



Summer Scoop

Week of
March 8 – 12, 2021

Wanted – Summer Session Appointment Files

Thank you to departments who have already submitted Summer Session appointment files.

The target date to submit Summer Session appointment files is this Friday, March 12th.

Reminder that appointment files must be submitted in Interfolio for Recall faculty, and any Lecturers and Visiting Professors who are only teaching for Summer Session.

Instructions and tips on submitting appointment files can be found in our Instructor Appointment Handbook :

[https://summersession.ucsd.edu/files/Appointment%20and%20Payroll%20Documents/Instructor Appointment Handbook.pdf](https://summersession.ucsd.edu/files/Appointment%20and%20Payroll%20Documents/Instructor%20Appointment%20Handbook.pdf)

- Appendix A – Interfolio Job Aid. Key step is to use the Summer Session Appointment template.
- Page 19 - Chart that shows documentation required in the appointment file.
- Page 20 – How to organize the documents in the Summer Session Appointment template.
- Appendix B – Sample appointment file documents and forms.

Questions? Contact Lisa Bargabus at summer-payroll@ucsd.edu.

Out this Week: The Last Look for the Schedule of Classes

The Last Look for Summer Session 2021 is scheduled to be released this Wednesday, March 10. Departments will need to review their course schedule by this Friday, March 12.

The launch date for viewing the Schedule of Classes is Thursday, March 18. Thanks for all of your continued collaboration! This work couldn't be done without all of you!

Summer Session + Registrar = customer service for academic departments

Summer Session: Renee Lee at summer-scheduling@ucsd.edu. [adding, cancelling courses + faculty]

Registrar: Sharon Mitchell at registrar-scheduling@ucsd.edu. [course days and times]

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

Academic Integrity Survey on University Responses to Cheating

Do you want to have a say in how the University responds to integrity violations by undergraduate and graduate students?

Good! Because the University's Committee on Academic Integrity Policy & Procedures (CAIPP) would like to hear from you before they consider changes to the current [Administrative Sanctioning Guidelines](#).

To share your thoughts, click on this link, [UCSD Sanctions for Cheating](#), and complete the survey before March 15th.

The responses to this survey are anonymous, so we ask that you be as honest as possible with your opinion. There are no right or wrong choices - we're just asking for your perceptions and beliefs.

The survey shouldn't take you longer than 15 minutes to complete. At the end of the survey, you can choose to enter your name for a chance to win a \$25 Amazon gift card (up to 10 winners will be drawn).

If you have any questions about this survey, please email integrity@ucsd.edu.

iCafe – Israel

[iCafé – Your Passport to Culture](#) has its final meeting for Winter Quarter 2021. This week's spotlight country is Israel this Friday, March 12 at noon. See below for details:

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

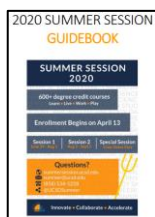
iCafe is about culture, connection and the global Triton community coming together for a relaxed social hour to have fun while increasing our cultural understanding and awareness. Global Education has partnered with Outreach International for students to share their culture, Extension to host Travel 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.

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Summer Session Annual Workflow

October	November	December	January	February	March (in progress)
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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