

Strategies for Instructors Teaching Four 4-Unit Courses

Issue: Due to the new Summer Session course salary of 11% annual salary, instructors are now limited to teaching 3 courses maximum during the summer. (33% annual salary max.) Because this change was announced after Schedule Builds were submitted to the Registrar, there are instructors currently scheduled to teach 4 courses.

The Summer Session Schedule of Classes goes live on March 21st.
Summer Session will not list an instructor on 4 courses.

By March 15th, departments should have a plan for how to handle instructors currently planning to teach 4 courses.

Strategies to Consider:

A. Find a Replacement Instructor for One Course – Change Instructor to STAFF if needed.

1. In the ISA Summer Session Schedule Builder, change the instructor of record to STAFF for one of the 4 courses.
2. After you identify a replacement instructor, please enter the new instructor's name in the ISA Summer Session Schedule Builder.
3. Summer Session will move forward with an appointment letter.
 - a. If the new instructor is a graduate student, the department will need to submit an Associate Instructor application in the IA System.
 - b. If the new instructor is a lecturer or visiting professor without an appointment for the 2023-2024 AY, an Interfolio file must be submitted for DUE to review the appointment.

B. Change 2 of the 4 Courses to 50% Co-Teaching Appointments

Keep all 4 courses on the schedule, but change 2 of the courses to 50% co-teaching appointments. This can be a good solution, especially if you pair a graduate student or a new lecturer with a more experienced faculty member.

To add a Co-Instructor:

1. Enter the second instructor's name in the ISA Summer Session Schedule Builder.
2. If the co-teaching percentage is not split evenly between the 2 instructors, please list the percentage for each instructor in the Notes to Summer Session box.
3. Summer Session will email contracts to both co-instructors.
 - a. If the new co-instructor is a graduate student, the department will need to submit an Associate Instructor application in the IA System.

- b. If the new co-instructor is a lecturer or visiting professor without an appointment for the 2023-2024 AY, an Interfolio file must be submitted for DUE to review the appointment.

C. Special Case: Combine 2 sections into one Larger Course.

For cases where two sections of the same course are being offered in the same session, consider combining the two sections into one large course.

Summer Session is paying for exact TA expenses, so departments can hire however many TAs are needed to support a larger course.

1. Request cancellation of one of the courses in the ISA Summer Session Schedule Builder.
2. In the Notes to Summer Session box, please indicate that you are combining two sections of the same course into one larger course.
3. Email registrar-scheduling@ucsd.edu and request this schedule change when The Look comes out on March 13th.

D. Last Resort: Cancel 1 of the 4 Courses

If none of the strategies above work for your department, Summer Session understands that you might need to cancel 1 of the 4 courses.

Students begin enrolling in summer courses on April 15th.

Note that it is harder to cancel a course after enrollment begins on April 15th. Additional steps are required to notify enrolled students.

1. Request cancellation of the course in the ISA Summer Session Schedule Builder
 - a. Please state in the Notes to Summer Session box that you are cancelling the course because the instructor cannot teach 4 courses.
2. After Summer Session approves the cancellation, email registrar-scheduling@ucsd.edu with this course cancellation after The Look comes out on March 13th.

If you cancel a course now but find a replacement instructor later, you can add new courses to the schedule up until 1 week before instruction begins.

Questions? Contact Lisa Bargabus at summer-payroll@ucsd.edu or (858) 822-5064.