



# Summer Scoop

Week of  
January 19 – January 22, 2021

## Deadline Approaching – Course Schedules due January 28

The deadline to submit your schedule build spreadsheets for Summer Session 2021 is next Thursday, January 28. Please submit your completed spreadsheets with days and times to [registrar-scheduling@ucsd.edu](mailto:registrar-scheduling@ucsd.edu) by the end of next Thursday. For questions regarding summer courses, contact Renee Lee at [summer-scheduling@ucsd.edu](mailto:summer-scheduling@ucsd.edu). For questions regarding ISA functions, please use the “Send feedback” feature in the ISA, located at the bottom of the left navigation pane.

Tips on best practices for course scheduling in the ISA for Summer Session:

- The ISA works best if you only use the “Export to Registrar” function once. There are further details within the ISA.
- Please add instructor names to your classes before sending to registrar, if possible.
- Reference Guide for training:
  - [ISA Quick Start Guide](#) – can be found on the Summer Session website.
  - [ISA Training Guide](#) – for Schedulers – can be found within ISA on the left side panel.

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## Summer Session 2021 Hiring Announcements

### 1. Summer Session appointment files no longer require a Bio/Bib!

That means the CV will weigh more heavily in the DUE’s review. Please make sure the candidate’s CV is detailed and complete.

### 2. You may re-use UCPATH Summer Session positions from 2020.

Kelly Maheu confirmed that we can re-use Summer Session positions from last year – but you will need to make sure the funding is up to date.

Kelly’s recommendation is to hire instructors in UCPATH as soon as they accept their appointment letters.

After the July 1<sup>st</sup> reallocation process in UCPATH, please go in and re-enter the funding on those Summer Session positions for fiscal year 2022.

Resources have been updated accordingly.

- [Instructor Appointment Handbook](#) – Hiring procedures, deadlines, and sample appointment file forms.

Materials from the December training session: How to Hire Summer Session Instructors & IAs

- [Presentation Slides](#) – Summer Session overview and hiring procedures for all instructor types.

Need more information? Visit us online at: <http://summersession.ucsd.edu>, or email us at [summer@ucsd.edu](mailto:summer@ucsd.edu).  
Summer Session Office, SERF Building, Mail Code 0079, P: 858-534-5258 or 858-822-2619

- [Slides from Graduate Division presentation](#) – Associate-In applications only
- [Link to video recording of the session](#) – *Note: Bio/Bib is still mentioned in the video.*

Questions? Contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu).

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## Return to Learn Town Hall – This Week

The next Return to Learn Staff Town Hall will take place this Thursday, January 21 at 3pm for updates on the Return to Learn program and campus operations during the COVID-19 pandemic. The town hall will feature opening remarks from EVC Simmons.

[You can register for the session and submit questions at this link.](#)

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## iCafe Returns this Friday

Join the return of [iCafé – Your Passport to Culture](#) this Friday, January 22. The first virtual trip of Winter quarter 2021 will be Egypt!

- Date: Friday, January 22
- Country: Canada
- Time: 12 pm – 1 pm (PST)
- [You can register for the session at this link](#)

iCafe is about culture, connection and the global Triton community coming together for a relaxed social hour to have fun while increasing our cultural understanding and awareness. Global Education has partnered with Outreach International for students to share their culture, Extension to host Travel Trivia, and Recreation to host the Global Playground. Take a break and joins in – it is fun and free of course! Students receive [CCR credit](#) for attending! Questions? Contact Debi Gianni at [dgianni@ucsd.edu](mailto:dgianni@ucsd.edu).

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## Integrity Awards – Nomination Deadline Friday 1/22/21

Integrity is a core principle UC San Diego's community. It is essential to its sustained intellectual excellence. Each year, UC San Diego recognizes campus community members who have made substantial contributions to academic, research or professional integrity.

This year in particular, UC San Diego's community members have risen to meet new and varied integrity challenges posed by the shift to remote teaching and learning in the face of the COVID-19 pandemic. The 11<sup>th</sup> Annual Integrity Awards will provide an important opportunity to recognize the impactful contributions of our 2020 integrity champions.

Please consider nominating a UC San Diego community member, department, or unit for the 11th Annual Integrity Awards. Self-nominations are also welcome. Information regarding Nomination Guidelines and the Nomination Form can be found [here](#). Nominations must be received no later than 9:00 a.m. this Friday, January 22.

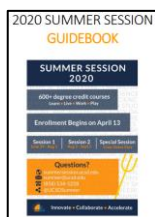
Honorees will be recognized at a virtual 11<sup>th</sup> Annual Integrity Awards Ceremony on Wednesday, April 21 from 3:30-4:30 p.m. Please save the date on your calendars. All UC San Diego community members are invited to attend the Virtual Ceremony to honor our champions of integrity. [Register here](#). Questions? Contact the Academic Integrity Office at [awards-integrity@ucsd.edu](mailto:awards-integrity@ucsd.edu).

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## Summer Session Annual Workflow

October	November	December	January (in progress)	February	March
Call for Course Proposals	Course Proposals Due – November 12  Summer Session Kickoff Meeting – November 19	How to Hire Summer Session Instructors Training  Summer Session Advisory Committee Meeting  Preview of Classes posted	Approved Courses scheduled within ISA  Schedule Build Spreadsheets due to Registrar – January 28	Classroom Assignments as needed  Faculty teaching Appointment Letters Sent out  Approved Courses set up in ISIS	Schedule of Classes Available on TritonLink beginning March 18
April	May	June	July	August	September
Students Begin Enrollment	Enrollment Management of Waitlists  Student Fees Assessed	Session 1 Classes Begin  Fees Due	Students: Add/Drop Courses	Session 2 Classes Begin  Fees Due  Faculty Pay Date (Session 1)	Sessions End  Reporting Begins  Faculty Pay Date (Session 2)

### Resources for Summer Session Faculty



The [2021 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.



All Summer Session instructors are eligible for services at [the Engaged Teaching Hub at the Teaching + Learning Commons](#)

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