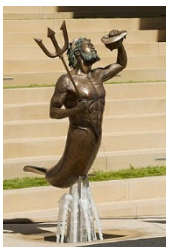
# Summer Session 2025

## How to Hire Summer Session Instructors: Faculty, Lecturers, and Recall Appointees



Please refer to the Division of Graduate Education and Postdoctoral Affairs Presentation for details on hiring graduate students to teach as Associates-In.

1/22/25 INSTRUCTOR APPOINTMENT HANDBOOK

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# Welcome to Summer Session 2025

## Exception for REMOTE modality without an "R" designation was approved by Academic Senate for Summer Session 2025.

## The Faculty Appointment Process is Different for Summer Session

Summer procedures for hiring and approving faculty to teach differ slightly from the academic year. Faculty are hired "by agreement". Open recruitment is not required for Summer Session appointments. An appointment letter is created by Summer Session or the IA System after appointments are approved and confirmed to align with campus policy. To verify that an instructor is eligible to teach, please refer to the UCOP Academic Personnel Manual and the UC San Diego Policy & Procedure Manual (APM-600, APM-661, APM-662, APM-205, and PPM 230-243.)

## Faculty Appointment Goal: To get instructor names listed on the Schedule of Classes by April.

Historical data shows that students are hesitant to enroll in Summer Session if they don't know who is teaching a course. Summer Session wants to avoid canceling courses due to low enrollment, so getting instructors assigned to the Schedule of Classes as soon as possible is important. Summer Session cannot add a visiting lecturer to the Schedule of Classes until they accept their Appointment Letter and their appointment is active in ISIS. We need your help to make that happen.

## Using this Handbook

The information provided in this handbook includes sample appointment documentation, as well as guidelines and procedures outlined in the 2025 Summer Session Guidebook. Both this handbook and the 2025 Summer Session Guidebook can be found at the Summer Session website under the tab "Staff and Faculty Resources" at summersession.ucsd.edu.

## Growth for Summer Session 2025

Campus leadership is asking departments to grow their summer enrollment higher than 2024 by focusing on:

- Offering more courses than summer 2024
- Promoting courses to students - email blasts, social media
    - Majors/Minors
    - Students who are behind
    - Incoming students to get a head start
- Managing waitlists to let students know if they should enroll in a different class.

Refer to the Summer Session 2025 Growth Guide for other ideas and suggestions.

## Thank YOU for Making Summer Session a Success!

The success of Summer Session depends on academic departments, colleges and programs hiring a balanced combination of UC San Diego faculty, Associate Instructors, and visiting instructors. We appreciate your spirit of teamwork to make Summer Session 2025 a success.

# Summer Session Annual Workflow

| OCTOBER | NOVEMBER | DECEMBER | JANUARY |
|---|---|---|---|
| Audit & Reconciliation<br><br>Call for Course Proposals | Course Proposals Due | Courses approved | Preview of Classes posted<br><br>Schedules due to Registrar. |
| **FEBRUARY** | **MARCH** | **APRIL** | **MAY** |
| Faculty appointment letters begin<br><br>Classrooms assigned | Courses available on TritonLink | Students begin enrollment<br><br>Goal – Have instructor names on Schedule of Classes. | Enrollment management of waitlists<br><br>Student Fees assessed |
| **JUNE** | **JULY** | **AUGUST** | **SEPTEMBER** |
| Student fees due<br><br>Session 1 Classes Begin | Students add/drop courses | Session 2 classes begin<br><br>Session 1 - Faculty pay date<br><br>Session 2 – Faculty pay date<br><br>Fees Due | Sessions end<br><br>Reporting begins |

# Summer Session Funding to Academic Units

Summer Session provides academic departments with 3 types of funding:

1. ### Instructor Payroll
   Actual instructor payroll expenses are paid by Summer Session.

2. ### Instructional Support – TA/Tutor/Reader Payroll
   Summer Session reimburses actual payroll expenses of TAs/Tutors/Readers for all Summer Session undergraduate courses.

3. ### Department Incentive Package
   Summer Session funds academic units for their work supporting the Summer Session program. The Department Incentive Package has been updated for Summer Session 2025. The overall goal is to help more students use Summer Session to improve their time-to-degree. See the Summer Session Guidebook for details.

The remainder of this handbook details the process that academic units will follow to hire Summer Session instructors.

# Instructor Eligibility

Departments are required to verify eligibility for each proposed instructor. Please review Academic Personnel Manual, APM-661 and APM-662 http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-661.pdf
http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-662.pdf

### Annual Salary on June 30, 2025

Even though Summer Session courses are taught July-September, all Summer Session instructors are paid based on their **annual salary on June 30, 2025**. (Spring Quarter compensation continues for summer.)

### Visiting Instructors

Summer Session must pay visiting instructors an annual salary that aligns with UC San Diego faculty in the academic department with comparable experience.

Departments recommend an annual salary that aligns with UC San Diego salary scales and is consistent with other department faculty with similar experience and degrees. The pay rates in effect as of **June 30, 2025** must be used.

Summer Session Lecturer (1550): Use the Unit 18 Salary Scale (Table 15), **7/1/24**.
Visiting Professor: Use the Ladder-Ranks-Professor Salary Scales, **10/1/24**.
The current academic salary scales are located here.

## FERPA Training for Instructors

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. This includes visiting Summer Session instructors. 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 are on Blink at:
https://blink.ucsd.edu/instructors/advising/confidentiality.html
http://adminrecords.ucsd.edu/Notices/2017/2017-2-15-1.html

## Fiscal Year Employees Cannot Exceed 100% Appointment

Fiscal year academic and staff employees may teach in Summer Session by exception only. An exception memo must state how the employee's primary appointment will be adjusted so that the Summer Session course(s) do not cause him/her to exceed 100% appointment.

Two options are:

1. In some cases, use vacation days
2. Reduce current fiscal year appointment to 50% during the course dates.

Fiscal year appointees may earn a maximum of $1/12^{th}$ additional compensation to teach Summer Session. (See APM 600.)

Reducing a fiscal year appointment will impact an employee's retirement and benefit accruals. Summer Session recommends consulting with HR to understand the consequences of reducing a fiscal year appointment before accepting a Summer Session teaching appointment.

## International Instructors

Please consult with the International Faculty & Scholars Office 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.

> Note: 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.

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 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.

# How Instructor Compensation Works

## Course Salary

Instructors receive 1 fixed payment per course
1 class 50% appointment
2 classes 100% appointment

Maximum courses allowed:
2 classes maximum per Session (or overlapping Sessions)
Three 4-unit classes maximum for the entire Summer Session period.

## How Course Salary is Calculated

**Full Salary – New Rates for Summer 2025**
11% annual salary 4 Unit Course
5.5% annual salary 1-2 Unit Course
22% annual salary 8+ Unit course

Use salary as of 6/30/25
(Summer Session 2025 is the end of 2024-2025 AY.)

**Measure Enrollment Once**
About a month before class starts, Summer Session will contact departments about classes with fewer than 15 students enrolled and determine how the course can be offered.

## 2025 Enrollment Checkpoint Dates & Pay Dates

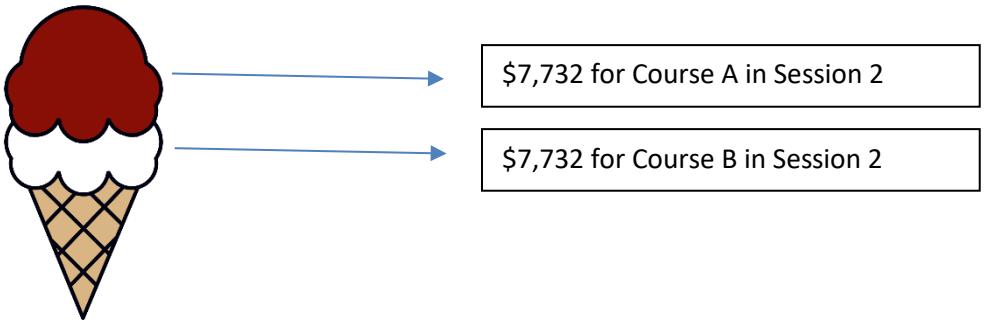
| 5 Week Sessions | | Enrollment Checkpoint | Pay Date |
|---|---|---|---|
| **Session 1** | 8/30/25 – 8/2/25 | 6/2/25 | 8/1/25 |
| **Session 2** | 8/4/25 - 9/6/25 | 7/8/25 | 8/29/25 |

| Special Sessions | | Subterm # (Registrar's Office) | Enrollment Checkpoint | Pay Date |
|---|---|---|---|---|
| **2 Weeks** | 9/8/25 – 9/20/25 | 6 | 8/4/25 | 10/1/25 |
| **3 Weeks** | 6/30/25 – 7/19/25<br>7/21/25 – 8/9/25<br>8/11/25 – 8/30/25 | 4<br>9<br>11 | 6/2/25<br>6/2/25<br>7/8/25 | 8/1/25<br>8/1/25<br>8/29/25 |
| **4 Weeks** | 8/25/25 – 9/20/25 | 66 | 7/8/25 | 8/29/25 |
| **7 Weeks** | 7/28/25 – 9/13/25 | 14 | 6/2/25 | 8/1/25 |
| **8 Weeks** | 6/30/25 – 8/23/25 | 22 | 6/2/25 | 8/1/25 |
| **10 Weeks** | 6/30/25 – 9/6/25 | 2 | 6/2/25 | 8/1/25 |
| **15 Weeks**<br><br>**Restricted Session**<br><br>*(Year-round programs only.)* | 6/16/25 – 9/20/25 | 90 | Contact Summer Session.<br><br>Deadlines set manually. | Varies.<br><br>Contact Summer Session. |

## Example - How Compensation is Calculated

### Lecturer Teaching 2 Courses in Session 2

Lecturer – Annual Salary: $70,295
Course Salary = 11% of $70,295 = $7,732




1 ice cream cone per Position per Session. Each course salary is one scoop.

1 payment of $15,464 will be entered into UCPath for the 8/1/25 – 8/31/25 pay period.

- Requires coordination when the same faculty teaches for different departments.
- This will be covered in payroll training in Spring Quarter.

# Special Programs/Exceptions

## Science Wet Lab Courses - Course Salary by Exception

Faculty teaching science wet lab courses will receive a higher Summer Session course salary by exception. Instructors teaching 2-unit wet lab courses with 20 or more students will receive 8.25% annual salary, and instructors teaching 4-unit wet lab courses will receive 16.5% annual salary.

## Summer Graduate Teaching Scholars (SGTS)

The Summer Graduate Teaching Scholars (SGTS) is an Academic Affairs program that provides graduate students with faculty-mentored teaching experience and professional development training through the Teaching + Learning Commons. The SGTS program has been revamped for 2024 so that more students can participate. Students can now register for the SGTS program before they are approved to teach a summer course.

There is still a financial component for SGTS graduate students and faculty mentors:

| SGTS Graduate Students | Faculty Mentor |
|---|---|
| 1. $500 training stipend for completing the SGTS training program. Stipend processed by GEPA.<br><br>2. If a SGTS student is approved to teach a Summer Session 2024 course, they will receive the standard course salary of 11% annual salary. | $200 transferred to a discretionary account after completing a reflection statement by the end of September |

Additionally, in Fall 2025, the SGTS committee will select up to 6 scholars and up to 4 mentors to receive recognition as outstanding scholars and mentors. Recognized scholars will receive a $1,000 stipend, and recognized mentors will receive $1,000 in a discretionary fund.

More details about the SGTS program can be found on the Undergraduate Education website.

# How to Hire Instructors

## Helpful Tips from Department AP Staff

1. Find out what courses are approved for Summer 2025 and who will be teaching.
    a. Courses have already been submitted in the Instructional Scheduling Assistant (ISA)

2. Organize your instructors into groups and make a plan.
    a. Which instructors need an appointment file?
    b. Which instructors need a summer UCPath position & hire?
    c. Who is hiring the graduate students? Make sure to involve them now.

3. Make sure you understand what documents you need for your Lecturer files vs Associate-In files.

4. Know your deadlines for the different types of files as well as onboarding deadlines for UCPath.

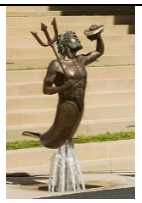
5. Make sure you have access to all of the systems that you need.
    a. Interfolio, IA System, UCPath, Summer Session OneDrive

6. Attend the summer session training workshops & ask questions.

7. Formal open recruitment is not required. To recruit visiting lecturers and professors:
    a. Ask your faculty or graduate students if they have anyone to recommend
    b. Reach out to instructors who have taught for your department previously.
    c. Reach out to recent graduates.
    d. Email listservs to look for candidates

## Organize Your Instructors into 5 Groups

Process & Workload Varies by Faculty Type/Group.

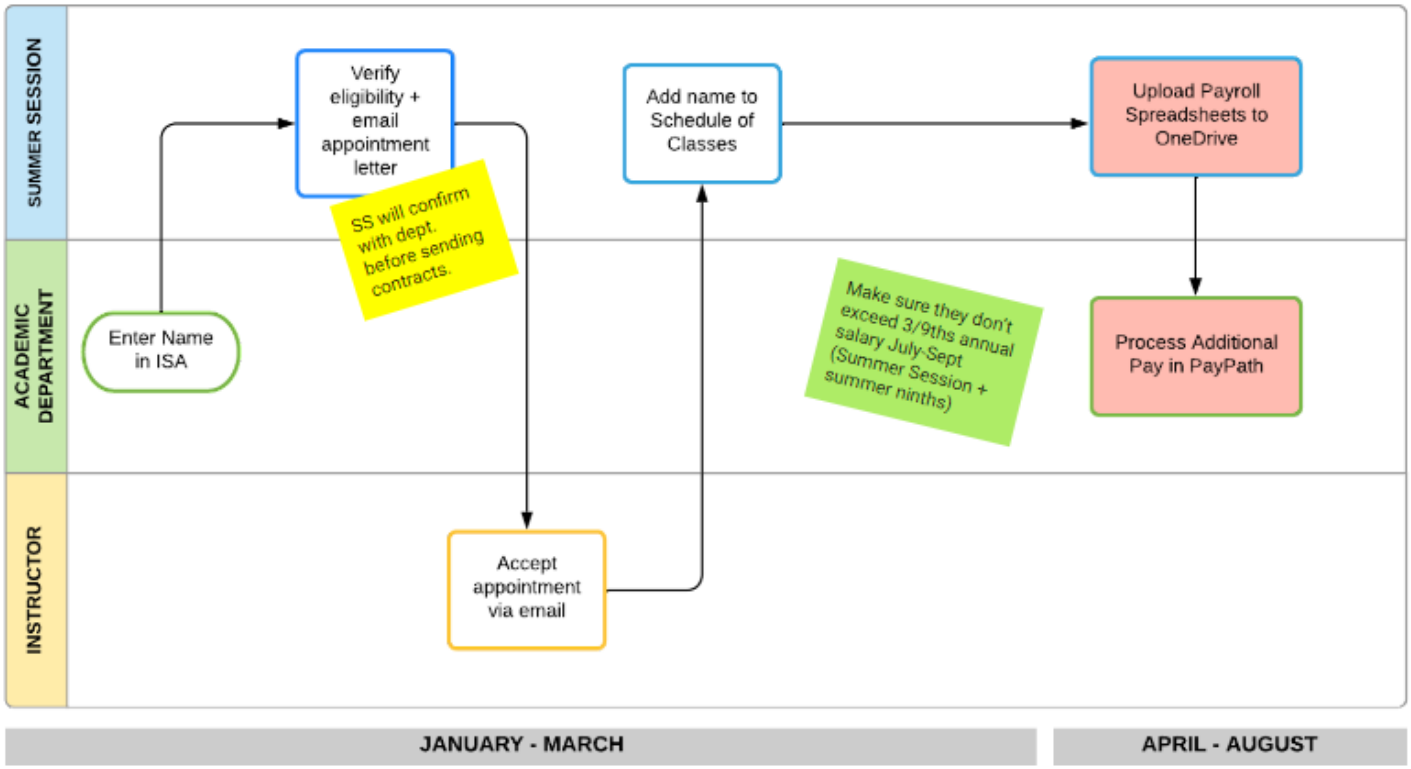
| Instructor Group | Faculty Types | Department Tasks |
|---|---|---|
| SUN GOD | Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2024-2025 AY. | Issue Additional Pay on existing position/job.<br><br>Make sure total compensation does not exceed 3/9$^{ths}$ for July-September (1/9$^{th}$ per month) |
| STONEHENGE | Lecturers who taught least one quarter in 2024-2025 AY | Create/Reuse a 1550 Position for ALL Unit 18 Lecturers<br><br>Process Hire in UCPath<br><br>Issue Additional Pay on 1550 position/job |
| RED SHOE | Unit 18 Lecturers & Visiting Professors who did not teach in the 2023-2024 AY | Visitors - Submit an appointment file in Interfolio.<br><br>Create position & process the hire in UCPath<br><br>1550 LECT in Summer Session<br>1108/1208/1308 Visiting Prof<br><br>Issue Additional Pay on Summer Session job |
| BEAR | Recall appointees (1700 or 1699) | Submit a Kuali RTAD form.<br><br>Create position & process the hire in UCPath<br><br>1700 (Senate) or 1699 (Non-Senate) Recall Teaching |
| SNAKE PATH | Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses | Submit an appointment file in Interfolio.<br><br>Create position & process the hire in UCPath<br><br>1550 LECT in Summer Session<br>1108/1208/1308 Visiting Prof<br><br>Issue Additional Pay on Summer Session job<br><br>Special Handling is Required |
|  TRITONS | Graduate Students teaching as Associate Instructors | Refer to the Division of Graduate Education and Postdoctoral Affairs (GEPA) presentation for hiring process details & deadlines. |

# Hiring Process Workflows – By Faculty Type/Group

**SUN GOD**
Group

**LADDER RANK FACULTY, LSOE, LPSOE, ADJ/VISITING PROFS WHO TAUGHT 2024-2025 AY**

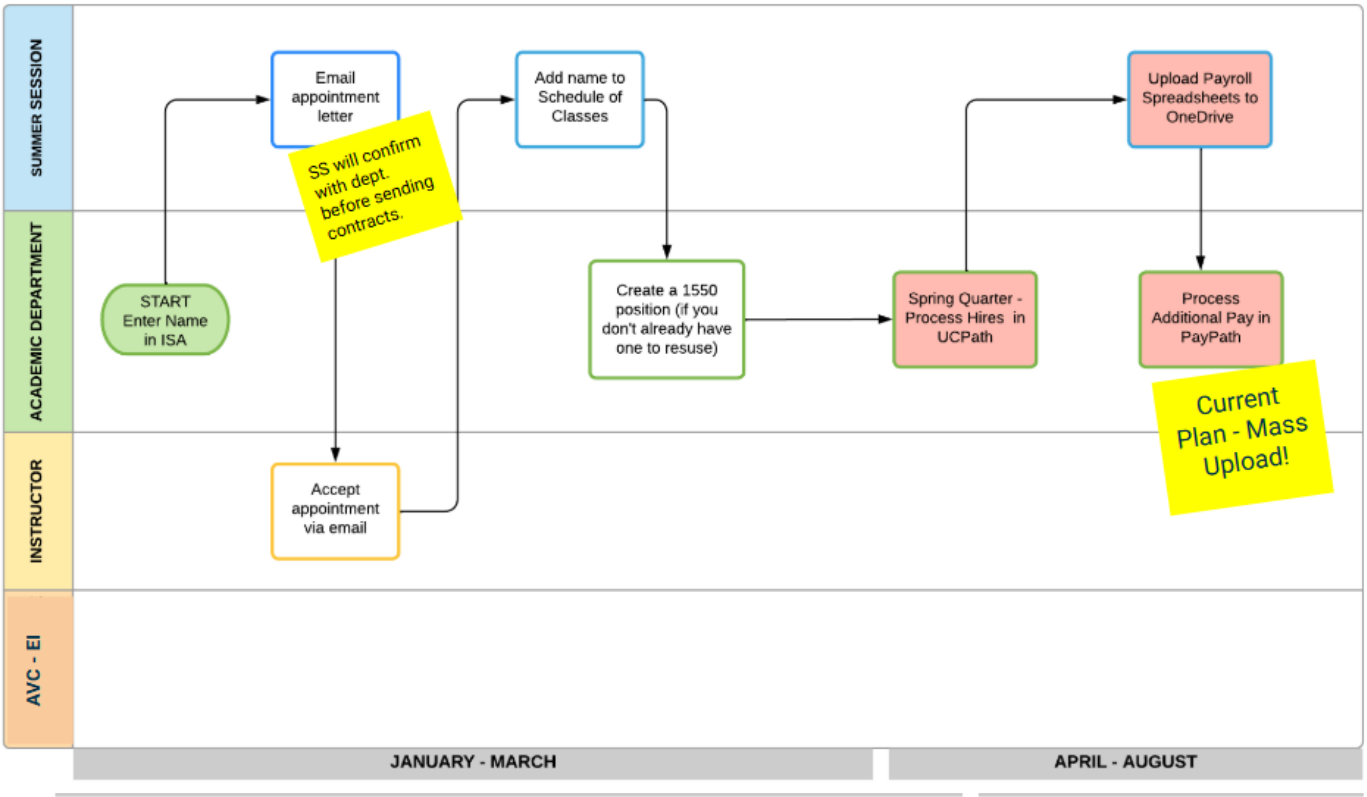
NO Summer Session Position & Hire Needed in UCPath.

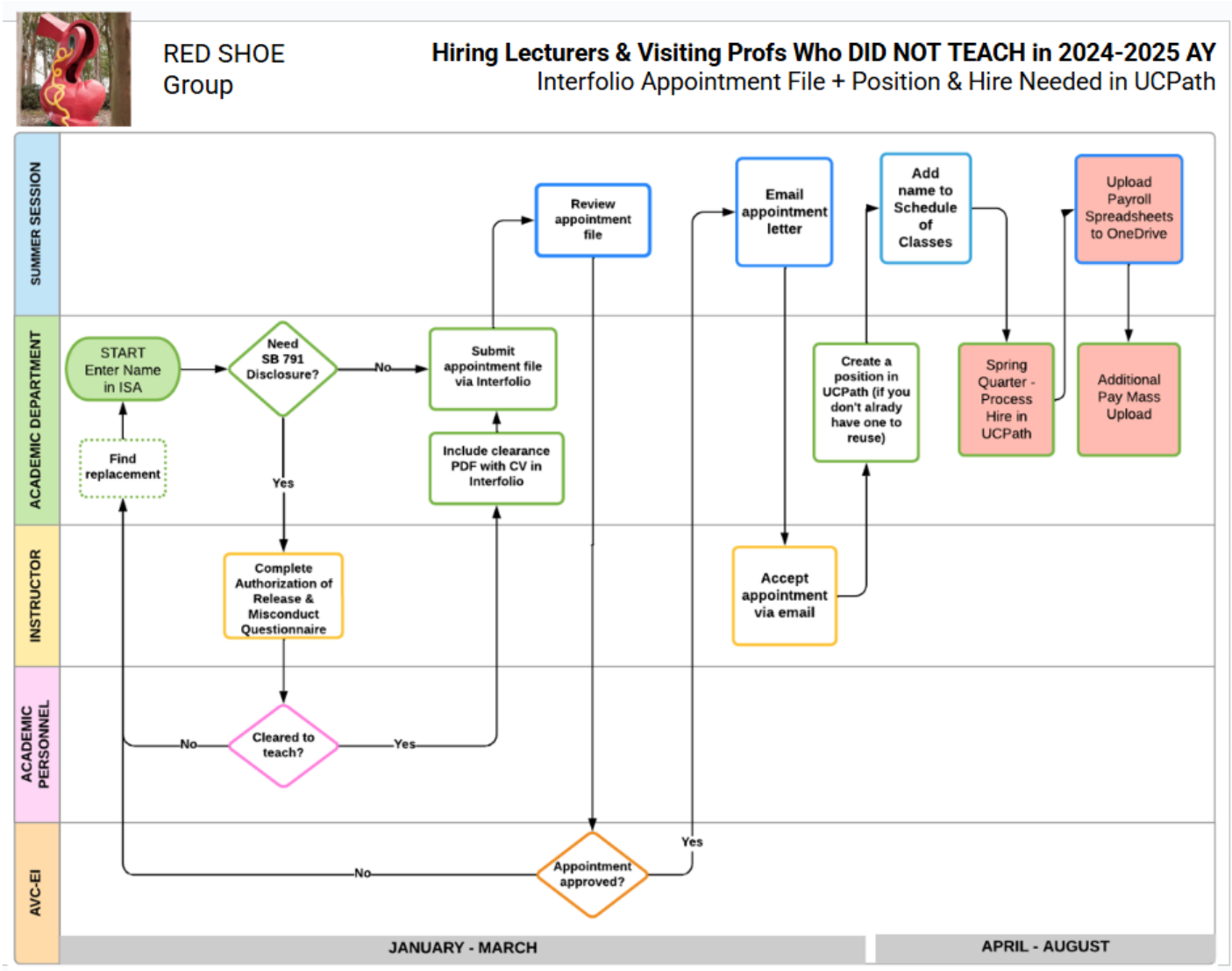


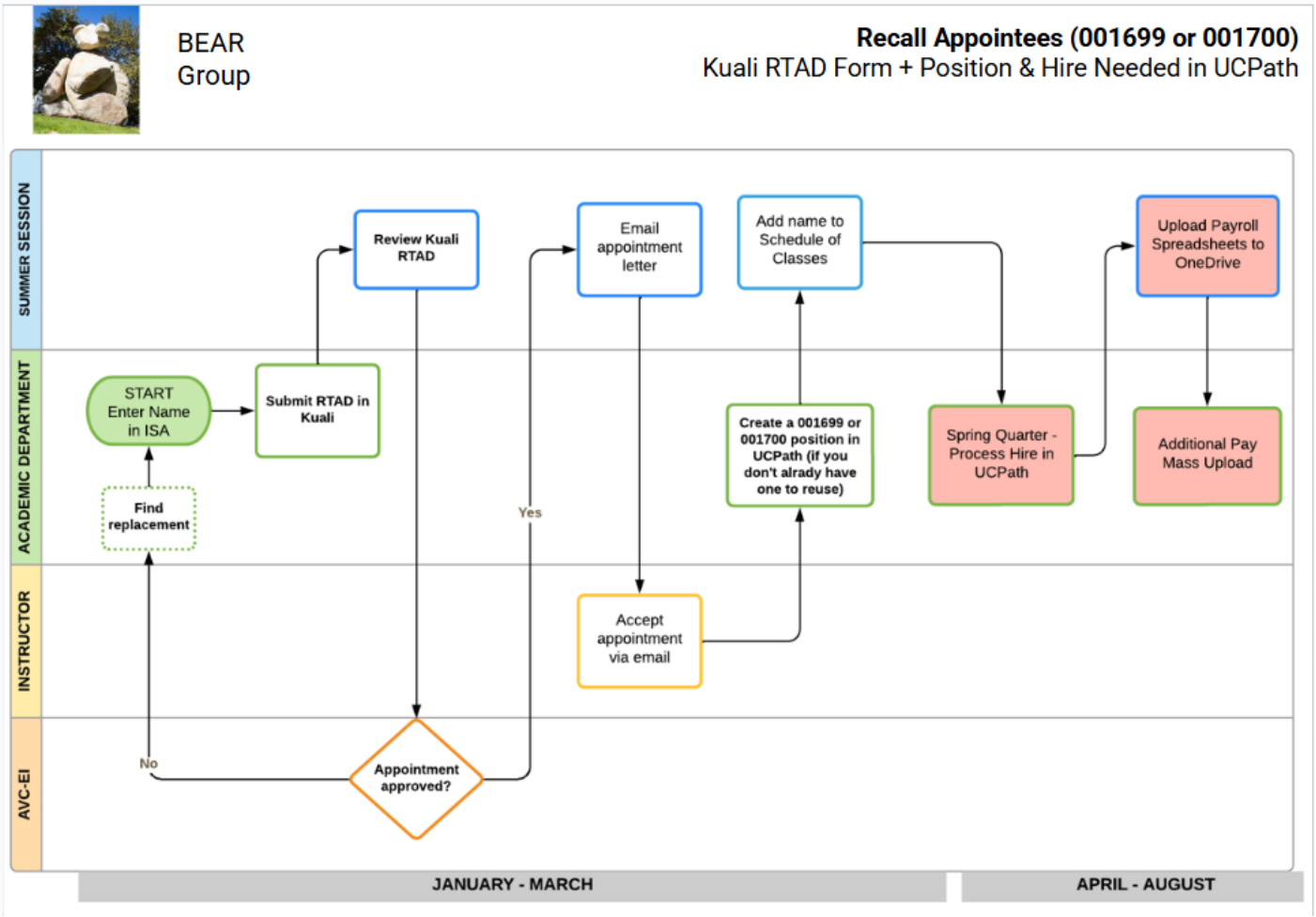
STONEHENGE
Group

**Hiring Lecturers Who Taught in 2024-2025 AY**

**1550 LECT in Summer Session** Position & Hire Needed in UCPath



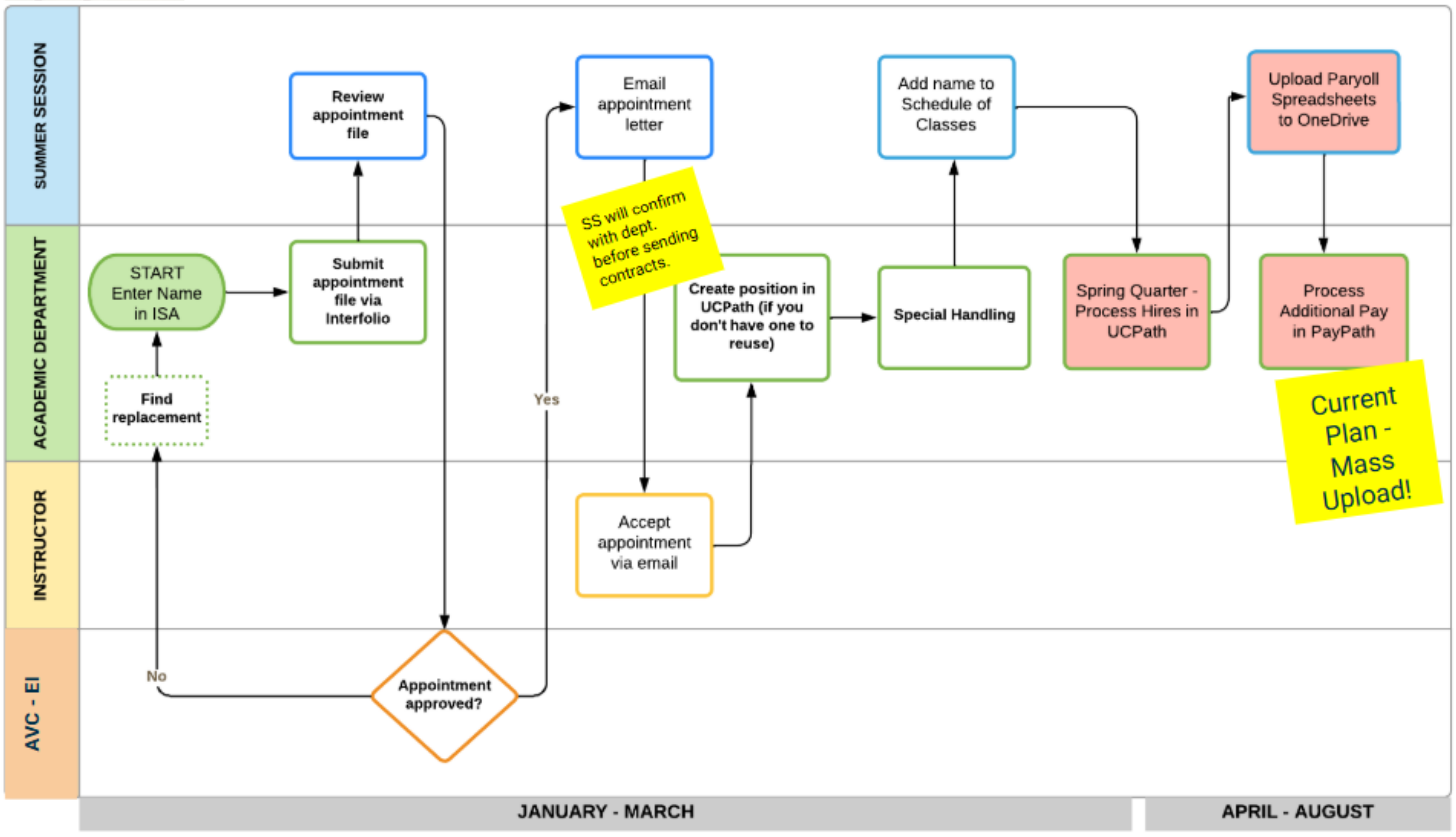

RED SHOE Group
Hiring Lecturers & Visiting Profs Who DID NOT TEACH in 2024-2025 AY
Interfolio Appointment File + Position & Hire Needed in UCPath
SUMMER SESSION
ACADEMIC DEPARTMENT
INSTRUCTOR
ACADEMIC PERSONNEL
AVC-EI
START Enter Name in ISA
Need SB 791 Disclosure?
No
Yes
Submit appointment file via Interfolio
Review appointment file
Email appointment letter
Add name to Schedule of Classes
Upload Payroll Spreadsheets to OneDrive
Find replacement
Include clearance PDF with CV in Interfolio
Create a position in UCPath (if you don't alrady have one to reuse)
Spring Quarter - Process Hire in UCPath
Additional Pay Mass Upload
Complete Authorization of Release & Misconduct Questionnaire
Accept appointment via email
Cleared to teach?
No
Yes
Appointment approved?
No
Yes
JANUARY - MARCH
APRIL - AUGUST


BEAR
Group
Recall Appointees (001699 or 001700)
Kuali RTAD Form + Position & Hire Needed in UCPath
SUMMER SESSION
ACADEMIC DEPARTMENT
INSTRUCTOR
AVC-EI
START
Enter Name in ISA
Submit RTAD in Kuali
Review Kuali RTAD
Email appointment letter
Add name to Schedule of Classes
Upload Payroll Spreadsheets to OneDrive
Find replacement
Yes
Create a 001699 or 001700 position in UCPath (if you don't alrady have one to reuse)
Spring Quarter - Process Hire in UCPath
Additional Pay Mass Upload
Accept appointment via email
No
Appointment approved?
JANUARY - MARCH
APRIL - AUGUST

**SNAKE PATH Group**

**Hiring FY Appointees (staff, postdocs, researchers) or Faculty from Other UCs**

Interfolio Appointment File + Position & Hire Needed in UCPath + Special Handling




## Special Handling Required

### FY Appointees (Staff, Researchers, Postdocs)

- Cannot exceed 100% while teaching Summer Session.
- Reduce FTE on current appointment to fit a 50% (or 100%) Summer Session teaching appointment.
- Alternatively, accrued vacation time can be used. See the Summer Session Guidebook for details.
- Process a 1550 Lecturer Position/Hire.

**EXAMPLE** - Need to reduce Postdoc appointment to 50% to fit a 50% Summer Session appointment for Session 1.

50% Postdoc + 50% Summer Session for July pay period

Postdoc will teach 1 Summer Session course in Session 1.

Postdoc FY annual salary is $77,327
Monthly payment is $6,443.92

Hire as 1550 LECT in SUMMER SESSION with annual salary $70,295.

Summer Session payment = $7,732  (11% of $70,295)

Payment for July pay period will be:
(50% postdoc) + (Summer Session course salary)

($6,443.92/2) + ($7,732) = $3,221.96 + $7,732 =
$10,953.96 payment on 8/1 pay date.

$10,953.96 - $6,443.92 = $4,510.04 of additional compensation, which is less than 1/12th.

### Faculty from other UC Campuses

- Both UC campuses must sign a Multi-Location Agreement Form before the appointment begins. This process can take 2-3 months to complete, so start early!
- UCSD department processes a Position/Hire. (No longer a fund transfer between campuses.)

Refer to the Job Aid: How to Manage Multi-Location Appointments
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

### Adjunct Professors

If their existing Adjunct Professor Job is without salary, you need to change it for the Summer Session pay, and then change it back to without salary.

- Remove the UCWOS comp rate and make it a 0 FTE job.
- Enter the Summer Session additional pay.
- After the payment has processed, change the title/job back to UCWOS comp rate and the correct FTE.

### Teaching Remotely – Outside of CA (but within the U.S.)

Taxes are different when not working in California. AP has communicated that all appointees who are working outside of California while the campus has not resumed full on-site operations are advised to consult with their tax professionals about income earned outside of the state.

### Limited International Work Program is No Longer Available

The program allowing appointees to work internationally (with approved work agreements) expired in December 2021 and will not be continued.

### Visiting Professors

Visiting Professors are eligible to teach Summer Session on a Visiting Professor Job Code.
If they have a Visiting Professor job on campus ending 6/30/25, you must:

- Extend the end date
- Change the FTE to 0 (So they do not get paid from your department and Summer Session.)

# Department Hiring Tasks – Summary by Faculty Type

| | Type of Faculty | Need an Interfolio File? | Need a Position & Hire in UCPath? | Special Handling Needed? |
|---|---|---|---|---|
| **SUN GOD** | Ladder Rank Faculty, Teaching Profs (LPSOE, LSOE), Adj Profs, Visiting Profs who taught in the 2024-2025 AY | No | No | No |
| **STONEHENGE** | Unit 18 Lecturers who taught in the 2024-2025 AY | No | Yes | No |
| **RED SHOE** | Unit 18 Lecturers & Visiting Profs who DID NOT TEACH in the 2024-2025 AY | Yes | Yes | Yes – Misconduct Disclosure (SB 791) |
| **BEAR** | Recall Appointees (1700 or 1699) | Kuali RTAD | Yes | No |
| **SNAKE PATH** | FY Appointees (staff/postdocs/researchers) OR Faculty from other UC Campuses | Yes | Yes | Yes – Misconduct Disclosure (SB 791)<br><br>FY Appointees – Reduce current FY appt to fit 50% Summer Session teaching or in some cases accrued vacation time may be used.<br><br>Faculty from other UCs – Process a Multi-Location Form |

# 2025 Hiring Timeline for Academic Units

| Department Task | Target Deadline | Resources |
|---|---|---|
| Enter names in ISA | ASAP | ISA Quick Start Guide |
| Organize your instructors into groups & make a plan | ASAP | |
| Submit appointment files in Interfolio | February – April 9th | See page 20 |
| Create positions in UCPath | Can start now | See page 23 |
| Process Hires in UCPath | WAIT until Spring Quarter (in case course is canceled for low enrollment) | Payroll training Spring Quarter |
| Enter Additional Pay in PayPath | WAIT for June-August | Payroll training Spring Quarter |

# How to Submit Appointment Files

1. Determine if candidate needs to complete a Misconduct Disclosure Questionnaire. Note that visiting instructors must cleared ONE TIME (not every summer).

| **Faculty Type Teaching Summer Session Classes** | **SB 791 Disclosure Required?** |
|---|---|
| Current Ladder-rank faculty, teaching professors, adjunct professors, and lecturers who are teaching at UCSD in AY | NO |
| Visiting professors and Unit 18 lecturers who are teaching at UCSD during AY | NO |
| Graduate students teaching as Associate Instructors | NO |
| Graduate students who graduate in Winter 25 or Spring 25 and they will teach as a 1550 LECT in Summer Session | YES |
| 1700 and 1699 Recall Teaching appointees | NO |
| Staff employees (like postdocs) who will teach as 1550 LECT in Summer Session | YES |
| Staff employees (like postdocs) who are here in AY on a visa who will teach Summer Session as 1550 LECT in Summer Session | YES |
| Visiting professors, adjunct professors, and lecturers who did not teach at UCSD in the AY | YES |
| Returning visiting lecturers or professors who have taught at UCSD before, are not teaching during AY, and who have not already been cleared once | YES |
| Unit 18 Lecturers who teach for a different department during AY | NO |
| International instructors coming to the US to teach this summer on a visa (1550 LECT or Visiting Prof) | YES |
| Health Sciences Faculty teaching in the 24-25 AY who will teach a Summer Session course for a main campus department | NO |
| Ladder-rank, teaching profs, or lecturers who teach at another UC campus during AY | YES |

2. Follow the steps on the APS website to activate the SB 791 clearance process for the candidate.
    a. Note the specific steps will vary depending on the appointment type.

3. The department will receive an email notification that the candidate is cleared. Include a PDF of the notification in the **Candidates Documents** section of the summer Interfolio file.

4. All departments must use the "Summer Session Appointment" template in Interfolio. Job Aid can be found in Appendix A, or on the AP SharePoint site.

5. Upload your documents into the Interfolio Summer Session Appointment template as shown in the table below. Appendix B has sample completed forms.

| Template Section | Forms to Include |
|---|---|
| 1. Summary | Appointment Summary Form |
| 2. Recommendations | Dept. Chair memo to AVC-EI |
| 3. Evidence of Teaching Effectiveness | CAPES or Reference Letter |
| 4. Candidate Documents | CV<br>NEW – PDF of Misconduct Disclosure Clearance (SB 791) |

6. Download a blank Appointment Summary form at: https://aps.ucsd.edu/tools/forms.html#Appointments

7. Address Department Chair Memo to:

   **Carlos Jensen, Associate Vice Chancellor, Educational Innovation**

8. Use the full CAPE and SET reports with student free-responses. Both can downloaded at the Academic Affairs website: https://academicaffairs.ucsd.edu/Modules/Evals/Admin/Reports/Evaluations.aspx

## Appointment File - Tips for Success

For Summer Session Lecturer appointments, propose annual salary that aligns with comparable faculty & fits on the 7/1/24 Unit 18 Lecturer salary scale (Table 15). Don't match home institution salary.

Suggestion: If CAPES are below 70% rating with 40% response rate, propose an action plan to increase responses.

> Tips for increasing CAPE response can be found at: http://www.cape.ucsd.edu/faculty/tips.html

Teaching CAPES/SET evaluations are more important than TA evaluations. You don't need to submit all CAPES/SET evals. Plan to submit a maximum of 10.

If proposing a first-time instructor, the letter to AVC-EI should include the type of support that will be provided: faculty mentor, Teaching + Learning Commons, other department support.

All Summer Session instructors are eligible for services and support from the Teaching & Learning Commons, https://engagedteaching.ucsd.edu/ .

# Summer Session Sends Appointment Letters

1. Upon AVC-EI approval of an appointment file, Summer Session generates an appointment letter and emails it to the instructor, copies the department CAO, and uploads a copy to OneDrive.

2. Faculty are required to reply if they accept or decline the appointment by emailing summer-payroll@ucsd.edu .

3. Upon acceptance of the appointment, the instructor will be listed as the instructor of record for the course on the Schedule of Classes.

    a. If the instructor does not have a PID, they need to be hired in UCPath before their name can be added to the Schedule of Classes.

4. After an overnight refresh, the instructor will have access to campus systems. An additional overnight refresh may be required for Canvas access.

# How to Enter Positions in UCPath

Refer to the UCPath Job Aids under Template Transactions:
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

- How to Process Payments for Lecturers in Summer Session
- How to Process Summer Salary for Professors, LSOE, and Recalls

## Tips for Summer Session Positions & Hires

You can re-use UCPath positions from Summer Session 2024. However, be sure to change the funding if it differs for 2025.

If creating new positions, start the position at least one month before the anticipated hire date. Need to allow enough effective dated rows if position corrections are required.

Leave the blank Earn Code row and add a new row for the Summer Session funding. (Payment will be issued via additional pay mass upload.)

Earn Code ACS - Ladder-rank faculty, LSOE/LPSOE, Lecturers
Earn Code ASN – Recall Appointees and Graduate Students

### Quick Reference

| Instructor Type | Job Code | FTE | Earn Code |
|---|---|---|---|
| Lecturers | 001550 | 0 | ACS |
| Recall Appointees | 001700<br>001699 | 0 | ASN |

## Special Case for FY Appointees

If you are hiring a FY appointee (postdoc, staff member, etc.) to teach in the summer and their primary appointment is non-exempt FLSA.

Submit the 001550 LECT in SUMMER SESSION hire as a non-exempt, biweekly pay frequency hire. (So that the FLSA status matches the primary appointment.)

Use the same job code, earn code, and FTE 0.

job code 001550
FTE 0
Earn Code ACS

To issue the Additional Pay (in June/July), the department will need to manually process the Summer Session additional pay as biweekly.

Summer Session cannot process biweekly payments in the monthly pay mass upload.

## Hires & Additional Pay – HOLD until Spring Quarter.

Summer Session and Graduate Division will have another training session in Spring quarter to talk about how to process hires and additional pay for Summer Session instructors.

# APPENDICES

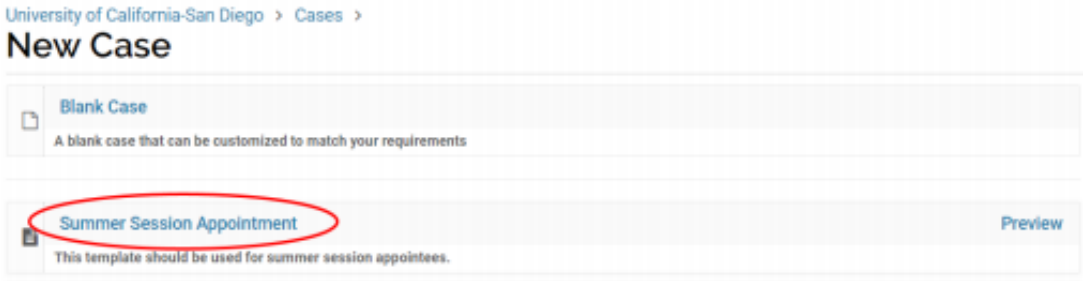

Appendix A. Interfolio Job Aid
Appendix B. Sample Appointment File Documents
Appendix C. Kuali RTAD for Summer Recall Appointees
Appendix D. Sample Appointment Letter
Appendix E. Excerpts from APM

# APPENDIX A. Interfolio Job Aid

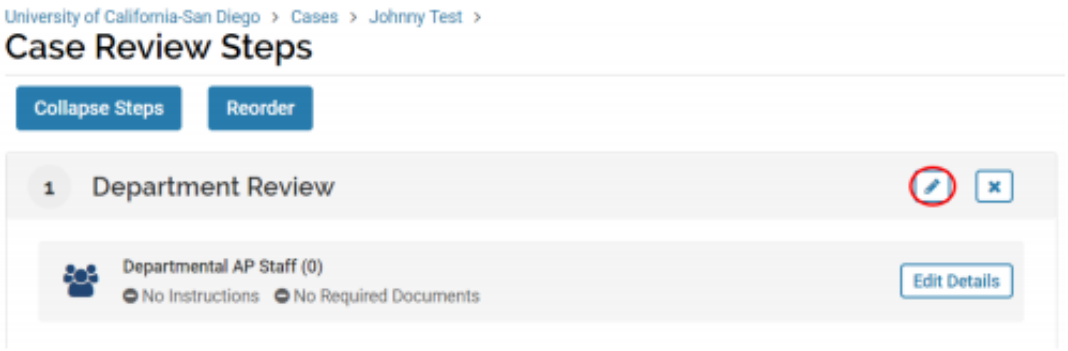
UC San Diego

## Summer Session Appointment File Creation

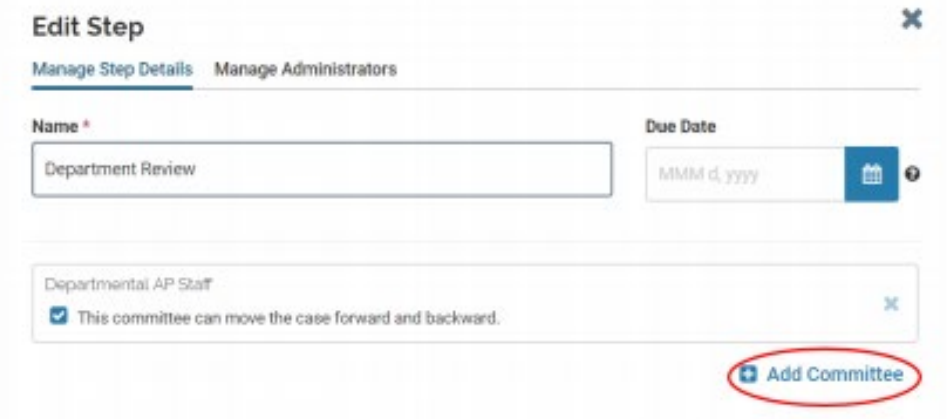
1. Login via review.ucsd.edu
2. Click on 'Cases' under the Review, Promotion and Tenure menu on the left hand side of the screen
3. Click on 'Create Case'
4. Choose the home department or ORU for this appointment
5. Choose the 'Summer Session Appointment' template
    - Note: Unlike the other templates created for your department, this template is not department specific.



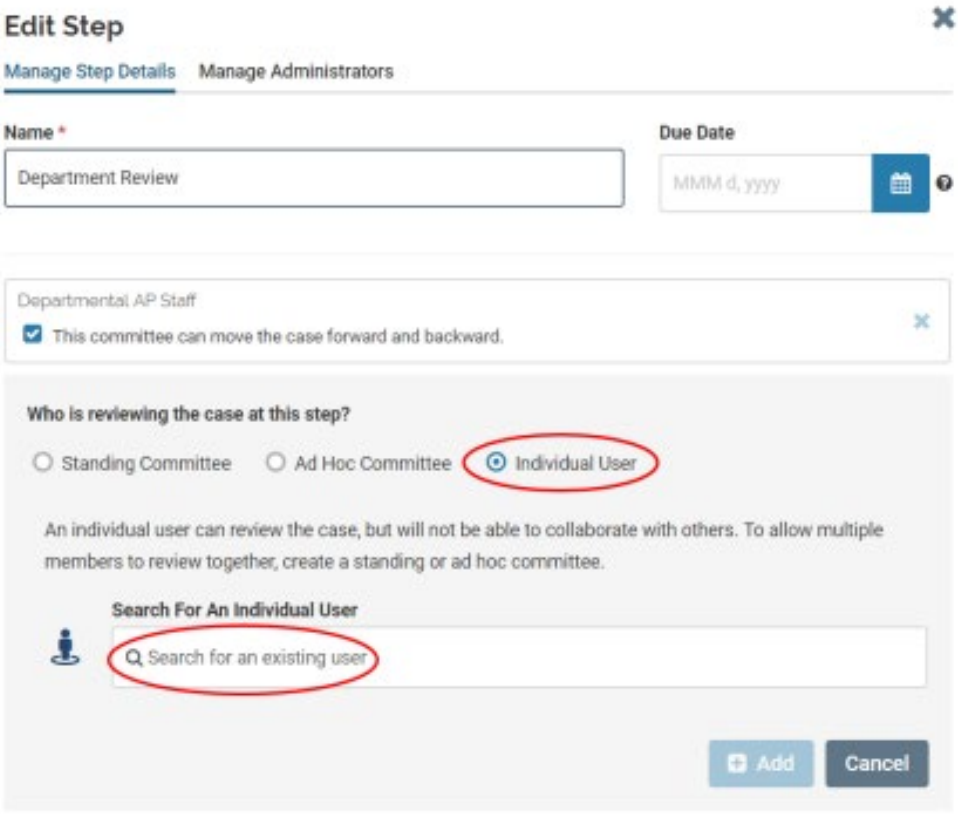

6. Search for a Candidate or enter their name and email address
7. Click 'Continue'
8. Update the candidate requirements (if applicable)
9. Click 'Continue'
10. Create any additional Internal Case Sections that you want to add to the file (if any)
    - Do not change the sections that are already created
11. Click 'Continue'
12. On the Case Review Steps page, click on the pencil icon on the first step of the workflow, "Department Review"



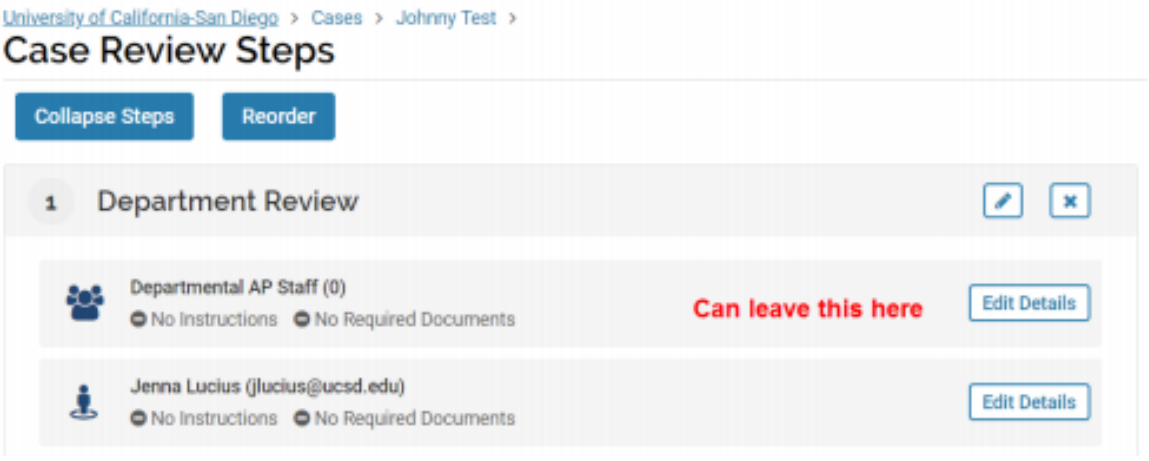
13. Click 'Add Committee'



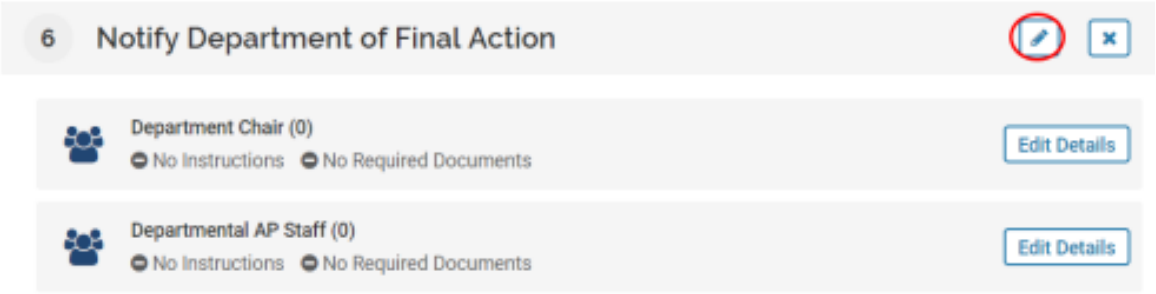

14. Click on 'Individual User' then search for your name and/or the names of anyone else in the department who needs added in order to work on this file and click "Add"



15. When you done adding users to the step, you can close the window. You are now added to the workflow step as a reviewer.
    - You can leave the generic committee, "Department AP Staff" on the step




16. Repeat steps 12-15 for the last step in the workflow, "Notify Department of Final Action"
    - Make sure to add your Department Chair to this step if they need to see the final outcome letter in the system




17. Once that has been completed, you can click "Continue" at the bottom of the screen and the file has been created! Continue notifying the candidate, uploading documents, etc like you normally would.
    - Note: PDF summary forms will need to be uploaded until the AP Data integration for appointment files is complete.

# APPENDIX B. Sample Appointment File Documents

Please refer to the Graduate Division presentation for details on Associates-In appointments.

The following pages contain samples of the required appointment file documents. If you have any questions, please contact Lisa Bargabus at summer-payroll@ucsd.edu.

Blank forms can be found here:
https://aps.ucsd.edu/tools/forms.html#Appointments

1. Academic Appointment Summary Form - Instructions & Sample
2. Department Chair Memo - Instructions & Sample
3. Reference Letter - Instructions & Sample
4. Recall Form - Instructions & Sample

# Appointment Summary Form - Instructions

## Please complete all 5 Sections:

| | |
|---|---|
| Section 1 | Full name of faculty being proposed<br>Department proposing instructor<br>Degree information<br>Begin and end dates for session(s) not pay dates |
| Section 2 | **Present Status**<br>Date<br>Home Institution<br>Title<br>Annual salary and % of time<br><br>**Proposed Status**<br>Title (Lecturer in Summer Session)<br>Title code<br>Proposed annual salary and % of time (50% or 100%)<br>UC San Diego salary scale and session; academic or fiscal |
| Section 3 | Signature of Department Chair (Academic Departments) or<br>Provost (College Programs) or<br>Divisional Dean (Interdisciplinary Programs) |
| Section 4 | **Previous UC Experience** (List previous summer(s) if a returning Lecturer.)<br><br>Dates<br>Title<br>Annual salary<br>% of time<br>Department (if applicable) |
| Section 5 | **Proposed Classes**<br><br>Quarter/Session<br>Course#<br>Course Title<br>Projected enrollments and session based on prior offerings, if applicable<br><br>*Tip: Summer Session enrollments are typically 1/3 the size of F/W/S courses.* |

# Appointment Summary Form - Sample

ACADEMIC APPOINTMENT SUMMARY FORM FOR TEMPORARY EMPLOYEES

1

Name: Mary Petersen
Highest Degree/Institution/Year:
PhD/UCSD/2020

Department : Communication
College of FTE:
Begin Date: 8/4/25 End Date: 9/6/25

2

Present Status (Date: 1/10/24 )
Institution: San Diego State University
Title: Lecturer
Title Code:
% of Time:
Basis: Academic ☐ Fiscal ☐

Proposed Status
Title: Lecturer
Title Code: 001550
Salary: $68,247.00 % of Time: 50
(7/1/24 Unit 18 scale) Qtr: S225
Basis: Academic ☐ Fiscal ☐
Funding Source: Current Year Cost:

3

Dept/Div Chair Signature: Sandra Ward Date: 1/25/25

On Leave from Home Institution
Registered UC Grad. Student
Merit/Salary Incr
3-year Appt.
Retired Faculty
Concurrent Appt.

4

Previous UC Experience

| Dates | Title | Annual Salary & Salary Scale (Indicate Merits with *) | % Time | Dept/UC Campus |
|---|---|---|---|---|
| 08/01/23 | Associate-In | $62,099 | 50 | UCSD Communication |
| 07/01/22 | TA | $46,493 | 50 | UCSD-Communication |
| | | | | |
| | | | | |

Total Unit 18 Qtrs in dept ____ as of ____ (indicate end date of last Unit 18 Appt)

5

Proposed Classes

| Quarter | Course No. | Course Name | Hours/Week for (P.E.) | Enrollments Projected | Enrollments Actual (past 2 yrs) |
|---|---|---|---|---|---|
| S225 | COMM 132 | Comm. Poli & Society | | 30 | 23,22 |
| | | | | | |
| | | | | | |
| | | | | | |

Other Duties:

Name of Designated Supervisor(s):

| REVIEW ACTION | Approve | Disapprove | Modify | Date |
|---|---|---|---|---|
| Reviewing Provost | | | | |
| Dean-SIO | | | | |
| Dean-SOM/SSPPS | | | | |
| Divisional Dean | | | | |
| Dean UE | | | | |

Rev.05/18

# Department Chair Memo - Instructions

## Please include all applicable components:

1. Date

2. Address to: **Carlos Jensen**
   **Academic Affairs**
   **Associate Vice Chancellor – Educational Innovation**

3. Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs)/ Name of Academic Department, College Program, or Interdisciplinary Program and email endorsement memo

4. Request must include full name of faculty being proposed, status, session

5. Department making request

6. Full name of faculty being proposed, status, session

7. Proposed annual teaching salary (noting scale, i.e. Unit 18 or Professor Series)

8. Proposed courses

9. Teaching qualifications including degrees

10. Teaching evaluation summary (i.e. CAPE/SET reports) or Reference Letter

    - If CAPES are low, explain strategy for improvement

11. If applicable:

    - Fiscal Year Appointment needs exception noted
    - Visa needs confirmation of status with the International Center
    - For first-time lecturers, please recommend a Teaching + Learning Commons consultation and assign a faculty mentor.

# Department Chair Memo – Sample

UNIVERSITY OF CALIFORNIA, SAN DIEGO UCSD

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO SANTA BARBARA • SANTA CRUZ

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
OFFICE OF THE CHAIRMAN
FAX: (858) 822-1559

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA
92093-0404

**DATE:** January 27, 2025

**TO:** Carlos Jensen
Academic Affairs
AVC - Educational Innovation

**FROM:** Dean Deborah Davis, Professor and Chair *Deborah Davis*
Computer Science and Engineering Department

**RE:** Appointment for Steve Jones as Lecturer in Summer Session 2025

The Department of Computer Science and Engineering proposes the appointment of Steve Jones as a Lecturer for Summer Session 2, 2025 at an annual salary of $72,404 (7/1/24 Unit 18) to teach the course listed below:

**Course Title: CSE 5A. Introduction to Programming I (4)** Introduction to algorithms and top-down problem solving. Introduction to the C language, including functions, arrays, and standard libraries. Basic skills for using a PC graphical user interface operating system environment. File maintenance utilities are covered. A student may not receive credit for CSE 5A after receiving credit for CSE 11 or CSE 8B. Recommended preparation: A familiarity with high school-level algebra is expected, but this course assumes no prior programming knowledge. *Prerequisites: restricted to undergraduates. Graduate students will be allowed as space permits.*

Steve Jones is the Owner/Software Engineer at Imagine Group, and the San Diego Regional Manager at CODE. Mr. Jones received his bachelor's degree in Computer Engineering from the University of California, San Diego (2012) and he received his master's degree in Technology from the University of Advancing Technology (2015). He has several years of industry experience and has previously held other academic titles, including Lecturer at UCSD (Spring 2018) and Adjunct Professor at University of Advancing Technology (2018-2022). Mr. Jones' evaluations are included in the file. Although his CAPES were low in 2018, he has since gained more teaching experience. The department has assigned Professor Smith and Professor Gold as joint faculty mentors to support Mr. Jones in his teaching. Professor Smith will help him with guidance about teaching at UCSD, including classroom observation, and Professor Gold will share class materials and experience for lower-division programming classes. His 2018 CAPE response rate was only 33%, so the department will suggest that Mr. Jones provide classroom time for students to complete their evaluation.

# Reference Letter - Instructions

## Please include all items below:

1. Date
2. Address to:
    - Department Chair (Academic Departments)
    - Provost (College Programs)
    - Divisional Dean (Interdisciplinary Programs)
3. Request must include full name for faculty being proposed
4. Referee's history and length of association with the faculty being proposed
5. Reasons and detailed qualifications for recommendation, highlighting teaching experience.
6. Referee signature
7. Referee name, title, and department

Note: The reference letter should justify why the candidate is qualified to teach the course.

# Reference Letter – Sample

January 15, 2025

Department Chair
Chemistry and Biochemistry

Re: Appointment for Betty Triton as Lecturer

To Whom It May Concern:

I am writing to enthusiastically support the application of Betty Triton as a lecturer. Betty is currently a senior graduate student in my laboratory. She joined my group five years ago, and will defend her thesis in about a month, February 2025. Her work presents a new model for how adrenergic stimulation in brown adipose tissue becomes relayed into transcriptional changes in the nucleus. Betty has tackled all aspects of her thesis work, whether technical or intellectual, with determination and successfully. She has been recognized with awards and scholarships. A manuscript on her main project will be submitted this coming month. She has already co-authored one study and I expect at least one more manuscript to come from her work this month. She is an exceptional student, among the best I have seen in many Universities and Institutes where I have been, and I am confident that she will excel as a scientist, teacher, and mentor.

During her Ph.D. thesis, Betty was also teaching assistant for three graduate courses and participated in mentoring programs for high school students. She was outstanding in these activities. She engaged the students, directed work and/or class, and had great insights into what worked well in teaching. While doing this teaching or mentoring, which was her own calling and not required by our institute, she never let such activities keep her away from the bench, a testament to her ability to work hard and multitask. Moreover, at a personal level, Betty is a delight to work with. She is mature, independent, and resourceful, knowing when and where to seek advice and help. She expresses her opinions in an engaging way and enjoys being challenged. She strives for originality, works hard and undeterred and has a charisma for drawing others to comment and participate in her work. She is full of enthusiasm, has the right drive, and genuine interest in teaching and in science, an analytical and keen mind, creativity and perseverance. She multitasks with ease and does not lose her focus on the goals she sets.

In summary, I have no doubt that Betty will be an outstanding teacher. Please do not hesitate to call or email me if you have any further questions.

Yours sincerely,

*Lisa Scholar*

Lisa Scholar, Ph.D.
Associate Professor
Department of Chemical Physiology
10550 North Torrey Pines Rd/MB24
La Jolla, California 92037
Tel. 858-534-4744
Fax 858-822-2619

# APPENDIX C. Kuali RTAD for Summer Recall Appointees

Refer to the Kuali RTAD Form FAQ.
Additional information is available on the Academic Personnel Services website.

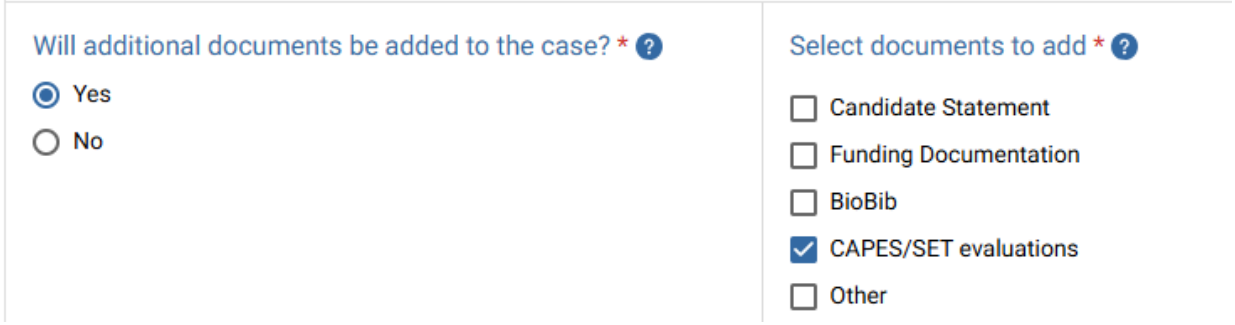
The Kuali RTAD link for recall appointments is:
https://ucsd.kualibuild.com/app/6340a178f37d0325968fe933/run

Kuali RTAD forms are routed to Summer Session and to AVC-Educational Innovation for final approval.

Key Items for Summer Session recall appointees:

1. Be sure to only select "**Teaching (Summer Session Program)**" for the recall purpose.

2. Be sure to add CAPES/SET evaluations.



# APPENDIX D. Appointment Letter Process

1. Upon DUE approval of an appointment file, Summer Session generates an appointment letter and emails it to the instructor and copies the department MSO.
    a. Appointment letters are uploaded to your department Summer Session OneDrive folder

2. Faculty are required to reply if they accept or decline the appointment by emailing summer-payroll@ucsd.edu .

3. Upon acceptance of the appointment, Summer Session will assign the instructor to the course on the Schedule of Classes.

   Note: The instructor must have an active appointment in UCPath with a PID in order to be added to the Schedule of Classes.

4. After an overnight refresh, the instructor will have access to campus systems. An additional overnight refresh may be required for Canvas access.

# Appointment Letter - Sample

UNIVERSITY OF CALIFORNIA, SAN DIEGO UCSD

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO SANTA BARBARA • SANTA CRUZ

OFFICE OF SUMMER SESSION

9500 GILMAN DRIVE, MAIL CODE 0079
LA JOLLA, CALIFORNIA 92093-0079
Rev. 1/25
Standard

January 26, 2025

Sample 2025 Appointment Letter

John Smith
Psychology

**SUBJECT: 2025 Summer Session Appointment**

| | |
|---|---|
| Course, Units: | PSYC 4, 4 Units |
| Session: | Session 1, 5 Weeks |
| Dates: | 6/30/25 – 8/2/25 |
| Percent of Time: | 50% Appointment |

Important Dates

| | |
|---|---|
| 5/30/25 | Your Deadline to Cancel this Appointment |
| 6/2/25 | Summer Session Enrollment Checkpoint |
| 8/1/25 | Pay Date |
| 8/5/25 | eGrades Due to Registrar |
| 7/4/25 | Holidays - Campus closed. No class meetings. |

***Please accept the terms of this appointment within 10 days of this letter by replying to this email with the following statement: "I, John Smith, accept the terms of the appointment letter dated January 26, 2025 to teach PSYC 4 ."***

**Course Salary** $7,732

*Calculated as 11% of $70,295, your UCSD academic annual salary effective June 30, 2025.*

Summer Session compensation aligns with the policies outlined in the UCOP Academic Personnel Manual (APM) and the UC San Diego Policy & Procedure Manual. Summer Session instructors may earn a maximum of 33% (or 3/9ths) of your annual academic year salary during the three month summer period (July-September). You will not be eligible for Summer Session compensation that exceeds the 33% annual salary maximum. (See APM-600, APM-661, APM-662, and PPM 230-43.)

**Campus Policies**

☐ Ladder-rank faculty and Teaching Professors (LSOE/LPSOE) may earn a maximum of 1/9th annual salary per month. Teaching two or more Summer Session classes may require spreading your payment over July-September as needed to align with AP policy. (See APM-600, APM-661, APM-662, and PPM 230-43.)

☒ Lecturer appointment terms and conditions are set forth in the Memorandum of Understanding between the University of California and the University Council American Federation of Teachers, Non-Senate Instructional Unit. The agreement can be retrieved at https://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html.

☐ Recall appointments may earn a maximum of 43% per month, based on your UCSD academic salary at the time of retirement (range-adjusted to current dollars). Summer Session compensation may be spread over July - September as needed to align with AP policy. Policy applies to all recall appointments during the summer months. (See APM-205.)

Fiscal-year appointees at 100% time may use vacation days or temporarily reduce their fiscal-year appointment to teach Summer Session courses, and may earn up to 1/12th annual salary as additional compensation. Contact your department AP/HR staff for details on the impact of reducing your fiscal-year appointment (HR, benefits, etc.) (See APM-600, APM-661, APM-662, and PPM 230-43.)

If you have an appointment at another University of California campus, please notify your Department Chair as soon as possible. Special handling is required to confirm that you are eligible for compensation from multiple UC campuses.

Standard compensation for one 4 Unit summer session course is 11% of your nine-month UCSD academic salary as of June 30, 2025. Additional details are available in the Summer Session Guidebook.

If you are no longer able to teach and need to cancel this teaching appointment, please contact your Department Chair by 5/30/25. Summer Session reserves the right to cancel this course and your appointment to teach this course for reasons including, but not limited to, low enrollment or non-compliance with university policies. If your course has low enrollment, Summer Session will contact your department by the 6/2/25 enrollment checkpoint to determine if the course can move forward.

Summer Session compensation is subject to state and federal taxes and all other deductions as required by law and University regulations. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration reform and Control Act of 1986. This appointment is subject to all rules and regulations of the University of California and UC San Diego.

Beginning March 20, 2025, information regarding course scheduling such as the days, times and location of your course can be viewed at http://TritonLink.ucsd.edu or https://act.ucsd.edu/scheduleOfClasses/scheduleOfClassesStudent.htm.

If you have questions, please contact Lisa Bargabus at summer-payroll@ucsd.edu.

I hope you have a pleasant and rewarding summer.

Becky Arce, Director
barce@ucsd.edu
http://summersession.ucsd.edu

cc: Department Chief Administrative Officer

**Resources for Summer Session Instructors**

The 2025 Guidebook contains policies and procedures pertaining to Summer Session instruction.

All Summer Session instructors are eligible for support & services at keepteaching.ucsd.edu.

# APPENDIX E. Excerpts from Academic Personnel Manual

APM-661
http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-661.pdf

APM-662
http://www.ucop.edu/academic-personnel-programs/_files/apm/apm-662.pdf

661-0 **Policy**

Academic appointees may receive additional compensation for Summer Session teaching. For Additional Compensation: Additional Teaching, see APM - 662 and for Additional Compensation: University Extension (UNEX), see APM - 663.

661-14 **Eligibility**

Only the following academic appointees may receive additional compensation for Summer Session teaching:

a. Academic-year appointees;

b. Appointees holding split appointments partly on an academic-year basis and partly on a fiscal-year basis, provided the fiscal-year portion of the appointment is less than half-time during the Summer Session period;

c. Full-time fiscal-year faculty appointees who are granted a temporary reduction in their percentage of appointment or those who relinquish outside professional activity days or vacation days equal to one day for every six contact or podium hours with students;

d. Part-time fiscal-year faculty who are granted a temporary increase in their percentage of appointment. Fiscal-year faculty appointed less than 50 percent in a Health Sciences Compensation Plan school cannot increase the percentage of appointment to more than 50 percent;1

e. Full-time fiscal-year non-faculty appointees who are granted the use of vacation days or a temporary percentage reduction in their current appointment.

661-16 **Restrictions**

a. Compensation for academic-year appointees may not exceed three-ninths during the summer period.

1Any appointment more than 50 percent affects a faculty member's eligibility to participate in the Health Sciences Compensation Plan. (See APM - 670, Health Sciences Compensation Plan.)

b. Compensation for fiscal-year appointees may not exceed one-twelfth of the annual salary per month of teaching. This is effective for appointments made July 1, 2014 or later. Those appointed prior to July 1, 2014 to the Professor, Astronomer or Agronomist series are eligible for payments up to one-eleventh of the annual salary of a fiscal-year appointee.

c. These additional compensation maximums are cumulative of all concurrent sources of additional University compensation.

d. Full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

661-18 **Salary**

a. **Summer Session teaching**

The amount of pay is negotiated based on the teaching load. Each campus shall determine the formula by which pay is calculated.

b. Additional compensation for Summer Session teaching shall be calculated based on the salary rate in effect June 30 of the calendar year in which the Summer Session begins.

c. Faculty shall inform the department chair of the home campus when teaching Summer Session at a University campus other than the home campus to insure pay is accurate and does not exceed policy limits.

661-24 **Authority**

Each Chancellor is authorized to approve additional compensation for Summer Session teaching for eligible academic appointees.

# Salary Administration: APM - 662 - Additional Compensation: Additional Teaching

## 662-0 Policy

Full-time faculty members may receive additional compensation after obtaining pre-approval from the faculty member's department chair for specific additional University of California teaching activities as outlined below. For Additional Compensation: Summer Session, see APM - 661 and for Additional Compensation: University Extension (UNEX), see APM - 663.

## 662-2 Purpose

Compensation for additional teaching is a privilege that must be consistent with the principles in APM - 025 and APM - 671 and not interfere with normal University duties. As a prerequisite for such additional compensation, the faculty member must carry the full approved teaching load for the department, even if the faculty member normally teaches less. Department chairs must take special care to assure that faculty, especially assistant professors, are able to meet expectations for all their responsibilities in teaching, research/creative work, and University and public service.

## 662-8 Additional Teaching Eligible for Additional Compensation

Two kinds of teaching are eligible for additional compensation, when beyond the assigned teaching load:

a. Teaching of matriculated students in self-supporting University degree or UNEX courses and programs (see APM - 663 for UNEX).

b. Teaching of non-matriculated students, including those in UNEX courses and programs (see APM - 663) and other continuing education courses and programs run by the University.

## 662-9 Additional Teaching During Summer Period (other than in Summer Session)

Faculty receiving summer compensation may engage in additional teaching up to the APM - 025 limit of one day per week inclusive of all Category I and II outside professional activities performed.

## 662-14 Eligibility

Faculty titles covered by this policy are listed in APM - 110-4-(15). Faculty participating in the Health Sciences Compensation Plan are subject to the Plan and local campus Implementing Procedures regarding income from additional teaching. See APM - 670, Health Sciences Compensation Plan and APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants, for additional information on the Plan.

**662-16 Restrictions**

Teaching activities ineligible for additional compensation are:

a. Any course assigned by the department chair as part of the faculty member's assigned teaching load, including:

   1) A course in a self-supporting degree program (funds from the self-supporting degree program are used to pay for this portion of the faculty member's assigned teaching load);

   2) Extra teaching duties assigned in place of research and/or service; or

   3) Courses taught in less common modes or locations (e.g., online, off-site, at another campus).

b. Extra courses that are taken on voluntarily are ineligible for additional compensation.

**662-17 Limitations on Time**

a. Time spent on additional teaching during the academic year or when receiving University compensation or University summer compensation will be deducted from the days available for outside activities provided in APM - 025, and as applicable, under APM - 671.

b. The following rules for calculating time under APM - 025 and APM - 671 must be used, regardless of how much time is actually spent:

   1) For traditional or hybrid in-person instructional formats (lectures, discussions), every six contact or "podium" hours spent with students equals one day.

   2) For fully online courses, hours will ordinarily be determined under the assumption that online courses require workloads equivalent to the same or similar in-person course formats.

   3) The Chancellor may establish types of teaching for which time calculations may vary, e.g., field supervision, practicums, and established online courses producing lower levels of instructor engagement.

c. Additional teaching hours count toward the limits applicable at the time the teaching takes place. For example, teaching done during the academic year is counted toward the limits that apply during that academic year and may not be paid on a summer-ninths basis. For courses that span the academic year and the beginning or end of the summer or off-duty period, the time shall be allocated in proportion to when the work was performed.

d. Exceptions to the time limit are not allowed for faculty during any period in which they receive part or all of their salary directly charged to contracts and grants.

**662-24 Authority**

The Chancellor may grant exceptions to the time limits that shall be confirmed in writing prior to the conduct of additional teaching. Such exceptions may be granted:

a. When specific individuals teach beyond the limits, or when all individuals are teaching in a specific additional teaching program, such as a self-supporting degree program. Any individual who teaches beyond the time limits assumes full responsibility for ensuring that full-time effort is devoted to regular University duties;

b. When course assignments are reduced due to other University service, such as serving as department chair;

c. To the general time calculation rule in APM - 662-17.

Other exceptions to this policy, such as payment for courses taught off-site or conducted in University-sponsored for-profit programs, may be recommended for approval by the Chancellor to the Provost and Executive Vice President.

**Revision History**

September 23, 2020:

- Technical revision to remove gendered language and to correct minor grammatical errors.

For details on prior revisions, please visit the Academic Personnel and Programs website.