	Law & Society	2	26
Linguistics	21	453	Linguistics	9	147
Literature	15	292	Literature	12	195
Mathematics	48	2989	Mathematics	33	2332
MCWP (Muir College Writing Program)	8	123	MCWP (Muir College Writing Program)	5	87
Mechanical & Aerospace Engineering	16	464	Mechanical & Aerospace Engineering	13	473
ERC & MMW (Roosevelt College Writing Program)	8	830	ERC & MMW (Roosevelt College Writing Program)	8	551
Music	22	467	Music	15	343
NanoEngineering	2	33	NanoEngineering	3	74
Philosophy	19	912	Philosophy	13	485
Physics	18	2204	Physics	16	1100
Political Science	47	1272	Political Science	31	1129
Psychology & CSS	54	3269	Psychology & CSS	41	1460
Rady School of Management	20	1267	Rady School of Management	19	907
Religion	1	32	Religion	1	42
Scripps Institution of Oceanography	8	329	Scripps Institution of Oceanography	5	113
Sociology	23	686	Sociology	11	285
Jacobs School of Engineering	5	114	Jacobs School of Engineering	4	109
Structural Engineering	10	177	Structural Engineering	8	145
Synthesis (Seventh College Writing Program) ¹	12	184	Synthesis (Seventh College Writing Program) ¹	12	184
Theatre and Dance	44	824	Theatre and Dance	39	1141
Third World Studies ¹	1	20	Third World Studies	1	20
Urban Studies and Planning	9	156	Urban Studies and Planning	4	72
Visual Arts	9	324	Visual Arts	7	241
WCWP (Warren College Writing Program)	10	136	WCWP (Warren College Writing Program)	7	106

¹ Units with 0 courses and/or enrollment in 2018 and 2021 are assigned the course & enrollment data achieved at the next non-zero Summer Session year.

Tips for Increasing Student Enrollments

Manage Waitlists

- Can the course be offered remotely?
- Is a larger classroom available to increase enrollment?
- Can the course be offered in the other session?
- Can a second section of a course be opened?

Monitor EASy (Enrollment Authorization System) daily to process student pre-authorization requests in a timely manner.

Marketing Summer Session to students with a major or minor in your unit.

- Add a link to Summer Session on your website: <https://summersession.ucsd.edu>
- Send an email blast to students about your Summer Session courses.
- Use social media posts to promote your courses.

Summer Scoop

The Summer Scoop is a weekly newsletter to our campus faculty and staff, keeping them apprised of Summer Session-related updates, reminders, trainings, and deadlines. [Sign-up for the Scoop here.](#)

STUDENTS



COVID-19 Impacts - Summer 2024

[Return to Learn website](#) - Latest updates on UC San Diego campus operations & requirements for COVID-19 testing, vaccines, and masking.

[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

Important Dates for 2024 Summer Session Students

Schedule of Classes goes live (viewable on TritonLink)	March TBD, 2024
UC San Diego student enrollment begins	April TBD, 2024
Non-UC San Diego student enrollment begins	April TBD, 2024

See the Calendar on the Summer Session website for other student-related deadlines, <https://summersession.ucsd.edu/calendar/index.html>. Note that dates are subject to change.

Visiting Student Preauthorization

Students enrolled in courses must have the proper prerequisites and class standing for enrollment in that course.

All visiting students are categorized as “freshmen.” This means visiting students have no prerequisites on file and do not have upper division standing. Visiting students must request preauthorization with the academic department offering the course prior to enrolling in upper division courses (course #100-199) or courses with prerequisites. The department determines whether a visiting student is eligible to enroll in a course which has prerequisite requirements. Refer to the [Summer Session website](#) for more information on the Preauthorization process using the Enrollment Authorization System (EASy).

International Students

International students that are not currently matriculated at UC San Diego are required to pay additional fees and apply for an F1 Visa. Visit the [Summer Session website](#) for more information.

All matriculated students, even those who are international or non-resident may enroll in Summer Session directly through WebReg. For more information please contact the Summer Session Student Affairs Manager, Yvonne Wollmann, at ywollmann@ucsd.edu.

Add, Drop, and Withdrawal

The Add, Drop and Withdrawal policies for students follow the same rules as during the Fall, Winter, and Spring quarters and are adjusted to a five-week calendar. It is helpful to students if you remind them of the policies and the deadline dates at the first course meeting. Refer to the Calendar on the [Summer Session website](#) for more information.

Refunds

Summer Session students are eligible for a refund for courses dropped prior to the refund deadline. No refunds for courses dropped or withdrawals made *after* the refund deadline, which varies by session. [Refer to the deadline Calendar on the Summer Session website](#) for more information. Exception by Petition with documentation maybe approved.

Auditing

Interested individuals, including registered students, are permitted to audit courses only with the explicit and continuing consent of—and under such rules as may be established by—the faculty member in charge of the course. Students auditing are not officially enrolled in the class. The instructor is not obligated to devote time to the work of individuals not officially enrolled in the course. All persons auditing are required to abide by university policies and campus regulations. No transcript record.

Cancellation for Non-Payment

Students who do not pay fees by the deadline may be cancelled for non-payment. Students are strongly encouraged to drop their courses via WebReg should they change their enrollment decision. Students who add a course late are expected to pay fees in full immediately upon enrollment.

Financial Aid

Students receiving financial aid are required to enroll in a minimum of 6 units total throughout the summer term. Some students might enroll in alternate courses while waiting for an open seat in their preferred course. This situation has an impact on course enrollment because it creates a false demand for a course. All students enrolled in Summer Session are reviewed for aid without filing a separate Financial Aid application.

Student Fees

2024 Tuition Fees

Students pay a per-unit fee per course. Fee levels are determined by the University of California Office of the President and the Board of Regents. In addition to the standard per unit fee, fees may be charged to cover other expenses as approved through the course proposal review process.

In accordance with University policy, summer unit fees must be equal to the fee charged in the subsequent academic year. The fees for Summer Session 2024 are subject to change.

Projected tuition fees for 2024 (subject to change)

UC Undergraduate Students: Incoming New students and Continuing students
\$279 per unit (*subject to change*)

UC Graduate Students: Incoming New students and Continuing students
\$374 per unit (*subject to change*)

All Other Students:
\$374 per unit (*subject to change*)

Campus Fees

The following campus-based fees are passed by referendum by the general student body and the Associated Students council. Campus-based fees are mandatory for all students and can be charged for a maximum of two sessions per summer. The fees for Summer Session 2024 have not been determined at the time of this publication, and may be available in March.

Projected fee rate for 2024:

University Center Fee: \$46.56/session (*subject to change*)

Recreation Facility Fee: \$53.50/session (*subject to change*)

ICA Student Activity Fee: \$65.73/session (undergraduates only, *subject to change*)

Application Fee

UC San Diego students do not pay an application fee. Application fees are paid by all non-UCSD students. Visiting students from other UC campuses pay a \$50 application fee. All other non-UC visiting students pay a \$100 application fee. The application fee is non-refundable.

Program Fees

Students pay additional fees for special programs and/or professional school programs. Students should visit specific program websites and refer to the Schedule of Classes for fee information.

Students enrolled in study abroad programs pay an additional program fee. Students should visit the Travel Study and Global Seminar Program websites for fee information.

Instructional Materials/Laboratory Fees

Course Materials Fees are established to recover the costs of materials to be consumed, retained or used by the students, the special costs associated with use of University-owned tools, musical instruments, or other equipment, or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Classes with assessed fees are noted in the [Schedule of Classes](#).

Below is a sampling of departments with approval to charge for instructional materials or laboratory supplies:

- Anthropology
- Bioengineering
- Division of Biological Sciences
- Chemical Engineering
- Chemistry and Biochemistry
- Computing and the Arts
- Electrical and Computer Engineering
- Mechanical and Aerospace Engineering
- Music
- Physics
- Theater and Dance
- Visual Arts

Campus Services



COVID-19 Impacts - Summer 2024

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[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

Technology Support and Services

Information regarding email accounts, Canvas course sites, computer labs on campus, printing services, wireless service, and equipment checkout can be found at <https://students.ucsd.edu/campus-services/technology/index.html>.

Bookstore

The [Bookstore](#) is an academic resource for the students, faculty, staff, and guests of the University. It is located in the center of campus in the Price Center. For more information call (858) 534-7326.

Campus ID Cards

All students enrolled/registered for Summer Session are entitled to a UC San Diego Student ID card. Your Student ID card serves as your official photo ID, and gives you access to campus buildings, events, dining halls, recreation facilities, UCSD shuttles. Your Student ID card also give you discounts on attractions and events. Visit the [Campus Cards Office website](#) for instructions on how to submit your photo and get your Student ID.

Career Services Center

[The UC San Diego Career Services Center](#) offers a variety of services to help our students determine and fulfill their career goals. The UC San Diego Career Services Center is located on the west-side of Library Walk, southwest of the Price Center. Students can access [Handshake](#), a centralized online job listing database for off-campus jobs, internships, volunteer opportunities and on-campus jobs (including work-study). Departments can hire students over the summer in conjunction with the UC San Diego Career Services Center.

Food Service

Food service is available at several on-campus cafeterias and snack bars. Please visit the Housing, Dining and Hospitality website for a current listing.

In addition, the Cecil and Ida Green Faculty Club, located just east of the Muir campus, provide a lively atmosphere for faculty and staff to exchange new ideas or simply enjoy a tasty meal. Non-members may be issued a temporary card by declaring their Summer Session status. Payment for meals is made by cash, credit card or Dining Dollars. For additional information call (858) 534-0876.

Housing

Housing on or near campus is available to faculty and students. Visit the Housing Resources webpage or call (858) 822-4987. The Off-campus Housing website offers information and listings on homes and apartments to rent in the surrounding community.

Insurance Programs

Insurance programs continue in the summer for faculty enrolled in the University of California health and life insurance programs during the Fall, Winter, and Spring quarters. International visitors and those who are not members are encouraged to seek health insurance coverage during the summer. Contact UC San Diego Human Resources Employment Insurance (858) 534-2816.

Library

To reserve classroom materials or for more information, call (858) 534-3336. The libraries are closed on university holidays (July 4). Visit the Libraries website for more information.

Media Services

Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and wired microphones. Laptop computers can be connected to the system with VGA audio and network cables. For more information, call (858) 534-8265.

Office of Students with Disabilities (OSD)

UC San Diego students with documented learning, physical, and psychological disabilities, as well as chronic health conditions and temporary disabilities may be eligible to receive accommodations such as note-taking, extended test time, sign language interpreting, alternative formats, etc. The OSD is responsible for reviewing documentation and determining reasonable accommodations.

If a student requests accommodations, modifications, or adjustments for your course, the student must present you with an Authorization for Accommodation (AFA) letter from the OSD for the specified quarter or period of study. If the student does not have an AFA letter, please refer the student to the OSD.

If you have a syllabus for your course, the OSD encourages you to provide a statement regarding requests for accommodations due to a disability. Language may be found on the OSD website.

Should you have any questions or concerns, please contact the OSD at (858) 534-4382 or osd@ucsd.edu. Additional information may be found on the [OSD website](#).

Parking and Transportation Services

Flexible parking options are available through the [Park Mobile app](#), or [purchase a daily permit](#) through the UC San Diego parking portal. For more information, visit the [UCSD Transportation Services website](#).

Price Center

The Price Center is located south of the Geisel Library and provides many resources and services for faculty. The center offers several fast food restaurants, coffee shops, salon, bank, meeting space, Box Office, UC San Diego Bookstore, Target, and Amazon Package Center. Outdoor seating is available.

Recreation

Recreational opportunities are available at the Recreation, Intramural and Athletics Complex (RIMAC). Other sports facilities at UC San Diego are scheduled for use by recreation programs and for unstructured open recreation. These include two gymnasiums, multipurpose rooms, exercise rooms, sauna, hot tub, tennis courts, indoor rock climbing facilities, sand volley ball courts, weight training rooms, a 25-yard indoor pool, two 50-meter outdoor pools, competitive diving facilities, an all-weather track and field stadium, and track and cross-country fields. Remote recreation activities are also available at <https://recreation.ucsd.edu/>.

Student Health Services (SHS)

Student Health Services (SHS) is located in the center of campus, just west of Library Walk and the Price Center Bookstore. All students paying registration fees have access to SHS. SHS provides quality primary medical care, including urgent care and support services such as laboratory, pharmacy, and x-ray. For more information, please call (858) 534-3300.

Academic Integrity

Students are expected to act in ways at all times to ensure that the academic learning experience for themselves and each other will be honest, respectful, fair, responsible, and trustworthy. Students should review the [academic integrity tips for students](#). Additionally, all UC San Diego undergraduate students are asked to complete the [Integrity Tutorial](#). The Academic Integrity office has opened the Triton Testing Center (TTC) to support students who need to take paper-based tests outside the time and space constraints of the classroom. For more information, please visit the [Academic Integrity website](#).

Teaching + Learning Commons

Summer Session tutoring is available at the Teaching + Learning Commons. The Teaching + Learning Commons is located on the first level of Geisel Library. Check the website for schedules at commons.ucsd.edu. You can also find strategies for success in a remote learning environment at <https://digitallearning.ucsd.edu/learners/learning-remotely/index.html>.

PROGRAMS



COVID-19 Impacts - Summer 2024

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Special programs are offered during Summer Session for various student groups.

Undergraduate Programs

Study Abroad

Programs such as Travel Study and Global Seminar are UC San Diego faculty-led study-abroad courses. Study Abroad opportunities are being planned for 2024, pending future Covid-19 travel restrictions.

For more information, see the following handbooks:

[Global Seminar Handbook](#)

[Travel Study Handbook](#)

Summer Success Programs

Summer Success Programs (SSP) are developed for freshmen, sophomore, and transfer students to improve their time-to degree at UC San Diego. These programs aim to jumpstart student success with enrollment in popular courses offered in a structured and supportive learning environment. The learning outcomes and program components are designed by UC San Diego academic departments. Examples: Summer Bridge, PATH, Summer Engineering Institute

For information about SSPs, refer to the [Summer Success Programs Overview](#).

If you have questions regarding Summer Success Programs, please contact the Programs Manager, at summer-programs@ucsd.edu.

Enrichment and Internship Programs

Academic Enrichment Program (AEP), Academic Internship Program (AIP), and Education Abroad Program (EAP) offer undergraduate courses. Enrollments in these programs are based on department approval.

Graduate Programs

Graduate programs such as Rady Flex MBA, Education Studies, Master of Advanced Study (AESE, WES, CLRE, HLAW, LHCO), School of Medicine, and Scripps Institution of Oceanography offer closed courses for specific cohorts. Course scheduling is managed between the program and scheduling office.

GLOBAL SEMINARS HANDBOOK

Summer Session 2024

Note: 2024 Global Seminars are scheduled to run but circumstances are subject to change.



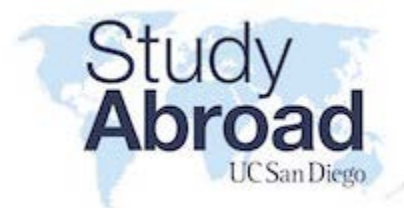
COVID-19 Impacts - Summer 2024

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[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

Session 1: July 1, 2024– August 3, 2024

Session 2: August 5, 2024– September 7, 2024



Global Seminars Overview

UC San Diego Global Seminars are five-week long summer study abroad experiences led by a UCSD professor. Students enroll in a package of two courses for a total of eight UCSD quarter units. Class sizes are between 15–28 students, so there are excellent opportunities for one-on-one interaction with some of the best faculty at UCSD. All courses are taught in English.

The Global Seminar programs are created and managed by Study Abroad, which is part of [UC San Diego Global Education](#). Study Abroad manages all aspects of Global Seminars such as contract negotiations, processing of liability waivers, purchasing of international travel insurance, student recruitment via Info Sessions, etc.

Global Education and Study Abroad work with faculty on course and program development, and ensure all international travel paperwork is in place prior to students, staff (when applicable) and faculty going abroad. Review of proposed courses by advisory committee is two years in advance of the program offering.

Steps for Faculty Who Want to Teach a Global Seminar

Faculty who are interested in teaching a Global Seminar should begin the process by contacting Global Education and their Department Chair to discuss details of the program. Global Seminar programs take 1.5 years to prepare. Global Education sends out a call for proposals in April for the following summer.

2024 Global Seminars have already been approved.

April 2024 – Faculty Proposals are due for Summer 2025 Global Seminars.

Instructions on how faculty can submit a Global Seminar proposal are on the Study Abroad website:

<https://studyabroad.ucsd.edu/faculty/global-seminars.html#faculty-proposal>

Faculty Proposals must include the following items:

1. Cover letter
2. Both course syllabi or course descriptions
3. List of excursions
4. Course Information Form
5. Department Approval Form
6. College Approval Form (If teaching a College core course.)
7. Faculty Information Form
8. Course Compliance Form
9. Curriculum Vitae (CV)

Faculty Compensation for Global Seminar Appointments

- Faculty are compensated at the standard Summer Session rate of 8.5% annual salary per course, and they are required to teach two 4-unit courses in one session. For ladder-rank faculty, LSOE, and LPSOE, payment will need to be spread over two months (cannot exceed 1/9th annual salary per month). Per AP policy, recall faculty can receive a maximum of 14.3% annual salary spread over 3 months (43% of 1/9th annual salary per month × 3 months.)
- If the program has previously been taught and the enrollment is less than 15 students, the program may be cancelled.
- The relevant compensation policies for Summer Session teaching are set forth in [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#) and [PPM 230-43](#).

Department Steps

There are several general steps departments should follow to ensure a Global Seminar program can be offered during Summer Session:

1. Courses must be approved by Academic Senate and Department Chair.
2. Department should submit a course proposal for Global Seminar courses along with their regular Summer Session courses to Summer Session by November 15, 2023. This will ensure courses are added to the Schedule of Classes on TritonLink.
3. Departments will follow standard Summer Session procedures for Global Seminar faculty.
 - Submit appointment files for any Emeriti (recall) faculty teaching Global Seminar courses.
 - Enter payroll in UCPath for all department faculty teaching Global Seminars.
4. Departments will preauthorize students to enroll in Global Seminar courses.

Timeline for Global Seminars

	Summer 2024 Global Seminars	Summer 2025 Global Seminars
May 2023	Faculty Proposals Due.	
June 2023	Global Seminar Review Committee Reviews/Approves Proposals. DUE Reviews/Approves Global Seminar Proposals	
June-Sept 2023	Study Abroad secures Vendors Departments submit eCourse approvals to Senate	
October 2023	Global Seminar courses submitted to Summer Session for approval Study Abroad begins student recruitment	
Oct.-Nov. 2023	Study Abroad finalizes contracts and budgets	
November 2023	Approval routing of Program Fee Requests. Sign-off required from: VCSA Department Chair Summer Session Director DUE CBO	
Dec 2023-Jan 2024	Departments notified of fee approvals Summer Session coordinates with Registrar to post Program Fees	
March 2024	Global Seminars with low enrollment will be cancelled.	
April 2024	Students enroll in courses Fees are posted to student accounts	Faculty Proposals Due
June 2024	Financial Aid disbursement begins	Global Seminar Review Committee Reviews/Approves Proposals
July – August 2024	Global Seminars are held during Session 1 and Session 2	DUE Reviews/Approves Global Seminar Proposals Study Abroad secures Vendors Steps continue as shown for 2024 Global Seminars

- Summer Session serves as liaison with central administrative offices such as CBO, Vice Chancellor office, Student Business Services, General Accounting, and Office of the Registrar.
- Once the program fee is approved, Summer Session will coordinate with Office of the Registrar to ensure the program fee is posted to the Schedule of Classes on TritonLink and attached to the course enrollment.
- Both the tuition and program fees will be assessed together onto student accounts.

Student Payments

Deposits

Students may be required to submit a \$250 non-refundable deposit payment prior to enrollment. Global Education must create deposit headers for all deposits received. This process is required to allow the student accounts to accept the deposits and ensure payment is credited to Global Education.

(For the deposit header, **do not** enter a minimum balance or release date. Neither is necessary due an automatic application of payments after Global Seminar program fees assessment.)

Once Summer tuition and program fee assessment occurs in individual student accounts, the deposits will automatically release into the student accounts to offset a portion of the \$500 Administrative Fee. This action will essentially move funds from the clearing account and into the department account.

Student Enrollment and Payment

1. Student applies to Global Seminar program.
2. Student is accepted.
3. Student pays the deposit to Global Education/Study Abroad.
4. Global Education/Study Abroad updates the student records by creating deposit headers.
5. Departments will pre-authorize students to enroll in the courses.
6. Once enrollment opens for Summer in mid-April, the preauthorized students may enroll.
7. Students must pay the Summer tuition and program fee balance on their accounts before billing due date.
8. Summer Session communicates with Global Education/Study Abroad prior to program departure if there are open student balances.

For questions about Travel Study programs or Global Seminars, please contact Courtney Giordano, Director of Strategic Global Initiatives, at clgiordano@ucsd.edu.

TRAVEL STUDY HANDBOOK

Note: 2024 Travel Study programs are scheduled to run but circumstances are subject to change.



COVID-19 Impacts - Summer 2024

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Field Research School - Summer Session 2024

Session 1: July 1, 2024– August 3, 2024

Session 2: August 5, 2024– September 7, 2024



Travel Study Overview

Travel Study programs are UC San Diego faculty-led programs that allow students to experience field research techniques domestically or internationally in a hands-on environment. Field Planner review and approval from Risk Management

The academic department and faculty coordinate with Global Education to create and administer Travel Study programs. All Travel Study programs must contain the components listed below:

- Trip itinerary and arrangements
- Contract negotiations (transportation, accommodations, tours, etc.)
- Program application and promotional materials
- Student Handbook (transportation, accommodations, safety protocols, emergency contacts, etc.)
- Student Recruitment
- Processing of liability waivers
- Purchasing International travel insurance
- Adhering to all campus policies (risk management, contracts and procurement, travel rules, AP policy, etc.)

Courses

Courses in Travel Study programs must be approved by the Academic Senate, endorsed by the Department Chair, and submitted to Summer Session in the ISA for approval.

Students

Students are required to enroll in one or two courses as required by the program. Students may have the option to enroll in independent studies to increase the total number of units to a maximum of 12.

In addition to Summer Session tuition and campus-based fees, students participating in Travel Study programs are assessed additional program fees. The Campus Budget Office must approve Travel Study program fees.

Students may be required to submit a deposit payment of the Travel Study program fee prior to enrolling in courses. Students can pay deposits as check payments, which departments should send to the Central Cashier's Office. Students are still responsible for paying the standard Summer Session tuition and campus-based fees once those charges post to their student accounts.

Faculty

Travel Study Faculty are compensated following the standard Summer Session compensation model of 8.5% annual salary per 4-unit course. All UC San Diego Academic Personnel policies and restrictions apply. See the [Faculty Compensation](#) section for details.

Graduate Students as Staff Volunteers

Some programs may have a graduate student serve as an "unofficial chaperone," accompanying large groups on their travels. The instructor may ask the graduate student to help with undergraduate students in various capacities required for travel (ex: help students change money, making international calls, communicate with local guides, or assist with cultural differences between American students and locals). Due to the risks and liabilities involved, all graduate students accompanying Travel Study groups will officially be appointed as Staff Volunteers and registered for the University's travel insurance.

*** No academic duties are involved ***

Appointment: Staff Volunteer

Required: Business Travel Accident Insurance

Timeline Overview

How Departments/Programs Can Set-Up a Travel Study Program

SEPTEMBER/OCTOBER	Facilitate Discussion between Faculty, Department Admin and Chair.
NOVEMBER	<p>Propose Courses to Summer Session in the ISA</p> <p>Submit Program Documentation to Global Education for approval.</p> <ul style="list-style-type: none"> • Program Fee Proposal Form • Field Operational Planner • Student Handbook • Staff Volunteer Appointment Form • Vendor Contracts
DECEMBER + JANUARY	Recruit Students
FEBRUARY + MARCH	<p>Prepare for Student Payments</p> <p>Coordinate Faculty Training (with Global Education/Study Abroad)</p>
APRIL	<p>Remind Students to Enroll</p> <p>Confirm Vendor Contract(s)</p>
MAY	Financial Aid Disbursement Begins
JUNE	Audit Student Payments and Enrollment
JULY - SEPTEMBER	SET Forms + Audit + Reconciliation

Travel Study - Department Checklist

SEPTEMBER/OCTOBER – Planning your Travel Study Program(s)

- ☐ Facilitate conversations between faculty, department admin and department Chair.
- ☐ Faculty should finalize course concept and get Department Chair endorsement.

NOVEMBER – Propose Courses, Complete Program Documentation & Required Form

- ☐ Submit Travel Study courses to Summer Session for approval.
These courses should be part of your Summer Session Schedule Build that contains all the courses your department is proposing for Summer 2024.
- ☐ Complete your Travel Study packet for Global Education to review and approve. It should include the following:

1. **Program Fee Proposal Form**, which is an Excel file that can be found here:

<http://blink.ucsd.edu/files/finance-tab/cbo/ProgramFeeTemplate-November-2008-Revised.xls>

The Program Fee Proposal Form Excel file has 3 Worksheets:

Worksheet 1 - Program Fee Form with Department Chair signature. (Exhibit A)

Worksheet 2 - Budget Page with Department Business Officer (formerly “MSO”) signature. (Exhibit B)

- The Budget Page outlines the process to create a Program Fee.
- Summer Session pays the faculty salary to teach a Travel Study program. The students via a Program Fee pay all other faculty costs for the Travel Study trip.
- The **Faculty Costs** portion of the program fee should include the total cost to accommodate the faculty. That total cost is divided by the projected number of students enrolled to determine a per student cost.
- The **Faculty Costs - Per Diem** line item is not the official per diem rate for university business travel. Instead, accurate projections for faculty transportation, meals, accommodations and any other trip costs should be included. The goal is to keep program fees as low as possible for students, while accurately projecting the cost of the program.

Worksheet 3 – Instructions on how to complete Exhibits A and B.

Refer to Special Program Fee Guidelines for Faculty-Led Summer Study Abroad Opportunities:

<http://blink.ucsd.edu/files/finance-tab/cbo/ProgramFeeCampusGuidelines-Final-4-21-09.pdf>

2. **Field Operational Planner** – There are two different versions, depending on whether your Travel Study program is domestic or International.

Domestic Travel Study Programs:

- a) Complete the online Field Operation Planner here: <http://blink.ucsd.edu/sponsor/EHS/forms-ehs/domestic-fop.html>
- b) Risk Management will respond to the Field Operation Planner via email. Please forward that email to Summer Session.

International Travel Study Programs:

- a) Download the PDF Field Operational Planner here:
PDF version - http://blink.ucsd.edu/files/safety-tab/risk/fo_planner.pdf
Word version - http://blink.ucsd.edu/files/safety-tab/risk/fo_planner.doc
- b) Submit the completed Field Operational Planner to an EH&S Field Safety coordinator (ehsrisk@ucsd.edu or gensafety@ucsd.edu) for review.
- c) Forward the response from Risk Management to Summer Session.

More information on the Field Operational Planner can be found at:

<http://blink.ucsd.edu/safety/risk/field-safety-plan.html#UC-San-Diego-contacts-and-resou>

3. **Student Handbook** - Include the information below.

- Program outline and Schedule
- Course Syllabus
- Accommodations & Dining
- Transportation
- Medical Facilities, Health Insurance Info, etc.
- Safety Precautions
- Packing Recommendations – Money, Clothing, Suggested Items
- Drafts of Student Forms:
 - Program application
 - Waiver of liability
 - Agreement to release Dept.
 - Physician's medical exam
 - Student payment agreement for program fee and tuition

4. **Vendor contracts** (if applicable)

Submit any vendor contracts to Procurement for review and approval.

<https://blink.ucsd.edu/sponsor/BFS/divisions/ipps/procurement-contracts/index.html>

5. **Staff Volunteer Appointment Form** (if applicable)

A Staff Volunteer Appointment Form is required for any individual who will accompany faculty and students on the trip.

<http://www-hr.ucsd.edu/qwl/policies/pdf/sp3vol.pdf>

DECEMBER – Course Approvals & Student Recruitment

- ☐ Verify course approvals (coordinate with Summer Session)
- ☐ Begin recruiting students.
 - Complete course syllabus, trip itinerary, and student program application (pending program fee approval by CBO)
 - Consider using: Info Sessions, Website, Advising

JANUARY – More Student Recruitment

- ☐ Continue recruiting students.

Global Education routes final Program Fee Proposal Form to Dean of Undergraduate Education (DUE) for approval.

FEBRUARY – Prepare for Student Payments

- ☐ Create detail code (new programs only)
 - Request detail code setup with Student Business Services (SBS)
 - Confirm fund & acct info with General Accounting Office
 - Instructions on how to create an ISIS Detail Code can be found at:
<http://blink.ucsd.edu/finance/accounting/accounts-receivable/detail-code.html>
- ☐ Create deposit header codes (new programs only)
 - Contact Central Cashier to create deposit header code
- ☐ Establish and collect program prepayment from students
 - Students pay via check at Cashier's Office

Global Education will route Program Fee Proposal Form to Campus Budget Office (CBO) after DUE approval.

Deadline: February 28, 2024.

MARCH – Fee Approval & Faculty Training

- ☐ Training program for faculty conducting fieldwork (i.e.: emergency protocol, student management while off campus, etc.)
 - Work with Global Education/Study Abroad to create training session (optional)

CBO approves Program Fee by end of March.

APRIL – Students Enroll & Pay

- ☐ Preauthorize students for course(s)
- ☐ Remind students to enroll in the course(s)

CBO will notify department of Fee Approval

Registrar will attach and post program fee to the course

Students pay program fee via check to Cashier's Office

MAY – Financial Aid

- ☐ Financial Aid disbursements begin.
- ☐ Ensure vendor payments are made according to contract.

JUNE – Audit Tuition Payments

- ☐ Audit and confirm student tuition payments

JULY - SEPTEMBER – SET and Program Audit

- ☐ Ensure students complete course evaluations (SET and/or Dept. evaluation)
- ☐ Audit payments and expenses for the program

SUMMER SUCCESS PROGRAMS

2024 Program planning is pending assessment review.



COVID-19 Impacts - Summer 2023

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[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

2023 Review

Summer Success Programs (SSPs) are institutional, academic programs specifically designed to advance students' educational success at UC San Diego. SSPs provide high-touch programming for selected incoming freshman, rising sophomores, and transfer students with a focus on academic achievement, retention, and time-to-degree. Please contact the Special Programs Manager for more information, summer-programs@ucsd.edu.

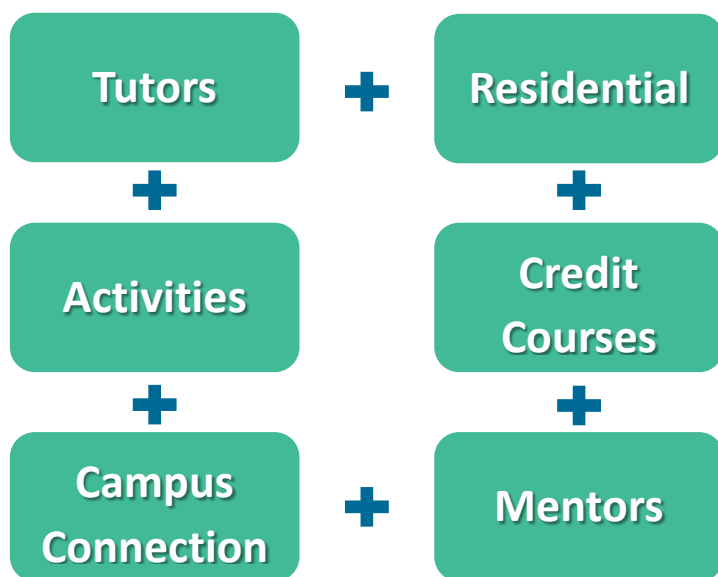
Enrollment and Registration require oversight to meet deadlines.

Three Summer Success Programs were offered in 2023:

- PATH Summer Academy
- Summer Bridge
- Summer Engineering Institute

Summer Success Programs – Administrative Structure

Summer Success Programs enlist service units from across the campus to offer UC San Diego credit courses in a structured and supportive learning environment.



1. After admission to UC San Diego, students that meet specific criteria are invited to apply to Summer Success Programs. (Criteria vary by SSP.)
2. Students complete an online SSP application.
3. SSP leadership review the applications and select program participants.
4. Students enroll in specific Summer Session courses that are part of their SSP.
5. Some SSPs provide partial or full student scholarships. Scholarships are processed through the Financial Aid office.
6. Housing & Dining contracts with each program to provide summer housing for the SSP students.
7. SSPs support their students via program staff, the Teaching + Learning Commons, and/or OASIS.

Department Responsibilities for Summer Success Programs (SSPs)

1. Submit SSP Courses to Summer Session

All SSP courses/classes must be scheduled in the same manner in which standard Summer Session courses are scheduled. [\(See the Courses Section for more details on scheduling Summer Session courses.\)](#)

- Courses must be approved by the Academic Senate.
- Courses are managed the same as all Summer Session courses listed on the Schedule of Classes.
- The Summer Session Special Programs Manager, will work with SSPs and academic departments to align enrollment procedures with Registrar campus policies as students are accepted into the Summer Success Programs.
 - In some cases, enrollment may be managed by the EASy preauthorization process to limit which students are enrolled to offer a course as open enrollment (any student can enroll) or closed enrollment (restricted enrollment).

2. Instructor Hiring and Payroll

Instructors teaching credit-bearing courses during the summer will receive compensation consistent with standard Summer Session policies. [See the Faculty section for more details on standard Summer Session compensation.](#)

In addition to the standard Summer Session course salary, a Success Bonus of \$500 per week is paid to instructors of courses that are part of a Summer Success Program. **(Pending for 2024)**

- The Success Bonus requires faculty to perform additional responsibilities for the program.
- Specific duties vary by SSP. Additional services can include participation in orientation and closing sessions, workgroups, tutoring sessions, team meetings, group sessions, or mentor training,
- Program assessment reporting for each course is required by all SSP faculty.

3. Hiring Instructional Support: TAs, Tutors, Readers, Mentors

Academic departments are responsible for hiring the instructional support for SSP courses.

The standard Summer Session TA allocation model also applies for SSP courses. [See the Instructional Support section for more details.](#)

If a Summer Success Program requires additional instructional support for their courses, the expense beyond the standard Summer Session TA allocation will be paid by the SSP.

For more information about Summer Success Programs, see <https://summersession.ucsd.edu/success/ssp/index.html>.

For questions about the administrative aspects of Summer Success Programs, please contact the Special Programs Manager, at summer-programs@ucsd.edu.

2023 SUMMER SESSION REVIEW

UC San Diego Summer Session is proud to have offered its 52nd year of rich academic program for incoming, continuing, and visiting students.

Summer Session collaborates with academic departments and campus student services to ensure a wide selection of courses is offered during optimally scheduled times and in appropriate campus classrooms.

Students enjoy a small-campus environment while completing courses required for graduation, enriching their education by exploring new subjects, or making up course deficiencies. Most students enjoy the accelerated pace, evaluate the faculty positively on CAPE/SET forms, and expect to graduate in a timely manner.

Summer Session 2023 concluded with 14,000 students and 32,000 enrollments in over 800 courses from more than 40 departments and programs. Summer students use WebReg (TritonLink) to enroll in courses. Non-UCSD students used the online application through the Summer Session website to obtain enrollment access to WebReg.

Remote and In-Person Instruction for Summer Session 2023

Due to the lingering impact of the Covid-19 pandemic, Summer Session 2023 offered both in-person and remote courses. About 50% of Summer Session courses were offered remotely, and 50% of Summer Session courses were held in-person. The result was slightly lower enrollments than summer 2022, likely because there were fewer remote courses offered. We continue to hear from students that remote courses are desirable, and our enrollment data supports that position.

Summer Session Staff continued with a hybrid schedule, working remotely, off campus. Zoom allowed for continued collaboration with other campus units and general questions from staff and students.

2023 Summer Programs

Summer Success Programs

Summer Success Programs (SSP) are institutional programs for pre-matriculated incoming UC San Diego students in the fall quarter. For Summer 2023, there were three Summer Success Programs that provided students with an opportunity for academic and social experiences.

PATH Summer Academy – Academic transition for transfer students with Arts & Humanities majors from San Diego Community College Districts to UC San Diego.

Summer Bridge – Summer Bridge 2023 offered a combination of remote and in-person events. The program served about 627 incoming first-year students. Student took 2 courses in Session 2 (5 weeks) from the following list:

AWP 10 or EDS 25

BILD 1, MATH 2, MATH 3C, MATH 4C, ANTH 2, AWP 10, EDS 25, CHEM 6A, MATH 10A, MATH 20A, or TDGE 11

Summer Engineering Institute – Early start program for incoming first-year engineering majors.

For more information about Summer Success Programs, please see the [Summer Session website](#).

Study Abroad

Global Seminars and Travel Study programs were able to travel Internationally and domestically in summer 2023. Travel was prohibited in summer 2020 and summer 2021 due to Covid-19 restrictions. Travel was back in full force for summer 2023 with 21 Global Seminars, the CARTA Anthropogeny graduate field school, and an embedded travel study to the Mediterranean offered by the Anthropology department between Summer Session and Fall Quarter.

Service Now and Talk Desk

The Summer Session office continued using the ServiceNow system to enhance our student support.

- Email sent to summer@ucsd.edu automatically creates a ticket in ServiceNow.
- Tickets can be easily routed to our campus partners, providing more transparency and streamlined service for our students.
- Using templates has helped to facilitate consistency in responses from office staff with faster turnaround times.

The Summer Session office implemented Talk Desk to manage our incoming calls more efficiently and transparently. Talk Desk can integrate with ServiceNow, which will allow us to create tickets from student phone calls that can be routed to our campus partners.

Summer Scoop

The [Summer Scoop](#) was redesigned using the My Emma tool. The weekly newsletter to our campus faculty and staff keeps them apprised of Summer Session-related updates, reminders, trainings, and deadlines. [Sign-up to receive the Summer Scoop here.](#)

Campus Services

Housing was available to students taking Summer Session courses, and more campus services were offered in-person for Summer Session students.

The Teaching + Learning Commons offers year-round services for students and faculty. To help the campus navigate remote instruction, The Teaching + Learning Commons created resources and strategies for faculty at <https://keepteaching.ucsd.edu/>, and students at <https://digitallearning.ucsd.edu/learners/learning-remotely/index.html>.

Course Scheduling

About 50% of Summer Session Courses were delivered remotely (either synchronously or asynchronously), and 50% of Summer Session courses were held in-person. Courses were still scheduled during the standard teaching times.

Success Managing Waitlists

Departments found success managing Summer Session 2023 waitlists by communicating to students whether or not additional sections of waitlisted classes would be added to the Schedule of Classes. Summer Session recommends that departments follow the same communication strategy for 2024. Summer Session 2020 had a record-high 8,000 students on waitlists. Using the communication strategy with students, departments reduced the waitlists to 4,000 students in 2021, 5,000 students in 2022, and 4,000 students in 2023.

Process Palooza

The Summer Session process for communicating Special Session course deadlines to students was selected by Process Palooza for their Great Innovate Lean Six Sigma competition. This was a great opportunity to support the process improvement efforts across the campus. Summer Session will be taking suggestions from the competition winners to improve and streamline the way we communicate Special Session course information and deadlines to our students.

SUMMER SESSION CONTACTS

Thank you for your participation in Summer Session 2023.
The Summer Session team looks forward to working with you in 2024.

Summer Session Administrative Office

Office Hours: 8:00a.m. - 4:30p.m., Monday-Friday
Staff will be working a hybrid schedule of in-person and remote.

Email: summer@ucsd.edu

Website: <http://summersession.ucsd.edu>

Staff

Becky Arce, Director	barce@ucsd.edu
Lisa Bargabus, Business Manager	lbargabus@ucsd.edu
Yvonne Wollmann Student Affairs Manager	ywollmann@ucsd.edu
Matthew Sapien, Administrative Assistant	msapien@ucsd.edu
Pending Recruitment, Program Manager	

Summer Session reports to the John Moore, Dean of Undergraduate Education in the Division of Undergraduate Education under Academic Affairs.



COVID-19 Impacts - Summer 2024

[Return to Learn website](#) - Latest updates on UC San Diego campus operations & requirements for COVID-19 testing, vaccines, and masking.

[Academic Affairs FAQs and Resources Hub](#) – Latest policies on course modality for faculty.

