How to Hire Summer Session Instructors

SUMMER SESSION

UC San Diego
summersession.ucsd.edu

Summer Session 2025
January 22, 2025

Agenda

- Welcome

- Summer Session Overview

- Hiring - Who, How, When, Where

- Faculty, Lecturers

  - Lisa Bargabus, Summer Session

- Graduate Students as Associate Instructors

  - Dimple Bhatt, GEPA

- Questions

Summer Session Team

Moved to Educational Innovation

Becky Arce   Director
Lisa Bargabus   Business Affairs Manager
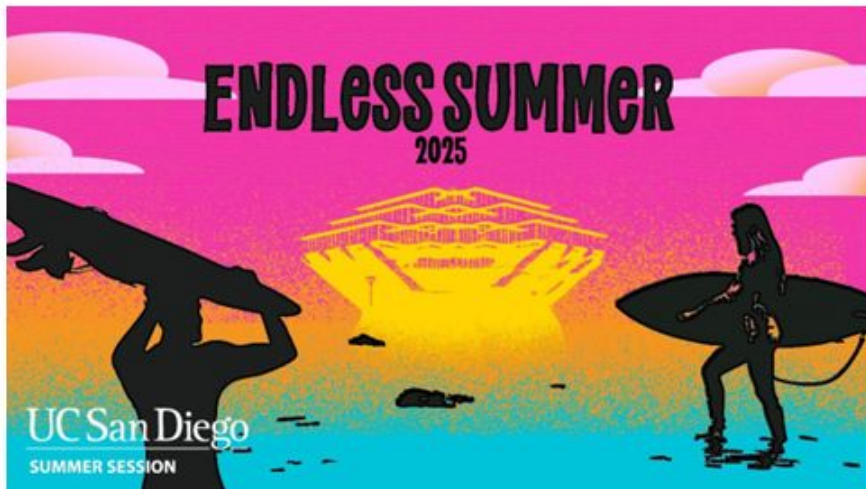Yvonne Wollmann   Student Affairs Manager
Paty Macedo   Program Affairs Manager
Matthew Sapien   Administrative Assistant

summer@ucsd.edu - ServiceNow ticket
summer-payroll@ucsd.edu

summer-courses@ucsd.edu
summer-programs@ucsd.edu

summersession.ucsd.edu

Thank YOU for a Successful Summer Session 2024!

- Enrollment - 32,499

- 95% of Summer Session students are UCSD Students
  - Supports **Time to Degree** Initiative

- 873 Summer Session Instructor Appointments

So far, 1,043 proposed classes for Summer Session 2025!

Summer Session is not a 4th Quarter. How is it Different from the Academic Year?

- Students don't have to attend. Faculty don't have to teach.

- Non-UC San Diego students can take classes.

- Summer Session tuition is charged per unit.
  - $279/Unit – UC Rate
  - $389/Unit – Visiting & Grad Student Rate

  Residents & Non-Residents pay the same rate.

- Open recruitment not required for instructors.

- Summer teaching appointments are not in AP Data & don't count toward service credit

- Summer Session covers costs - appointments are not part of department FTE

Summer Session is not a 4th Quarter.
How the Financials Work

Instructor Payroll Expenses ~ $10.5M in 2024
Summer Session reimburses the gross salary + GL + benefits for all instructors.
Not part of your department FTE.

TA/Tutor/Reader Payroll Expenses ~ $3M in 2024
Summer Session reimburses the gross salary + GL + benefits for all instructional support (TAs, Tutors, Readers).
Not part of your department FTE.

Incentive Pilot Program ~ $2.4M in 2024
Academic Units will receive:
$1,000 per course + $50 per enrollment

Plus, an additional $500 per course for specific "High-Impact" courses that are taught in Summer Session. The list of "High-Impact" courses is on the Educational Innovation website.

Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

Article 23 - Summer Session

Unit 18 Lecturers will receive the equivalent of one quarter toward continuing appointment eligibility on the following conditions:

a. a course taught by a Unit 18 Lecturer during the academic year is moved to Summer Session and the course is no longer offered during the academic year; and

b. that students are required by their academic program to take such a course(s);

c. regardless of these provisions, no Unit 18 Lecturer may earn more than a total of 3 quarters of such eligibility credit during any 12 month period.

Review Article 23 Summer Session of the Unit 18 Lecturer contract.

Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

Article 23 - Summer Session

- Academic Term Count
  - Summer Session teaching will count as **one credit** towards Continuing status provided:
    - the Lecturer has not taught all three quarters in the previous academic year and;
    - the course is in the same department, program or unit and;
    - the Lecturer requests such credit.

Review Article 23 Summer Session of the Unit 18 Lecturer contract.

Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless…

AFTER Summer Session teaching is complete

Lecturer can make a formal request via memo to their department

Dean endorses the request

Department AP staff enter the summer credit into AP Data.

Review Article 23 Summer Session *of the Unit 18 Lecturer contract.*

Heads–Up. A Couple of AP Items are TBD

1. Senate Bill 791 and Assembly Bill 810 Implementation - Pending details for how we will implement for summer-only academic hires.

   More info on the APS website.
   California SB 791 is a legislative bill that mandates applicants for academic or administrative positions to disclose any final administrative or judicial decisions issued within the last seven years determining that they committed sexual harassment.

2. Expanded sick leave - If we hire anyone for just summer and they work more than 30 days, they will be eligible for the sick leave bank and we'll need to monitor usage.

   Our campus is waiting for some side letters from the bargaining units about this, so we don't have the implementation details for summer appointees, yet.

   Stay Tuned - more information coming in February.

Summer Session 2025 – Modality

1. Remote modality without "R" designation is approved

2. Online "R" courses are always allowed in Summer Session.

Students want remote classes during the summer!

Recommend that departments start submitting "R" course approvals now for summer 2026.

https://digitallearning.ucsd.edu/instructors/online-course/r-course.html

For support designing and teaching remote and technology enhanced courses, contact the Digital Learning team at online@ucsd.edu.

Summer Session 2025 – Summer Growth

Campus leadership is asking departments to grow their summer enrollment higher than 2024.

- Offer more courses than summer 2024
- Promote courses to students - email blasts, social media
  - Majors/Minors
  - Students who are behind   *Start Now!*
  - Incoming students to get a head start
- Manage waitlists

Summer Session 2025 Growth Guide

Summer Programs for 2025

Summer Bridge

Summer Engineering Institute

Leadership is planning for 2025

Summer Graduate Teaching Scholars (SGTS)

87 students for summer 2025

Grad students attend training at the Teaching + Learning Commons and receive $500 stipend.

Faculty mentors receive $200 to discretionary account.

Additional funds awarded to top performers in Fall.

Students will teach in 2025

[More details on the SGTS website](#).

Global Seminars

23 programs planned for 2025

Subject to change

How Summer Session Works

OCTOBER	NOVEMBER	DECEMBER	JANUARY
Audit & Reporting	Call for course proposals Course proposals due	Approve courses Preview of Classes posted	Summer Session schedule review - January 24th **SCHEDULE BUILDS DUE to Registrar by Jan 30th!**
FEBRUARY	**MARCH**	**APRIL**	**MAY**
Begin sending summer appointment letters. Courses Scheduled & Classrooms assigned	Courses on TritonLink	Students begin enrolling *Goal - Have instructor names on Schedule of Classes.*	**Manage waitlists** Students fees assessed
JUNE	**JULY**	**AUGUST**	**SEPTEMBER**
Student fees due	Students add/drop courses Session 1 begins	Session 1 & 2 pay dates Session 2 begins Fees due	Sessions end Reporting begins

Summer Session 2024

5-WEEK SESSIONS		INSTRUCTOR PAY DATE
Session 1	July 1 – August 3	8/1/25
Session 2	August 5 – September 7	8/29/25

SPECIAL SESSIONS		INSTRUCTOR PAY DATE
3 Weeks	July 1 – July 20 July 22 – August 10 August 12 – August 31	8/1/25 8/1/25 8/29/25
8 Weeks	July 1 – August 24	8/1/25
10 Weeks	July 1 – September 7	8/1/25
15 Weeks	June 17 – September 20 Restricted Session (year-round programs only)	8/1/25

How Summer Session Works

ACADEMIC DEPARTMENTS

Decide WHAT to teach
Propose courses in ISA

Decide WHO is teaching
Enter instructor names in ISA
Submit appointment files in Interfolio
Submit Associate Instructor applications in IA
System

Hire Instructional Support
TAs, Tutors, Readers

Hire Instructors
Enter positions and hires in UCPath
Instructor onboarding

Process Additional Pay for Instructors &
Instructional Support

SUMMER SESSION

Oversight of Schedule of Classes
Approve courses
Monitor enrollment - cancel if low enrollment

Oversee AVC-EI approval of Lecturers, Visiting Profs

Create & email appointment letters *(non-grads)*
    Check with dept. AP experts first

Schedule of Classes (add instructor names asap)

Calculate instructor payments (payroll worksheets)

Support/Manage special summer programs

Manage TA, instructor & department admin funding

Resources for Summer Session Instructors

Canvas Sites for New Visiting Instructors
Canvas team can help set-up access for new instructors, https://canvas.ucsd.edu

Office for Students with Disabilities
https://osd.ucsd.edu/resources/covid-19.html#Information-for-Faculty

Academic Integrity
https://academicintegrity.ucsd.edu/

Teaching + Learning Commons

https://engagedteaching.ucsd.edu/

The Engaged Teaching and Digital Learning staff is available to assist all current faculty and visiting instructors who teach Summer Session.

Individual consultations

Workshops

Slack communities

Examples of topics include, but are not limited to:
- Course Design (10 week course in 5 weeks)
- Practices that Address Equity Gaps
- How to foster student engagement & motivation

Support with in-person, hybrid, hyflex courses   engagedteaching@ucsd.edu
Support with remote and technology-enhanced courses   online@ucsd.edu

Instructor Compensation

Course Salary - 1 per course
    1 class - 50% appointment
    2 classes - 100% appointment

    2 classes max per Session (or overlapping Sessions)
    3 classes max per Summer

Monthly Pay Dates:
Session 1 - 8/1/25
Session 2 - 8/29/25
(10/1/25 when needed to spread payments)

Instructor Compensation – How Course Salary is Calculated

Course Salary – Always uses AY annual salary in effect on 6/30/25.

Summer Session 2025 is the end of the 2024-2025 AY.

So we use the annual salary in effect Spring Quarter 2025.

3-7 Unit Course	1-2 Unit Course	8+ Unit Course
11% of UCSD AY annual salary	**5.5%** of UCSD AY annual salary	**22%** of UCSD AY annual salary

Course salary is the same regardless of the class length (3, 5, 8 or 10 weeks).

Courses can be Canceled for Low Enrollment.

Summer Session & Departments will decide 3-4 weeks before classes begin.

5 WEEK SESSIONS		Enrollment Checkpoint
Session 1	June 30 – August 2	6/2/25
Session 2	August 4 – September 6	7/8/25
SPECIAL SESSIONS		**Low Enrollment Notification**
2 Weeks	*September 8 - September 20*	8/4/25
3 Weeks	June 30 – July 19	6/2/25
	July 21 – August 9	6/2/25
	August 11 – August 30	7/8/25
4 Weeks	August 25 - September 20	7/8/25
7 Weeks	July 28 - September 13	6/2/25
8 Weeks	June 30 – August 23	6/2/25
10 Weeks	June 30 – September 6	6/2/25
15 Weeks	June 16 – September 20	Varies

Instructor Compensation – How it Works

Example - Lecturer Teaching 2 Courses in Session 1

Course salary for Course A

Course salary for Course B

One ice cream cone per position per pay period.

Lecturer with $70,295 annual salary, teaching two 4-unit courses

Course salary for Course A = $7,732 (11% annual salary)
Course salary for Course B = $7,732 (11% annual salary)

July pay period = $15,464 as Additional Pay on 8/1 pay date

Instructor Compensation – AP Policy Limitations

Session 1
Pay Date
8/1/25

+

Session 2
Pay Date
8/29/25

Total + other summer salary cannot exceed 3/9ths (33%) annual salary for July-September.

Maximum earnings for all instructors = $3/9^{ths}$ (33%) annual salary for the summer period (July, August, September). APM-600

Includes Summer Session + any other teaching, research, or admin payments

Faculty, LSOE, LPSOE - Cannot exceed $1/9^{th}$ annual salary per month.

Recall appointees cannot exceed 43% of 1/9th per month APM-205.

Fiscal year appointees (postdocs, research scientists, staff) can receive an additional 1/12th annual salary - need Summer Lecturer appointment. Must reduce FY appointment or use vacation accrual (cannot exceed 100%).

Academic Administrators (Provosts, Deans, etc.) - AP reviews case by case. (Typically use vacation time.)

Instructor Compensation – Limits Require Adjustments

Can Teach <mark>3 Courses Max</mark> (33% annual salary) in Summer Term

Spread payments for Senate Faculty (Ladder-Rank Faculty and Teaching Profs)
If teaching 3 courses - spread payment over 3 months:
    One Course (11% annual salary) in July
    One Course (11% annual salary) in August
    One Course (11% annual salary) in September

Do Not Spread Payments for Unit 18 Lecturers and Graduate Students teaching as Associate Instructors
If teaching 2 courses in the same session - Pay full 22% annual salary on the session pay date.

Instructor Compensation – Limits Require Adjustments

Ladder Rank Faculty (LRF) & Teaching Professors teaching 2 courses in one Session

- Can earn max of $1/9^{th}$ per month (11% annual salary)
- Teaching 2 courses in same session = 22% annual salary
- Need to spread their payment over 2 months
  Pay 1 Course Salary per Month

Example: Professor Teaching 2 classes in Session 1
AY annual salary is $121,700
Course salary = $13,387 ($121,700 * .11)
Total Summer Session payment = $26,774 (13,387 * 2 courses)
Need to spread that payment over 2 months:

Pay $13,387 in July pay period + $13,387 in August pay period

Instructor Compensation – Limits Require Adjustments

Recall Teaching - Spread payment over 3 months
Only pay them 43% of 1/9th each month (~4.8% annual salary)

Can teach 1 course - Course salary needs to be spread over 3 months

Example: Recall Teaching 1 class in Session 2
AY annual salary is $131,100; 1/9th is $14,566.67
Course salary = $14,421 ($131,100 * .11)
Allowed to pay 43% of 1/9th per month: $14,566.67 * .43 = $6,263.67
Need to spread that payment over 3 months:

Pay $6,263 in July   + $6,263 in Aug. + $1,895 in Sept. = $14,421 total

If they want to teach 2 classes, the maximum Summer Session can pay them is: $6263 in July, Aug, & Sept = $18,789
Not enough room to pay 22% annual salary, which is $28,842

Don't Worry, Summer Session Does the Math

Summer Session does the course salary calculations for you.
Payroll worksheets will be provided with the details.

Make sure that your faculty can "fit" Summer Session compensation with their other summer plans (research payments, administrative work, other summer teaching (COSMOS) etc.)

Hiring Summer Session Instructors
Tips & Tricks

1. Find out what courses are approved for Summer 2025 and who will be teaching.
    - Courses have already been submitted in the Instructional Scheduling Assistant (ISA)
    - Schedule changes will be ongoing up until classes begin

2. Organize your instructors into groups and make a plan.
    - Which instructors need an appointment file?
    - Which instructors need a summer UCPath position & hire?
    - 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 and Associate Instructor applications

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.
    Interfolio, Kuali, IA System, UCPath, Summer Session OneDrive

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

7. [Subscribe the the Summer Scoop weekly newsletter](#) to stay informed.

Divide your Instructors into 5 Groups

Different Instructor Types Require Different Processing.

SUN GOD	Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2024-2025 AY.
STONEHENGE	Unit 18 Lecturers with active appointments in the 2024-2025 AY (even if just for 1 Quarter)
RED SHOE	Unit 18 Lecturers, Visiting Professors, and Recall appointees who did not teach in the 2024-2025 AY
SNAKE PATH	Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses
TRITON	Graduate Students teaching as Associate Instructors See GEPA presentation.

SUN GOD Group

Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2024-2025 AY.

No appointment file needed.

No summer position & hire needed in UCPath

Additional pay will be issued on their current position

You just need to worry about:
1. Helping Summer Session process the additional pay in July-September (mass upload)
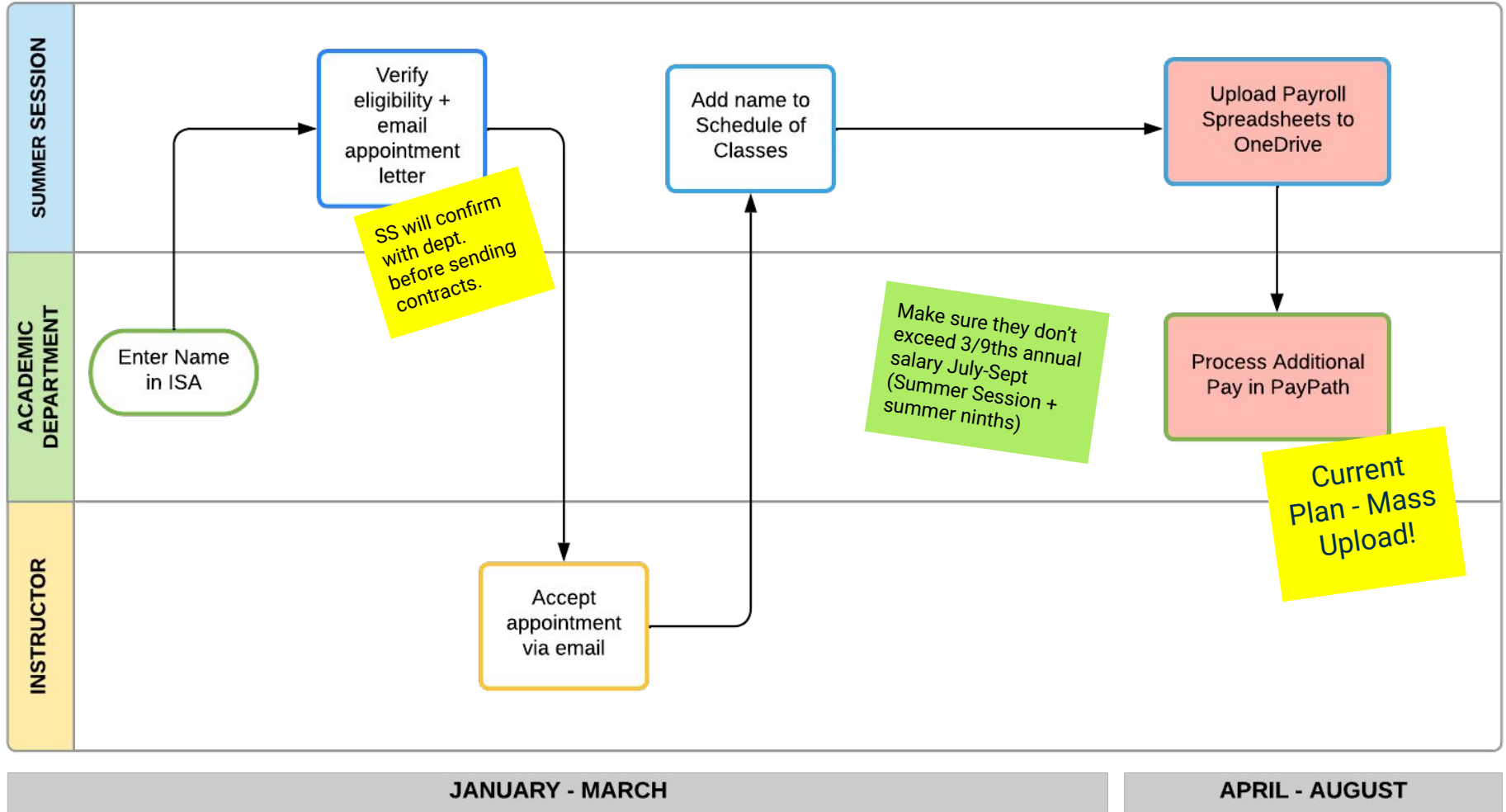
2. Making sure they don't exceed 33% annual salary in the summer

SUN GOD
Group

**Hiring Ladder Rank Faculty, LSOE, LPSOE, Adj/Visiting Profs
Who Taught in the 2024-2025 AY**

NO Summer Session Position & Hire Needed in UCPath.

SUMMER SESSION

Verify eligibility + email appointment letter

SS will confirm with dept. before sending contracts.

Add name to Schedule of Classes

Upload Payroll Spreadsheets to OneDrive

ACADEMIC DEPARTMENT

Enter Name in ISA

Make sure they don't exceed 3/9ths annual salary July-Sept (Summer Session + summer ninths)

Process Additional Pay in PayPath

Current Plan - Mass Upload!

INSTRUCTOR

Accept appointment via email

JANUARY - MARCH   **APRIL - AUGUST**

Special Case – Adjunct Professors Without Salary

Adjunct Professors

Can teach Summer Session on their current title/job.

However - Special Handling is required if they are without salary.

You need to change the existing Adj Prof job for the Summer Session pay, and then change it back.

1. Remove the UCWOS comp rate and make it a 0 FTE job
2. After the Summer Session additional pay has processed, you will need to change the title/job back to UCWOS comp rate and the correct FTE.

Special Case – Visiting Professors with appointments ending 6/30/25

Visiting Professors

Eligible to teach SS with a Visiting Professor job code

If they have a Visiting Prof appointment ending 6/30/25:
- Extend the end date
- Change the FTE to 0
  (Otherwise they will get paid from your department and Summer Session.)

Appointment Letters will be uploaded to you Summer Session OneDrive department folder.

All appointment letters for non-graduate student instructors will be uploaded to the [Summer Session OneDrive site](#).

Email summer-payroll@ucsd.edu to get access.

Reminder: Graduate student appointment letters are in the IA System.

STONEHENGE Group

Unit 18 Lecturers with active appointments in the 2024-2025 AY

(even if just for 1 Quarter)

No appointment file needed.

You need to create a **001550 LECT in Summer Session** position & process the hire in UCPath for ALL Unit 18 Lecturers.
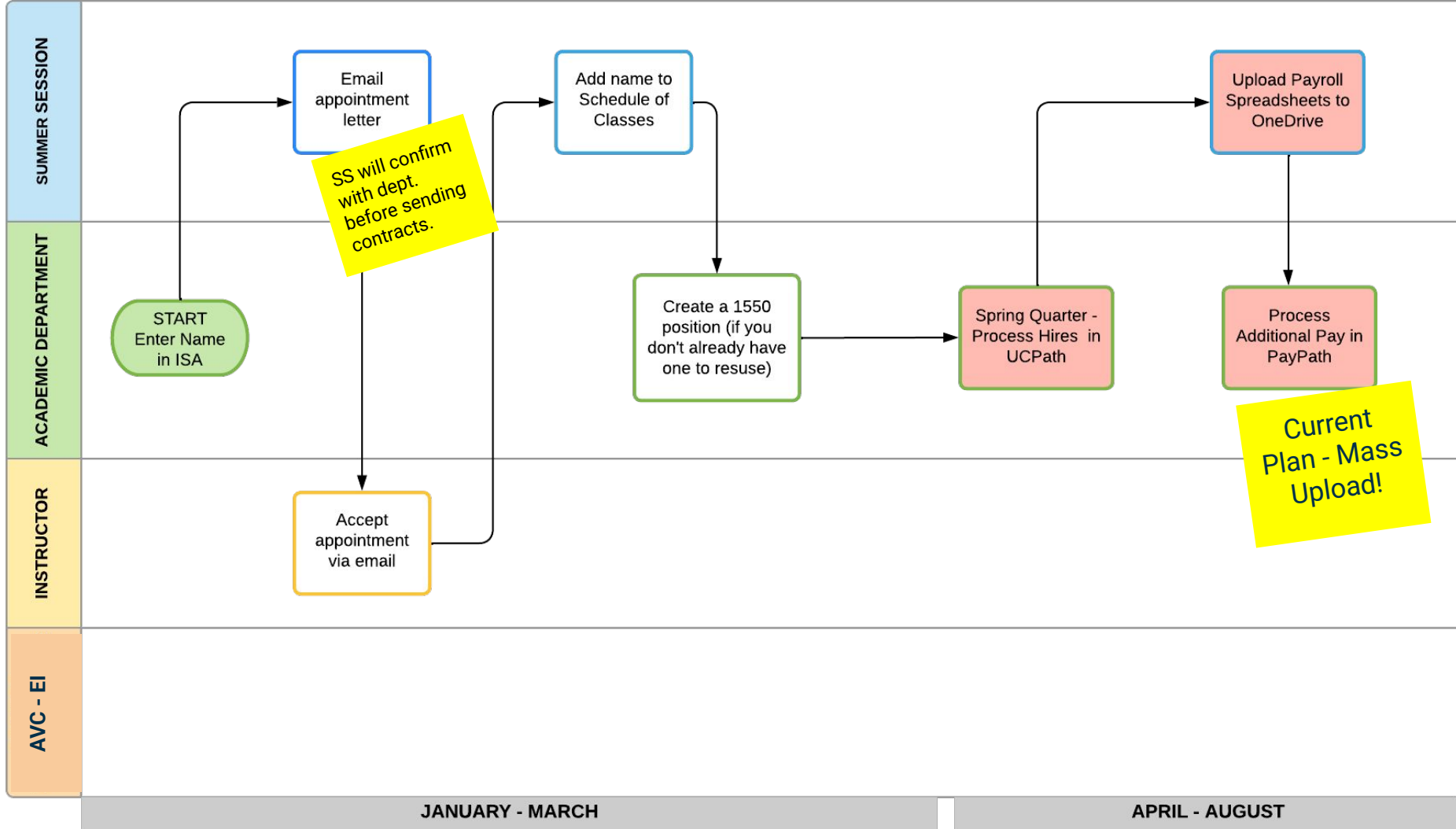
You need to help process the additional pay in July-September.

STONEHENGE
Group

Hiring Lecturers Who Taught in 2024-2025 AY

1550 LECT in Summer Session Position & Hire Needed in UCPath

SUMMER SESSION

Email appointment letter

Add name to Schedule of Classes

Upload Payroll Spreadsheets to OneDrive

SS will confirm with dept. before sending contracts.

ACADEMIC DEPARTMENT

START Enter Name in ISA

Create a 1550 position (if you don't already have one to resuse)

Spring Quarter - Process Hires in UCPath

Process Additional Pay in PayPath

Current Plan - Mass Upload!

INSTRUCTOR

Accept appointment via email

AVC - EI

JANUARY - MARCH   APRIL - AUGUST

Tips for Summer Session Positions – Lecturers

UCPath Job Aid: How to Process Payments for Lecturers in Summer Session
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

You can reuse positions from previous summers.
- Be sure to change the funding if it differs
- Make sure to use **ACS Earn Code**

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

Job Code = 001550
FTE = 0

Leave the Blank Earn Code row and add a new row for the **ACS** Earn Code with your Summer Session funding. (Payment will be issued via additional pay)

Hiring Graduate Students who Graduate Spring 2025 as Lecturers

Graduate Students who complete their PhD in Spring 2025 can be hired to teach Summer Session as an Associate Instructor OR Lecturer.

In case their defense is delayed, the department can submit an IA System application for an Associate Instructor appointment now.

After the student receives their congratulatory letter from the GEPA Dean, the department can submit a Lecturer Interfolio file for review. (Review will be fast.)

After AVC-EI approves the Lecturer appointment, Summer Session will send a Lecturer appointment letter, and the department can cancel the Associate Instructor appointment in the IA System.

Students on a visa who graduate will need an Employment Authorization Document (EAD) card updated to F-1 OPT status before they can teach as a Lecturer.

Have a back-up instructor ready just in case. Plan for Session 2.

HOLD on Processing Summer Session UCPath **HIRES** until Spring Quarter

Create positions now - but wait until Spring Quarter training to process hires in UCPath. (In case course is canceled for low enrollment.)

We'll have a payroll training in April/May to go over how to hire Summer Session instructors.

RED SHOE Group

Unit 18 Lecturers, Visiting Professors, and Recall appointees who did NOT teach in the 2024-2025 AY

You need to submit an appointment file in Interfolio (Kuali for recall appointees).

You need to create position & process the hire in UCPath

001550 LECT in Summer Session
001699 or 001700 - Recall Teaching
001108/001208/001308 Visiting Profs

You need to help Summer Session process the additional pay in July-September (mass upload).

Tips for Hiring Summer Visiting Instructors.

Formal open recruitment is not required.

Ask your faculty or graduate students if they have anyone to recommend.

Reach out to instructors who have taught for your department previously.
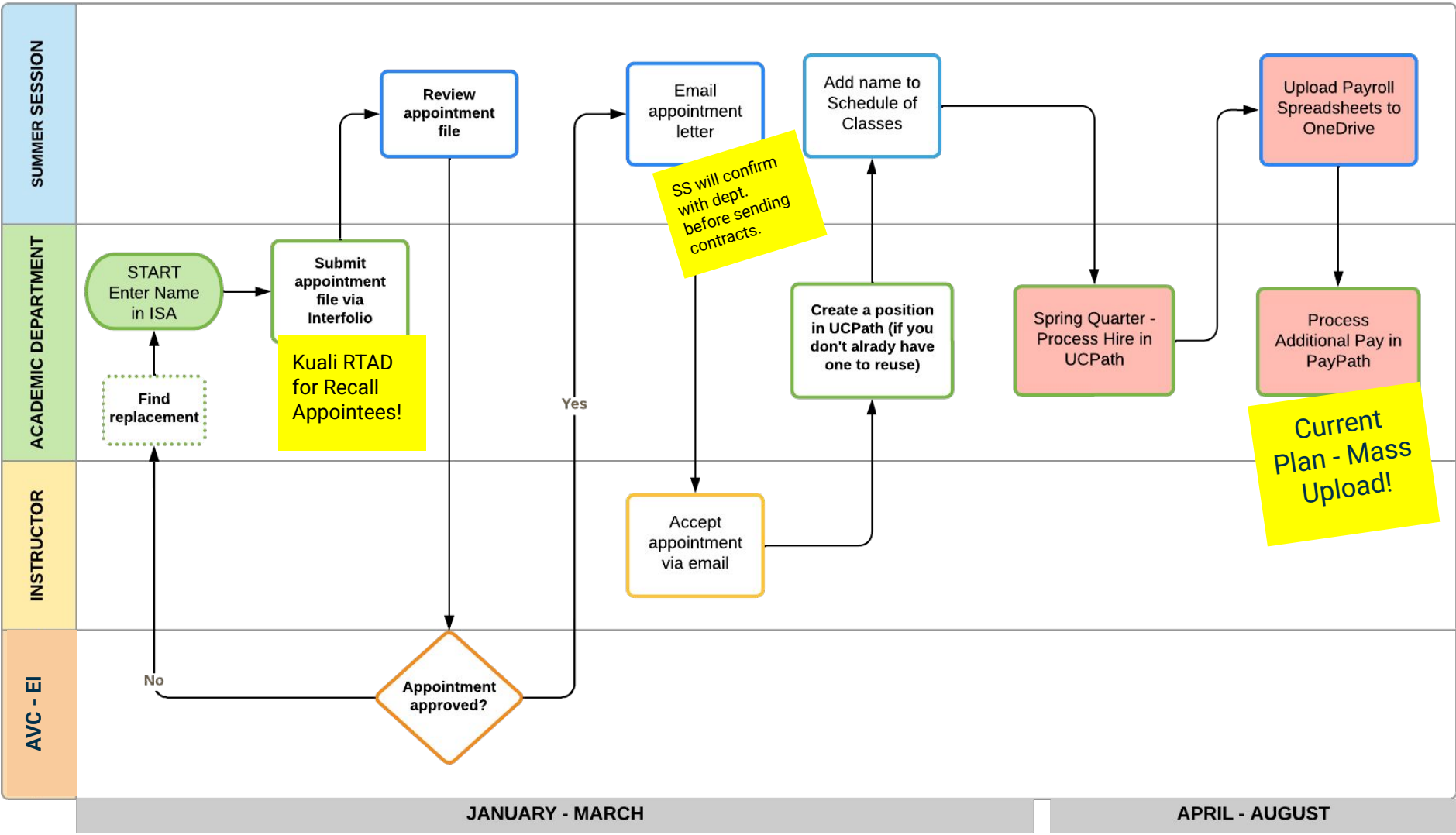
Reach out to recent graduates.

Email listservs to look for candidates

RED SHOE Group

Hiring Lecturers, Visiting Profs, and Recall Appointees Who DID NOT TEACH in 2024-2025 AY

Interfolio Appointment File + Position & Hire Needed in UCPath
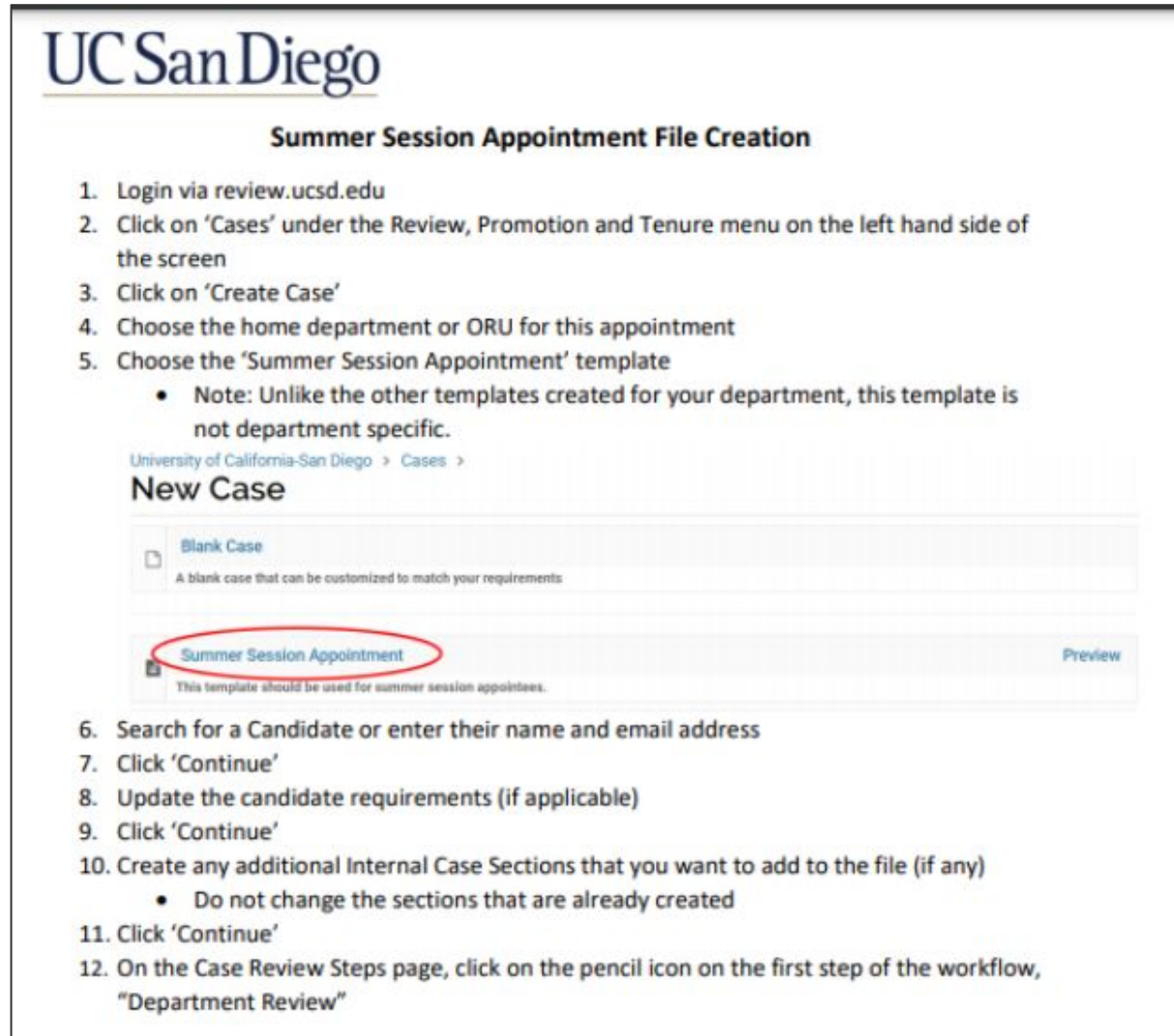(Recall Appointees) Kuali RTAD Form+ Position & Hire Needed in UCPath

SUMMER SESSION

- Review appointment file
- Email appointment letter
- Add name to Schedule of Classes
- Upload Payroll Spreadsheets to OneDrive

SS will confirm with dept. before sending contracts.

ACADEMIC DEPARTMENT

- START Enter Name in ISA
- Find replacement
- Submit appointment file via Interfolio

Kuali RTAD for Recall Appointees!

- Create a position in UCPath (if you don't alrady have one to reuse)
- Spring Quarter - Process Hire in UCPath
- Process Additional Pay in PayPath

Current Plan - Mass Upload!

INSTRUCTOR

- Accept appointment via email

AVC - EI

- Appointment approved?
  - Yes
  - No

JANUARY - MARCH | APRIL - AUGUST

How to Submit Appointment Files in Interfolio

All departments use the "**Summer Session Appointment**" template.

Why? Because AVC Educational Innovation approves the appointments not School Deans.

See Job Aid in Summer Session Instructor Appointment Handbook or on the AP SharePoint site.

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.

University of California-San Diego > Cases >

New Case

Blank Case
A blank case that can be customized to match your requirements

Summer Session Appointment   Preview
This template should be used for summer session appointees.

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"

4 Sections in the Summer Session Appointment File Template

Section Name	Document to Include
1. Summary	Appointment Summary Form
2. Recommendations	Dept. Chair memo to AVC-EI
3. Evidence of Teaching Effectiveness	CAPES and SET Evals, or Reference Letter
4. Candidate Documents	CV

Summer appointments are not currently included in AP Data, so use PDF forms.

SUMMARY: Sample Appointment Summary Form

ACADEMIC APPOINTMENT SUMMARY FORM FOR TEMPORARY EMPLOYEES

Name: Mary Petersen
Department: Communication
Highest Degree/Institution/Year:
PhD/UCSD/2020
College of FTE:
Begin Date: 8/5/24   End Date: 9/7/24

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: $66,259.00   % of Time: 50
(7/1/23 Unit 18   Step 2)   Qtr: S224
Basis: Academic ☐ Fiscal ☐
Funding Source: _____ Current Year Cost: _____

Dept/Div Chair Signature: Sandra Ward   Date: 1/25/24

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

Previous UC Experience

Dates	Title	Annual Salary & Salary Scale (Indicate Merits with *)	% Time	Dept/UC Campus
08/01/20	Associate-In	$54,428	50	UCSD Communication
07/01/19	TA	$42,546	50	UCSD-Communication

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

Proposed Classes

Quarter	Course No.	Course Name	Hours/Week for (P.E.)	Enrollments Projected	Actual (past 2 yrs)
S224	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

Download the PDF form here and fill it in.

Use Session dates (not pay period dates)
Session 1 6/30/25 - 8/2/25
Session 2 8/4/25 - 9/6/25
Both   6/30/25 - 9/6/25

Propose annual salary that aligns with what you would pay them to teach Fall/Winter/Spring
-Place on UC academic salary scale.
-Don't match home institution salary.

Table 15 - 7/1/2024 scale for Unit 18 Lecturers

You can list Previous UC Experience on a separate page if it doesn't fit into the chart.

RECOMMENDATIONS: Sample Letter to AVC – Educational Innovation

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   9500 GILMAN DRIVE
OFFICE OF THE CHAIRMAN   LA JOLLA, CALIFORNIA
FAX: (858) 822-1559   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 $70,295 (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.

Letter should be addressed to Carlos Jensen, Associate Vice Chancellor, Educational Innovation

Tip for Letter to AVC–Educational Innovation

If proposing an instructor teaching at UC San Diego for the first time, the letter to AVC- Educational Innovation should include the type of support that will be provided: faculty mentor, Teaching + Learning Commons (highly recommend), other department support.

EVIDENCE OF TEACHING EFFECTIVENESS:
Tips for including CAPEs and SET

Download the full CAPE and SET reports with student free-response comments at the Academic Affairs website:
https://academicaffairs.ucsd.edu/Modules/Evals

Evaluations

EVALUATION TYPE

CAPEs

Student Evaluations of Teaching (SET)

QUARTER(S)

Select a quarter

UNIT

Reports and Administration

Evaluation Reports by Evaluee
View and download evaluation results by class and individual.

CAPE Scatterplots
Download individual CAPE scatterplot reports for your instructors.

Evaluation Summary Report
Create a customized report summarizing scores of all evaluees for one or more quarters. Report includes a graph and the ability to download results as a spreadsheet.

If you are not able to log in, you can email Stephen Hamilton in IT to get yourself set up as a user at shhamilton@ucsd.edu.

Tips for including CAPEs

- Suggestion: If CAPES are below 70% rating with 40% response rate, propose action plan to increase responses in the letter to the AVC-EI.
  http://www.cape.ucsd.edu/faculty/tips.html

- Teaching CAPES/SET evals. are more important than TA evaluations. Plan to include up to 10 CAPEs/SET evals.

- Letter of recommendation will be accepted if there are no CAPES or student evaluations from another university.

Tips for Summer Session Positions – Recall Teaching

Job Aid: How to Process Summer Salary for Professors, LSOE, and Recalls
https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

Must have a 30 day break in service before teaching Summer Session.
Faculty who retire 6/30/25 cannot teach in Session 1 2025 (wait until Session 2).
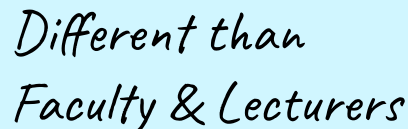
If creating new positions, start the position at least one month before the anticipated hire date.
(Need enough effective dated rows if position corrections are required.)

Job Code = 001700 (Senate Faculty) or 001699 (Non-Senate Faculty)
FTE = 0 and BYA salary plan

Earn Code for Recall appointments is **ASN**

Different than
Faculty & Lecturers

SUMMARY: Recall Appointees – Use Kuali RTAD

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

Add CAPES/SET evaluations!

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

For additional help, refer to the Kuali RTAD Form FAQ.

SNAKE PATH Group

Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses

You need to submit an appointment file in Interfolio.

You need to create position & process the hire in UCPath

001550 LECT in Summer Session
001108/001208/001308 Visiting Profs

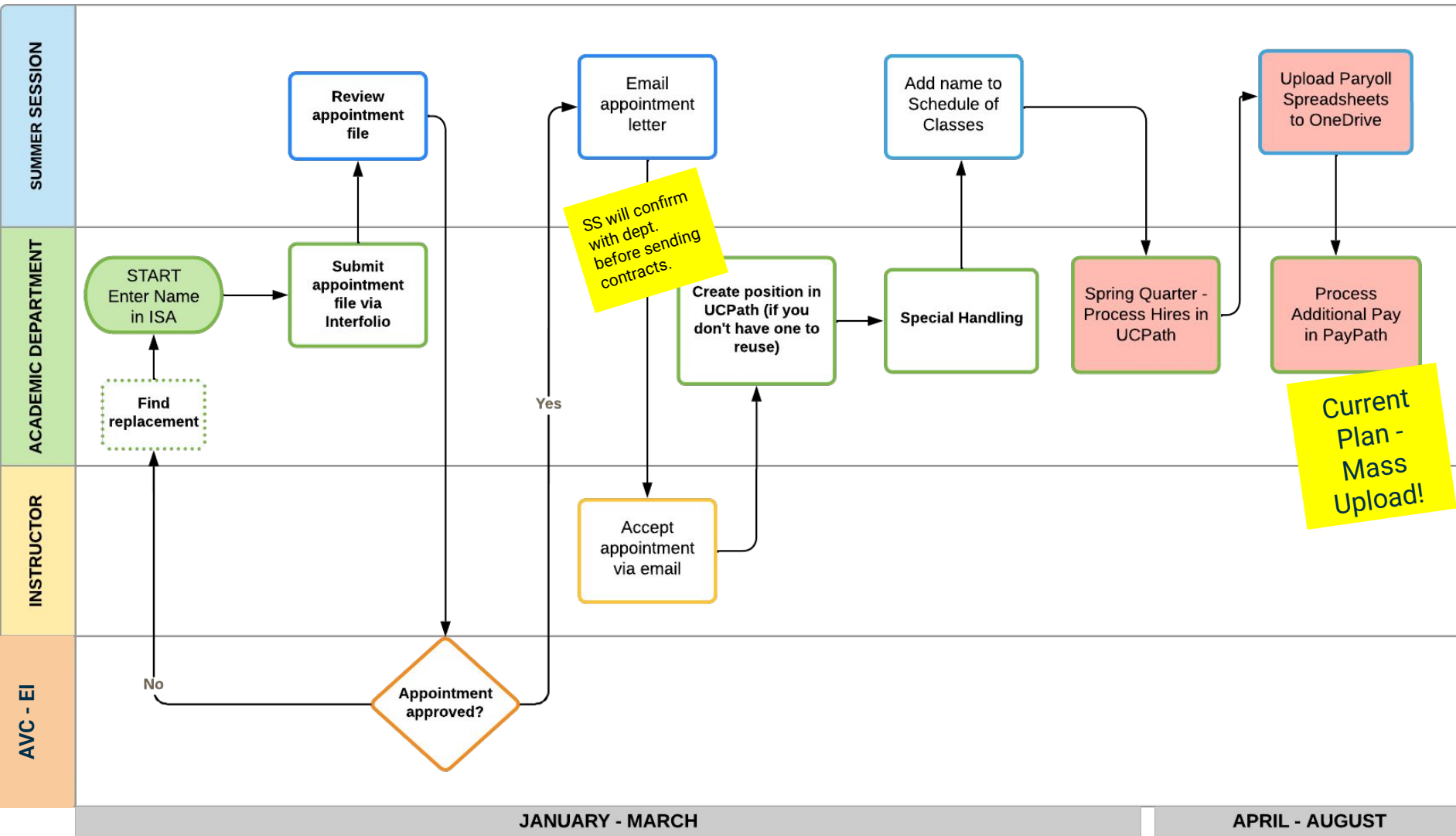You need to help Summer Session process the additional pay in July-September.

Special Handling is Required

SNAKE PATH Group

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

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

SUMMER SESSION

Review appointment file

Email appointment letter

Add name to Schedule of Classes

Upload Paryoll Spreadsheets to OneDrive

SS will confirm with dept. before sending contracts.

ACADEMIC DEPARTMENT

START Enter Name in ISA

Submit appointment file via Interfolio

Create position in UCPath (if you don't have one to reuse)

Special Handling

Spring Quarter - Process Hires in UCPath

Process Additional Pay in PayPath

Find replacement

Current Plan - Mass Upload!

INSTRUCTOR

Yes

Accept appointment via email

AVC - EI

No

Appointment approved?

JANUARY - MARCH

APRIL - AUGUST

SNAKE PATH Group

Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses

Fiscal Year Appointees (Staff, Researchers, Postdocs)

Hire on a 001550 Lecturer in Summer Session position.

Reduce FTE on current FY appointment to fit a 50% Summer Session teaching appointment during the July or August pay period.

In some cases, accrued vacation time can be used.

If postdoc is here on a visa, check with the International Faculty & Scholars Office (IFSO).

Certain visas are job specific and do not allow teaching.

SNAKE PATH Group

Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses

Fiscal Year Appointees (Staff, Researchers, Postdocs)

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, which is less than an additional 1/12th. Okay per AP policy.

SNAKE PATH Group

Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses

Fiscal Year Appointees (Staff, Researchers, Postdocs)

Special Case
How to hire a FY appointee if 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.)

Still use
job code 001550
FTE 0
Earn Code ACS

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

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

SNAKE PATH Group

Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses

Faculty from other UC Campuses

Both UC campuses must sign a Multi-Location Agreement Form before the appointment begins.

UCSD is the "Host" location
Other UC campus is the "HOME" location

UCSD department processes a Rehire (if taught at UCSD in this title a previous summer) or Concurrent Hire (if teaching at UCSD for the first summer).

This process can take 2 months so start early!

Job Aid: How to Manage Multi-Location Appointments

https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions

Hiring-at-a-Glance

		Need an Appointment File?	Need a Position & Hire in UCPath	Job Code	Special Handling?
SUN GOD	Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2024-2025 AY.	no	no	na	no
STONEHENGE	Unit 18 Lecturers with active appointments in the 2024-2025 AY	no	yes	001550	no
RED SHOE	Unit 18 Lecturers who did not teach during 2024-2025 AY	yes (Interfolio)	yes	001550	no
	Visiting Profs who did not teach during 2025-2025 AY	yes (Interfolio)	yes	001108/001208/001308	no
	Recalled Faculty who did not teach during 2024-2025 AY	yes (Kuali RTAD)	yes	001699, 001700	no
SNAKE PATH	FY Appointees (Staff, Researchers, Postdocs)	yes	yes	001550	Reduce current appointment to fit 50% Summer Session teaching, or used accrued vacation time.
	Faculty from other UC Campuses	yes	yes	Varies (based on home campus appt.)	Both campuses must sign Multi-Location Agreement Form.

Timeline for Department Action Items

Enter instructor names in ISA	ASAP
Organize your instructors into groups & make a plan	ASAP
Submit appointment files in Interfolio	Start February - Lisa will email when "open" Target to be submitted by April 9th
Create positions in UCPath	Can start now
Process Hires in UCPath	WAIT until Spring Quarter (in case course is canceled for low enrollment)
Enter Additional Pay in PayPath	WAIT for June-August

Spring Quarter - Summer Session & Graduate Division will have another training session to cover hiring & additional pay process.

Graduate Student Associate Instructor Applications

2025 Summer Session Appointment File Preparation

Division of Graduate Education and Postdoctoral Affairs (GEPA) Contact

Dimple Bhatt

Senior Graduate Fellowship, Employment & Fiscal Coordinator

For questions, please submit a ticket to [Services & Support](#)

Agenda

- Brief overview of Academic Senate Policy, GEPA Policy & Academic Eligibility
- Submission guidelines
- Resources

- By the end of the session:
  - Know where to find the policies
  - Understand submission guidelines

- Goal: submit complete files, that meet the requirements, so that candidates can be reviewed and appointments can be made in time for the start of instruction

This info can also be found in Collab - Chapter 4

225

Last Year's Summer Appointments

Associate Instructors (Teaching a Course): TC 001506

- The Educational Policy Committee (EPC) is the authorized body on policies regarding Associate Instructors

(Where we route certain exceptions such as late upper division files)

Qualifications Required

1. A student proposed for appointment must have demonstrated expertise in teaching

2. A student proposed for appointment must have specialized training in the subject matter

3. A graduate student must have advanced to candidacy at UC San Diego prior to submission of the request for appointment to Associate Instructor

4. A graduate student must be selected to teach in an area closely related to the area of his or her primary expertise

Qualifications Required (continued)

5. The candidates must have at a minimum either:

   a) Successfully served (as evidenced by evaluations on file) as Teaching Assistants in the department or program area in which they would be appointed as Associate Instructor or,

   b) Successfully completed specialized training in instruction (such as that provided by the [Teaching+Learning Commons])

Oversight and Mentoring

1. Courses taught by AIs must have been approved by EPC.

2. The department chair or program director or a faculty designee will be responsible for oversight of an appointed AI and will be required to act as a mentor to the student. The mentor will:
   a) Provide assistance related to subject matter and instruction
   b) Meet with the AI at regular intervals during the term
   c) Observe the AI in the classroom during the term to provide helpful criticism and assistance
   d) At the end of the quarter, submit to EPC, through the department chair or program director, a written assessment of the AI's teaching performance

Upper-Division: May 19, 2025

Lower-Division: May 27, 2025

(Applications due to GEPA for timely processing)

GEPA Policy for Associate Instructors

Graduate Student Employment Policy & Procedures

What are we looking at?

- Advance date
- # of TA quarters as of last Spring
- Spring eval rating
- GPA
- Current registration
- Good Standing
- Total academic employment (over-50%, etc.)
- Completeness of application
- Teaching Evaluations
- Attached documentation

Specifics Regarding Teaching Evals:

- Mainly looking at student teaching evals and CAPEs (last 3 academic years)
- 75% benchmark
  - Evals that fall below this criteria should be addressed in the department nomination letter
  - File will be returned to department if low evals/CAPEs are not addressed in the nomination letter

Advancement to Candidacy Exceptions

EPC Policy: A graduate student must have advanced to candidacy at UC San Diego prior to submission of the request for appointment

Students nominated to teach that have not advanced to candidacy will only be considered if the student has a defense committee set up in the Student Committee Membership App AND has a defense date scheduled.

The student must be scheduled to advance before the start of instruction.

Department must provide the name of a back-up instructor who can teach the course if the student does not advance as planned.

IA System

Completing the Associate Instructor
Nomination Application

Associate Instructor General Questions

Summer

Tip: These questions are to be completed for Lower- and Upper-Division Courses

Tip: "Proposed Supervising Faculty/Faculty Mentor" (#7) is required for all but returning lower-division nominations

Associate-In/SGTS General Questions

1. PROPOSED COURSE *

Select one ⌄

2. PROPOSED QUARTER *

S124 ⌄

3. PROPOSED APPOINTMENT PERCENT TIME *

50 ⌄

4. PROJECTED ENROLLMENTS FOR THE PROPOSED COURSE *

5. ACTUAL (PAST 2 YEARS) ENROLLMENTS FOR THE PROPOSED COURSE

6. WHAT IS THE MONTHLY ABOVE-SCALE SALARY COMPONENT, IF ANY?

(Optional) Enter a monthly dollar amount (e.g., 2000) only. Leave blank if there is no off-scale salary component.

7. PROPOSED SUPERVISING FACULTY/FACULTY MENTOR

For Summer Graduate Teaching Scholars, a faculty mentor is required. For Associates-In applications, please select a faculty mentor if the student will be teaching an upper-division course.

Select one ⌄

8. AT WHICH SALARY POINT WILL THE STUDENT BE PAID? *

Please refer to the Student Academic Title Pay Rates for the selected term.

1.0 ⌄

Associate-In/SGTS Upper-Division Questions

Associate Instructor Upper-Division Questions

Summer

Questions 11 - 17 do not need to be completed for Lower-Division Courses

Associate-In/SGTS Upper-Division Questions

The questions in this section are only required when the student is to be assigned to an upper-division course. You may skip to the next section if the student is being assigned to a lower-division course.

11. TOTAL NUMBER OF UPPER-DIVISION COURSES OFFERED BY HIRING UNIT LAST ACADEMIC YEAR (EXCLUDING 195, 197, 198 OR 199)

Please indicate academic year appointments only.

62

12. TOTAL NUMBER OF UPPER-DIVISION ASSOCIATE-IN APPOINTMENTS IN HIRING UNIT THIS YEAR

Please indicate academic year appointments only.

0

13. DATE APPLICANT COMPLETED TA TRAINING WITH TEACHING + LEARNING COMMONS

FALL 2021

14. PLEASE INDICATE THE APPLICANT'S ACADEMIC BACKGROUND, INCLUDING HIS OR HER RESEARCH/THESIS TOPIC, AND HOW IT RELATES TO THIS COURSE.

My research interests center around

15. LIST ALL COURSES THE STUDENT HAS SERVED AS TA IN, INCLUDING COURSE SUBJECT CODE/NUMBER, QUARTER TAUGHT, AND SUPERVISING FACULTY.

SP19: Reader,
FA19: Teaching
WI20: Teaching
SP21: Teaching
WI22: Reader,
SP22: Teaching

16. LIST ALL COURSES TAUGHT BY THE STUDENT AS ASSOCIATE-IN, INCLUDING LOWER DIVISION COURSES AND COURSES TAUGHT IN SUMMER SESSION.

N/A

17. PLEASE INDICATE BELOW WHICH OF THE FOLLOWING POLICY STATEMENT(S) IS/ARE THE PRIMARY REASON(S) FOR THE REQUEST.

The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.

Required Documentation

Documents

18. TO UPLOAD ALL REQUIRED DOCUMENTS AS ONE PDF FILE, PLEASE UPLOAD THEM HERE. YOU WILL THEN NEED TO COMPLETE THE APPLICATION AND CLICK "SUBMIT APPLICATION" IN ORDER TO ROUTE THE APPLICATION FOR REVIEW AND APPROVAL.

You may upload a single document containing all of the required documents, or you can submit them individually using the following questions.

19. PLEASE UPLOAD THE DEPARTMENT CHAIR/PROGRAM DIRECTOR NOMINATION MEMO PROVIDING THE RECOMMENDATION

20. PLEASE UPLOAD A DEPARTMENTAL EXCEPTION LETTER FOR THIS APPLICANT (IF APPLICABLE).

21. PLEASE UPLOAD THE STUDENT'S CV/ACADEMIC BIOGRAPHY.

22. IF NO CAPES ARE AVAILABLE FOR THIS STUDENT, PLEASE UPLOAD A LETTER OF SUPPORT AND ANY RELEVANT TEACHING EV

You can view this student's CAPE reports, if any, here.

You can combine department nomination letter, CV, and any supporting documents into one PDF and upload in this space (instead of individually uploading docs)

Approval Routing:
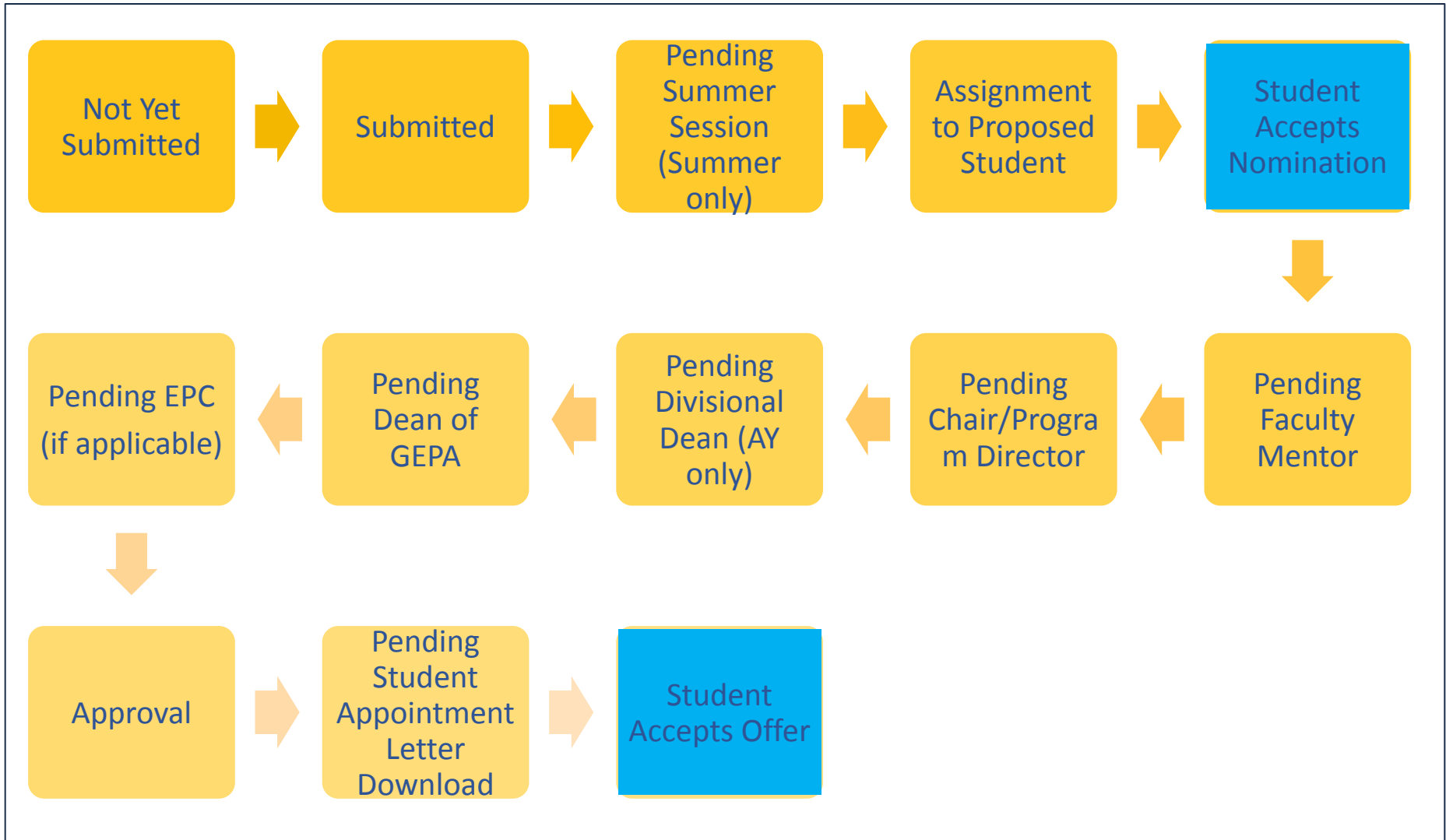
Corrective Actions

Return to Department for Quick Edits

- Clerical errors (typos in the rate, name, faculty mentor, question responses)
- PDF errors (additional blank pages; NOT all blank pages)
- File will be returned to GEPA queue as soon as edits are submitted

Return to Department for Revisions

- Material information related to the student's teaching eligibility, experience, and expertise
  - Required documents missing
  - Letters of exception missing
- Change to Course
- Change in the number of sections of the same Course

Contacts

- IA System access, technical support, system feedback:
  - ATS, ats@ucsd.edu

- Policy, appointment files, payroll data entry:
  - Graduate Student Employment team, grademployment@ucsd.edu or Services & Support

Microsoft Teams

Join us for conversations, quick questions, moral support, and more on Microsoft Teams!

Click this link to join the Graduate Student Employment Team!

Web Links

- Engaged Teaching Hub
  - https://commons.ucsd.edu/educators/grad-student-programs/index.html

- GEPA Confluence for Campus Partners

  - Graduate Student Employment Policy & Procedure
  - Guide for Associates

- Policy for Associates-In to Teach Upper-Division Courses
  - http://senate.ucsd.edu/media/67798/Associates-In-to-Teach-Upper-Division-Courses.pdf

Questions?

Summer Session

Lisa Bargabus, lbargabus@ucsd.edu

summer-payroll@ucsd.edu

summer-courses@ucsd.edu

summer@ucsd.edu (submits a ServiceNow ticket)

GEPA

Dimple Bhatt, grademployment@ucsd.edu

Thank you!

See you for payroll training in Spring Quarter.