Summer Scoop

Week of November 14 - November 18, 2022

Summer Course Submissions - Due Tomorrow: Tuesday, November 15

Friendly reminder of the deadline date for course submissions for Summer Session 2023 within the ISA is tomorrow, **Tuesday, November 15**.

If you want more help, please reach out to us. If you missed the ISA Summer Session training last week, the video recording of the training is now online and accessible at: https://youtu.be/e-zIotMtW6Q

Questions? Contact Renee Lee at summer-courses@ucsd.edu.

Summer Graduate Teaching Scholars Nominations - Due This Thursday, November 17

General Campus department chairs and program directors are invited to nominate advanced graduate students to teach in Summer Session 2023 as Associates-In as part of the Summer Graduate Teaching Scholars Program (SGTS). Graduate student teaching scholars will receive the regular Summer Session salary as Associates-In and a $1,200 payment for participation in the training component of the program. Faculty mentors will receive a $500 payment to a research account. This is an excellent professional development program for graduate students interested in teaching. Additionally, the program increases Summer Session course offerings.

Available on the SGTS website are eligibility criteria, testimonials of past participants, as well as a place to submit applications. Nominations and supporting documentation are due by this Thursday, November 17, 2022. Recipients will be announced before the winter break. Please contact Hailey Caraballo at hlcaraballo@ucsd.edu if you have questions about the program.

Training Session - How to Hire Instructors for Summer Session 2023: Save-the-Date & Registration Link

Please join us to find out what is new for Summer Session 2023 hiring.

Representatives from Summer Session and GEPA will be presenting the latest and greatest information about Summer Session hiring policies, procedures, and timelines.

Tuesday, December 13th
9:00 am - 10:30 am
Zoom Registration Link:
https://ucsd.zoom.us/meeting/register/tJEtf-mprjguHdLif9Xe79kGnISAFxCqdll6

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

Summer Session Annual Workflow

October	November	December	January	February	March
Call for Course Proposals	Course proposals due	Training: How to hire Summer Instructors	Approved courses scheduled within ISA	Classroom assignment s as needed	Schedule of Classes available on TritonLink
Reconciliation of accounts	Summer Session kickoff meeting	Summer Session Advisory Committee meeting	Summer course schedules due to Registrar	Faculty teaching appointment letters sent out	
Data reporting continues		Preview of Classes posted		Approved courses set up in ISIS	

April	May	June	July	August	September
Students begin enrollment	Enrollment management of waitlists	Session 1 classes begin	Students: Add/drop classes	Session 2 classes begin	Sessions end
	Student fees assessed	Tuition & fees due	Faculty Pay Date (Session 1)		Reporting begins
			Tuition & fees due		Faculty Pay Date (Session 2)

Resources for Summer Session instructors:

2023 Guidebook

The 2023 Guidebook contains policies and procedures pertaining to Summer Session instruction.

Engaged Teaching Hub

All Summer Session instructors are eligible for services at the Engaged Teaching Hub at the Teaching + Learning Commons

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