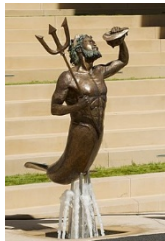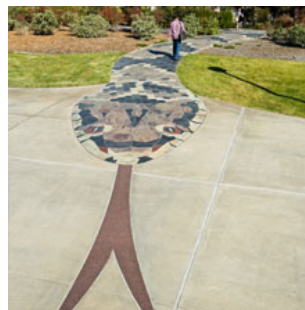# Summer Session 2023

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.

TABLE OF CONTENTS

Welcome to Summer Session 2023

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 2023 Summer Session Guidebook. Both this handbook and the 2023 Summer Session Guidebook can be found at the Summer Session website under the tab "Staff and Faculty Resources" at summersession.ucsd.edu.

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, Associates-In, and visiting instructors. We appreciate your spirit of teamwork to make Summer Session 2023 a success.

Summer Session Annual Workflow

OCTOBER	NOVEMBER	DECEMBER	JANUARY
Audit & Reconciliation	Call for Course Proposals Course Proposals Due	Advisory Committee Meeting Courses approved	Preview of Classes posted Approved courses set-up in system Faculty appointment letters begin
FEBRUARY	**MARCH**	**APRIL**	**MAY**
Class scheduling, Classrooms assigned	Courses available on TritonLink	Students begin enrollment Goal – Have instructor names on Schedule of Classes.	Enrollment management of waitlists Student Fees assessed
JUNE	**JULY**	**AUGUST**	**SEPTEMBER**
Student fees due	Session 1 Classes Begin Students add/drop courses	Session 2 classes begin Session 1 - Faculty pay date Fees Due	Sessions end Session 2 – Faculty pay date 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 - Teaching Assistant (TA) Allocation
   Departments will continue to receive block funding for TA/Reader/Tutor instructional support. Please see the Summer Session Guidebook for details regarding the TA Allocation formula.

3. ## Administrative Services – 2023 Incentive Pilot Program (pending for 2023)
   Summer Session funds academic units for their work supporting the Summer Session program. The Incentive Pilot Program is continuing for Summer Session 2023. The Incentive Pilot Program was created to incentivize academic units to offer more Summer Session courses and achieve higher student enrollments. 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, 2023
Even though Summer Session courses are taught July-September, all Summer Session instructors are paid based on their **annual salary on June 30, 2023**. (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, 2023** must be used.

Summer Session Lecturer (1550): Use the Unit 18 Salary Scale (Table 15), 7**/1/22**.

Visiting Professor: Use the Ladder-Ranks-Professor Salary Scales, **10/1/22**.

Additional 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 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. 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
4 classes maximum for the entire Summer Session period.

How Course Salary is Calculated

Full Salary
8.5% annual salary   4 Unit Course
4.25% annual salary   1-2 Unit Course
17% annual salary   8+ Unit course

Use salary as of 6/30/23
(Summer Session 2023 is the end of 2022-2023 AY.)

Measure Enrollment Once
About a month before class starts, Summer Session will contact departments about classes with fewer than 15 students enrolled. Determine if the courses will be canceled.

2023 Snapshot Dates & Pay Dates

5 Week Sessions		Low Enrollment Notification	Pay Date
Session 1	7/3/23 – 8/5/23	6/5/22	8/1/23
Session 2	8/7/23 - 9/9/23	7/10/23	9/1/23

Special Sessions		Low Enrollment Notification	Pay Date
3 Weeks	7/3/23 – 7/22/23 7/24/23 – 8/12/23 8/14/23 – 9/2/23	6/5/23 6/5/23 7/10/23	8/1/23 8/1/23 9/1/23
8 Weeks	7/3/22 – 8/26/23	6/5/23	8/1/23
10 Weeks	7/3/23 – 9/9/23	6/5/23	8/1/23
15 Weeks **Restricted Session** *(Year-round programs only.)*	6/19/23 – 9/22/23	Contact Summer Session. Deadlines set manually.	Varies. Contact Summer Session.

Example - How Compensation is Calculated

Lecturer Teaching 2 Courses in Session 2

Lecturer – Annual Salary: $64,329
Course Salary = 8.5% of $64,329 = $5,468

$5,468 for Course A in Session 2

$5,468 for Course B in Session 2
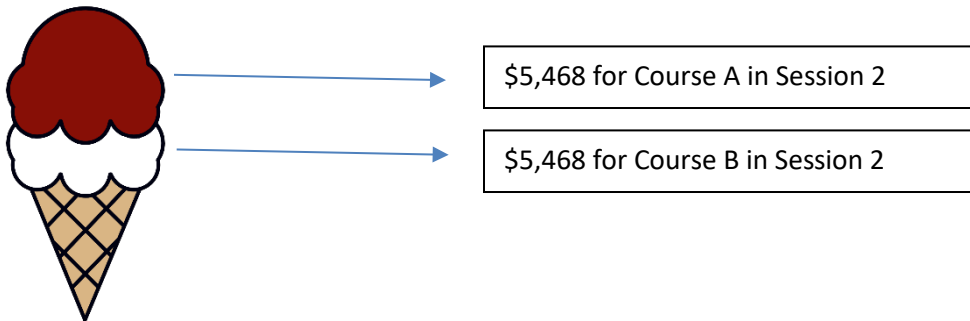
1 ice cream cone per Position per Session
1 payment of $10,936 will be entered into UCPath for the 8/1/23 – 8/31/23 pay period.
- Requires coordination when the same faculty teaches for different departments.
- This will be covered in payroll training in Spring Quarter.

Instructors Can Teach in Both Sessions – Must Follow AP Policy Limitations

Session 1
Teach 1 or 2 Classes

+

Session 2
Teach 1 or 2 Classes

MAXIMUM EARNINGS FOR ALL INSTRUCTORS = 3/9ths (33%) Annual Salary for the summer period (July-September)

Includes Summer Session + all other summer salary. APM-600

Ladder Rank Faculty, LSOE, and LPSOE
Cannot exceed 1/9th (~11%) annual salary per month.

Recalls
Recall appointments cannot exceed 43% limit APM-205.

Academic Administrators – If Academic Administrators (ex. Provosts) wish to teach Summer Session, AP reviews case by case. (Typically use vacation time.)

Fiscal Year Appointees
All fiscal-year appointees may receive additional compensation of up to one-twelfth of the annual salary for teaching, research, or service performed during vacation. Fiscal year appointees at 100% must use vacation days or temporarily reduce their FY appointment. APM-600 APM 661

Teaching 4 Courses
All instructors teaching 4 courses require a 1% payment reduction.
4 course salaries = 4 × 8.5% = 34%, which exceeds the 33% annual salary maximum.

Ladder Rank Faculty and Teaching Professors (LSOE, LPSOE) teaching 4 courses must spread payments over 3 months:
1/9th in July
1/9th in August
1/9th in September

Special Bonus Compensation

Summer Success Programs – Success Bonus
Campus leadership is meeting to plan Summer Success Programs for 2023. Details to follow.

Science Wet Lab Bonus - Physical Sciences Division or Division of Biological Sciences
Faculty teaching science wet lab courses (2 or more units) with enrollment of 20 or more students may be eligible for a bonus. The Science Wet Lab Bonus is paid on a per-course basis, and is calculated as: 87.5% of the Summer Session Course Salary (.875 × Course Salary)
In other words, total payment for teaching a wet lab with 20 or more students is 8.5% course salary + 7.4% lab bonus = 15.9% annual salary.

Summer Graduate Teaching Scholars (SGTS) - Training Award
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. Departments nominate graduate students in November to teach the following summer. An interdisciplinary selection committee reviews the nominations and award recipients are announced at the end of fall quarter.

Graduate students selected for the SGTS program are awarded extra compensation for their participation in mentor sessions with a faculty mentor, the Center for Engaged Teaching, and former SGTS scholars. SGTS faculty mentors also receive a $500 payment to their research Project/fund. The total payments to program participants are:

SGTS Graduate Students	Faculty Mentor
1. Regular Summer Session course salary through Department payroll 2. $1,200 award, processed through Graduate Division	$500 transferred to a research fund – NOT paid as payroll.

How to Hire Instructors

Helpful Tips from Department AP Staff

1. Find out what courses are approved for Summer 2023 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. Email listservs to look for candidates

Organize Your Instructors into 5 Groups

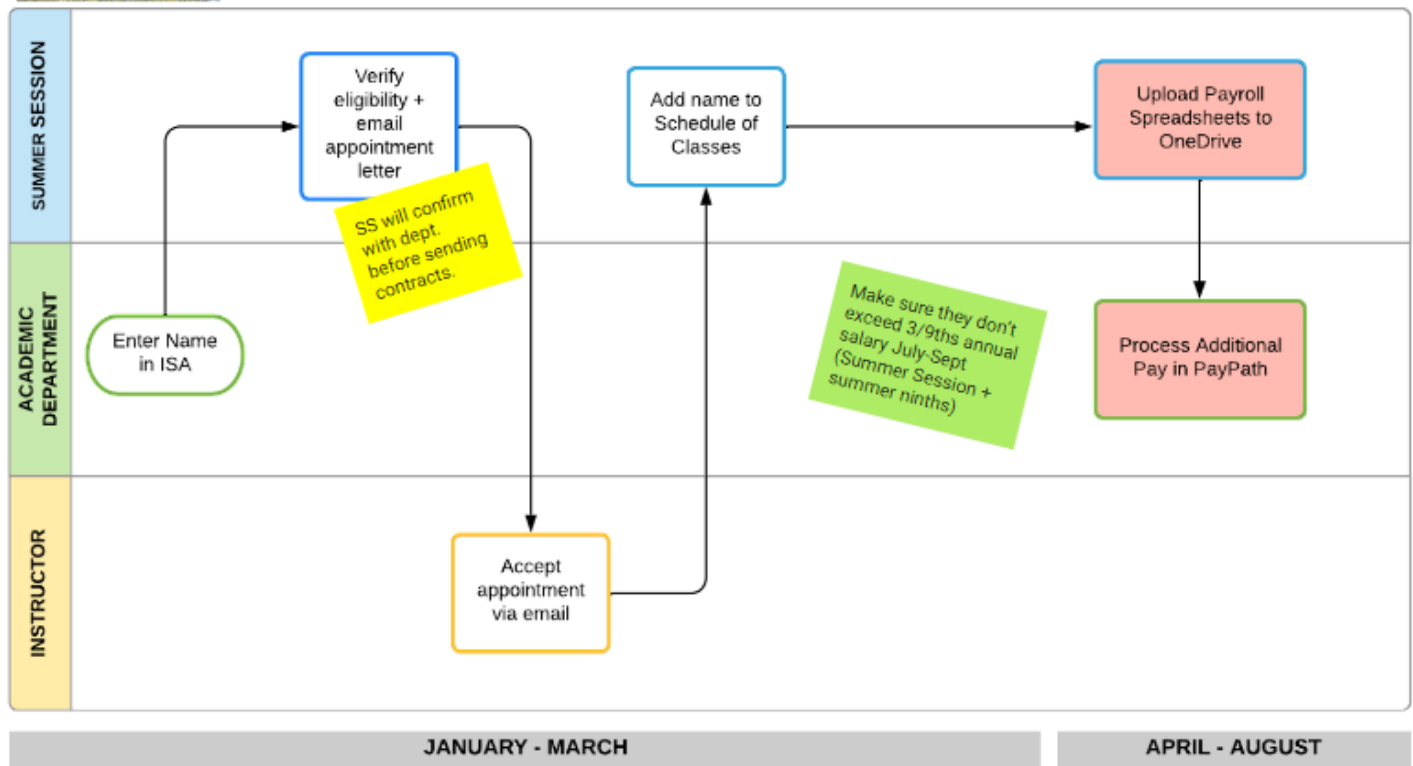Process & Workload Varies by Faculty Type/Group.

Instructor Group	Faculty Types	Department Tasks
 SUN GOD	Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2022-2023 AY.	Issue Additional Pay on existing position/job. Make sure total compensation does not exceed 3/9ths for July-September (1/9th per month)
 STONEHENGE	Lecturers who taught least one quarter in 2022-2023 AY	Create/Reuse a 1550 Position Process Hire in UCPath Enter Additional Pay on 1550 position/job
 RED SHOE	Unit 18 Lecturers, Visiting Professors, and Recall appointees who did not teach in the 2022-2023 AY	Submit an appointment file in Interfolio. Create position & process the hire in UCPath 1550 LECT in Summer Session 1700 Recall Teaching 1108/1208/1308 Visiting Prof Enter Additional Pay on Summer Session job
 SNAKE PATH	Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses	Submit an appointment file in Interfolio. Create position & process the hire in UCPath 1550 LECT in Summer Session 1108/1208/1308 Visiting Prof Enter Additional Pay on Summer Session job Special Handling is Required
 TRITONS	Graduate Students teaching as Associates-In	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

HIRING LADDER RANK FACULTY, LSOE, LPSOE, ADJUNCT/VISITING PROFS WHO TAUGHT 2022-2023 AY
NO Summer Session Position & Hire Needed in UCPath.

SUMMER SESSION

Verify eligibility + email appointment letter

Add name to Schedule of Classes

Upload Payroll Spreadsheets to OneDrive

SS will confirm with dept. before sending contracts.

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

INSTRUCTOR

Accept appointment via email

JANUARY - MARCH

APRIL - AUGUST

Hiring Lecturers Who Taught in 2022-2023 AY

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	
INSTRUCTOR	Accept appointment via email	
DEAN OF UNDERGRADUATE EDUCATION		

JANUARY - MARCH	APRIL - AUGUST

RED SHOE Group

Hiring Lecturers, Visiting Profs, and Recalls who did NOT teach in 2022-2023 AY

Summer Session Appointment File + Position & Hire Needed in UCPath

Flowchart swimlanes:

SUMMER SESSION: Review appointment file → Email appointment letter → Add name to Schedule of Classes → Upload Payroll Spreadsheets to OneDrive

Sticky note: SS will confirm with dept. before sending contracts.

ACADEMIC DEPARTMENT: START Enter Name in ISA → Submit appointment file via Interfolio; Find replacement; 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

INSTRUCTOR: Accept appointment via email

DEAN OF UNDERGRADUATE EDUCATION: Appointment approved? (No / Yes)

Timeline: JANUARY - MARCH | APRIL - AUGUST

SNAKE PATH Group

Hiring FY Appointments (Staff, Postdocs, Researchers), or Faculty form other UCs
Summer Session Appointment File + Position & Hire Needed in UCPath + Special Handling.
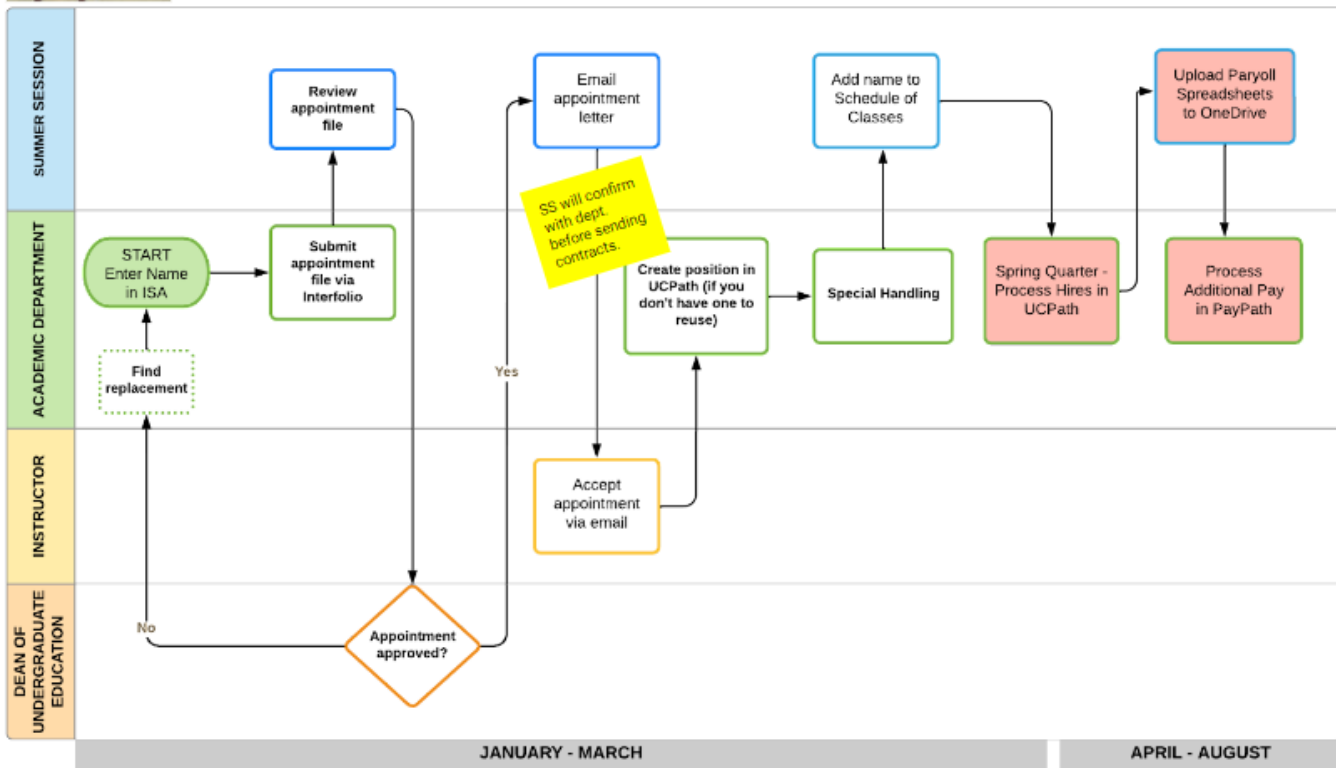
Special Handling Required

FY Appointments (Staff, Researchers, Postdocs)
- 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.

Faculty from other UC Campuses
- Both UC campuses must sign a Multi-Location Agreement Form before the appointment begins.
- 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.) – NOT approved yet for 2023. More information expected in January.

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 6/30/23, you must:

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

Hiring Tasks – Summary by Faculty Type

		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 2022-2023 AY.	no	no	na	no
STONEHENGE	Unit 18 Lecturers with active appointments in the 2022-2022 AY	no	yes	1550	no
RED SHOE	Unit 18 Lecturers who did not teach during 2022-2033 AY	yes	yes	1550	no
	Visiting Profs who did not teach during 2022-2033 AY	yes	yes	1108/1208/1308	no
	Recalled Faculty who did not teach during 2022-2033 AY	yes	yes	1700	no
SNAKE PATH	FY Appointments (Staff, Researchers, Postdocs)	yes	yes	1550	Reduce current appointment to fit 50% Summer Session teaching, or used accrued vacation time.
	Faculty from other UC Campuses	yes	yes	varies (1108/1208/1308/ 1550)	Both campuses must sign Multi-Location Agreement Form.

2023 Hiring Deadlines 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	March 31st	See below
Create positions in UCPath	Can start now	See page 22
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. Use the following chart to identify which documents are required for your candidate.

First select the appropriate faculty type and title code in Column 1. Reading from left to right, boxes with "X" indicate the required document.

Associates-In, Job Code 1506, are not included in this chart. Refer to the Graduate Division presentation for details on processing Associates-In Summer Session applications through the IA System.

			Required Documentation for Summer Session Appointment Files. Must be Submitted via Interfolio.					
1	2	3	4	5	6	7	8	9
Faculty Type & Academic Year Title Code	Summer Session Job Code	No Documents Required	Appointment Summary Form	Dept. Chair Memo	Teaching Evaluations (CAPE) or Reference Letter	CV[1]	Recall Form (UCSD)	Exception Letter to Reduce Appt % and/or use Vacation
UC San Diego Faculty (Dept. Chair and Summer Session Approval Required) - APM-661								
Prof AY-1100 Assoc Prof AY-1200 Asst Prof AY-1300	1100 1200 1300	X						
Prof AY BEE-1143 Assoc Prof AY BEE-1243 Asst Prof AY BEE-1343	1143 1243 1343	X						
Lect SOE 1603,1604,1607,1608	1603,1604, 1607,1608	X						
Lect PSOE 1600,1602,1605,1606,1680	1600,1602,1605, 1606,1680	X						
Lect AY Teaching Current Year 1630,1631,1632	1550	X						
Adjunct Professor AY 3258,3268,3278	3258,3268 3278	X						
UC San Diego Faculty (Dept. Chair and Summer Session, and DUE Approval Required) - APM-662								
Recall (Emeriti) Faculty Teaching Only 1700	1700				X		X	
Recall (Emeriti) Faculty Teaching and Research, Clinical, &/or Administrative 1702	1702			X	X		X	
Fiscal Year Appointments- Researchers- 3200,3210,3220 Postdocs- 3252,3253	1550[3]		X	X	X	X		X
Fiscal Year Appointments- Provost-1047	**Use Underlying Prof Appt. title code as listed above - Column 2. No documents required.**							
Health Compensation Plan (HCOMP) Faculty[2] 1712-1734	1712-1734	*Contact Summer Session for special consideration.*						
Visiting Faculty (Dept. Chair and Summer Session, and DUE Approval Required)								
Visiting Professor	1108,1208, 1308		X	X	X	X		
Lecturer	1550		X	X	X	X		

[1]A current CV is not required for repeat Visiting Faculty who have taught for Summer Session on a continuous basis. (You may use the CV on file.) A current CV is required if there is a break in summer teaching or if the instructor is new and has never taught for Summer Session.

[2]Full-time HCOMP faculty are not eligible to receive additional compensation for teaching Summer Session courses per APM-662.

[3]If Researcher has an underlying professorial appointment, use the corresponding Summer Session Title Code from Column 2.

2. Download blank forms at:
   https://aps.ucsd.edu/tools/forms.html#Appointments

3. See Appendix A. for sample completed forms.

4. Address Department Chair Memo to:

   John C. Moore, Dean of Undergraduate Education

5. Create Case in Interfolio using the Summer Session Appointment template.
   Job Aid can be found in Appendix A, or on the AP SharePoint site.

6. Upload your documents into the Interfolio Summer Session Appointment template as shown in the table below.

Template Section	Forms to Include
1. Summary	Appointment Summary Form or Recall Form
2. Recommendations	Dept. Chair memo to DUE
3. Evidence of Teaching Effectiveness	CAPES or Reference Letter
4. Candidate Documents	CV

Appointment File - Tips for Success

For Summer Session Lecturer appointments, propose annual salary that aligns with comparable faculty & fits on the 7/1/22 Unit 18 Lecturer salary scale. (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 are more important than TA evaluations. Two sets of CAPES are usually sufficient – you don't need to submit all CAPES.

If proposing a first-time instructor, the letter to DUE 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://keepteaching.ucsd.edu/.

Summer Session Sends Appointment Letters

1. Upon DUE approval of an appointment file, Summer Session generates an appointment letter and emails it to the instructor, copies the department MSO, 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 assigned to 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 2022. However, be sure to change the funding if it differs for 2023.

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, and Recalls
> Earn Code ASN - Graduate Students

Quick Reference

Instructor Type	Job Code	FTE	Earn Code
Lecturers	001550	0	ACS
Recall Appointees	001700	0	ASN

Hires & Additional Pay

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.   Sample Appointment Letter
Appendix D.   Excerpts from APM

APPENDIX A. Interfolio Job Aid

![UC San Diego logo]

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"

University of California-San Diego > Cases > Johnny Test >
Case Review Steps

Collapse Steps   Reorder

1   Department Review   ✏ ✖

Departmental AP Staff (0)
⊖ No Instructions   ⊖ No Required Documents   Edit Details

13. Click 'Add Committee'

Edit Step ✕

Manage Step Details   Manage Administrators

Name *

Department Review

Due Date

MMM d, yyyy 📅 ❓

Departmental AP Staff   ✕

☑ This committee can move the case forward and backward.

➕ **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"

Edit Step ✕

Manage Step Details   Manage Administrators

Name *

Department Review

Due Date

MMM d, yyyy 📅 ❓

Departmental AP Staff   ✕

☑ This committee can move the case forward and backward.

Who is reviewing the case at this step?

○ Standing Committee   ○ Ad Hoc Committee   ⊙ Individual User

An individual user can review the case, but will not be able to collaborate with others. To allow multiple members to review together, create a standing or ad hoc committee.

Search For An Individual User

👤 🔍 Search for an existing user

➕ Add   Cancel

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

Departments are responsible for gathering the required documents. See chart on page 18 for list of required documents based on faculty type.

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 Department proposing instructor Degree information Begin and end dates for session(s)
Section 2	**Present Status** Date Home Institution Title Annual salary and % of time **Proposed Status** Title (Lecturer in Summer Session) Title code Proposed annual salary and % of time (50% or 100%) UC San Diego salary scale and session; academic or fiscal
Section 3	Signature of Department Chair (Academic Departments) or Provost (College Programs) or Divisional Dean (Interdisciplinary Programs)
Section 4	**Previous UC Experience** (List previous summer(s) if a returning Lecturer.) Dates Title Annual salary % of time Department (if applicable)
Section 5	**Proposed Classes** Quarter/Session Course# Course Title Projected enrollments and session based on prior offerings, if applicable *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   Department: Communication

Highest Degree/Institution/Year: College of FTE: _____

PhD/UCSD/2020   Begin Date: 8/7/23   End Date: 9/9/23

(2)

Present Status (Date: 12/10/22   )   Proposed Status

Institution: San Diego State University   Title: Lecturer

Title: Lecturer   Title Code: 001550

Title Code: _____   Salary: $64,329.00   % of Time: 50

% of Time: _____   (7/1/22 Unit 18   scale)   Qtr: S223

Basis: Academic ☐   Fiscal ☐   Basis: Academic ☐   Fiscal ☐

Funding Source: _____   Current Year Cost: _____

(3)

Dept/Div Chair Signature: *Sandra Ward*   Date: 1/15/23

On Leave from Home Institution _____   Merit/Salary Incr _____   Retired Faculty _____

Registered UC Grad. Student _____   3-year Appt. _____   Concurrent Appt. _____

(4)

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)

(5)

Proposed Classes

Quarter	Course No.	Course Name	Hours/Week for (P.E.)	Enrollments Projected	Actual (past 2 yrs)
S223	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: **John C. Moore**
   Academic Affairs
   Dean of Undergraduate Education (DUE)

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) 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.

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DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING   9500 GILMAN DRIVE
OFFICE OF THE CHAIRMAN   LA JOLLA, CALIFORNIA
FAX: (858) 822-1559   92093-0404

DATE: January 27, 2023

TO: John C. Moore
        Academic Affairs
        Dean of Undergraduate Education (DUE)

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

RE: Appointment for Steve Software as Lecturer in Summer Session 2023

The Department of Computer Science and Engineering proposes the appointment of Steve Software as a Lecturer for Summer Session 2, 2023 at an annual salary of $83,934 (7/1/22 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 Software is the Owner/Software Engineer at Imagine Group, and the San Diego Regional Manager at CODE. Mr. Software 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. Software's 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. Software 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. Software provide classroom time for students to complete their evaluation.

Course	Term	Enroll	Evals Made	Rcmnd Class	Rcmnd Instr	Study Hrs/Wk	Avg Grade Expected	Avg Grade Received
CSD11	SP16	120	40	83%	60.4%	12.62	3.59	3.08

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

6. Referee signature

7. Referee name, title, and department

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

January 10, 2023

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 2023. 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

Recall Form - Instructions

Please complete Fields as shown below:

1. Employee Information Section

   - Employee ID (EID)
   - Name of Recall (Emeriti) Faculty
   - Home Campus – UC San Diego
   - Home Department
   - Retirement Date

2. Pre-Retirement Information – Complete the gold GC/SIO section only.

   - Title Code/Title/Rank/Step
   - Retirement Annual Salary
   - Scale Date
   - Basis: AY or FY (select from dropdown)
   - Scale Type: Standard

3. Proposed Recall Appointment Section

   - School
   - Department
   - Start Date – 1st day of Session 1, Session 2, or Special Session
   - End Date – Last day of Session 1, Session 2, or Special Session
   - Recall Purpose – Select "Teaching" box
   - Description of Recall Duties – *Teaching <course> for Summer Session 2023*
   - Fund Source(s) – Select "Core Funds" box
   - Funding Source Details – *Summer Session pays the instructor salary*.
   - Teaching Assignments (if Applicable)
     - Quarter - Enter S123 or S223 or S323
     - Course number
     - Course Title
   - Complete the gold GC/SIO section:
     - Annual Salary (on current salary scale)
     - Scale Date
     - Percent time
     - Total Annual Compensation – enter Summer Session course salary
     - Title Code – Select "1700-Recall Teaching"

4. Page 2 – Signature Page
   - Retiree acknowledgement – Signature and Date
   - Approval Signatures and Dates
     - Department Chair/College Provost
     - Dean of Undergraduate Education approves Summer Session teaching recalls in lieu of the school deans.

5. Pages 3-6 – Additional AP Guidelines. Please review.

Recall Form – Sample

ACADEMIC RECALL APPOINTMENT FORM

Employee Information		
Employee ID: 10777777	Employee Name: Tommy Triton	
Home Campus: UC San Diego	Home Department: Anthropology	
Retirement Date: 6/30/07		

(1)

Pre-Retirement Information			
GC/SIO: Pre-Retirement Information			
Title Code/Title/Rank/Step: 1100/Professor-AY/Step 6			
Retirement Annual Salary: 111,800	Scale Date: 10/07	Basis: AY ▾	Scale Type: Standard ▾
HS: Pre-Retirement Information			
Title/Rank/Step:			
Total Negotiated Salary (TNS):	Scale/APU (at time of retirement): Select ▾		

(2)

Proposed Recall Appointment	
School: School of Social Sciences	Start Date[1]: 7/3/23
Department: Anthropology	End Date: 8/5/23

[1]Start Date must be 30 days after retirement.

Recall Purpose:	☑ Teaching	☐ Research
	☐ Administrative	☐ Other

(3)

Description of Recall Duties:

Teaching ANTH 101 for Summer Session 2023.

Fund Source(s):	☑ Core Funds
	☐ Non-Core Funds

Funding Source Details:

(See RTAD Guidelines starting on page 3 for additional information)

Summer Session pays the instructor salaries.

Teaching Assignments (If Applicable):

Quarter	Course #	Course Title
S123	ANTH 101	Foundations of Social Complexity

GC/SIO		
Annual Salary: 149,300	Scale Date: 10/1/22	
Percent Time: 50%	Total Annual Compensation: 12,691	
Title Code: 1700-Recall Teaching ▾		

APPENDIX C. 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

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OFFICE OF SUMMER SESSION

9500 GILMAN DRIVE, MAIL CODE 0079
LA JOLLA, CALIFORNIA 92093-0079
Rev. 12/22
Standard

December 12, 20223

John Smith
Psychology

Sample 2023 Appointment Letter

SUBJECT: 2023 Summer Session Appointment

Course, Units:	PSYC 4, 4 Units	Important Dates	
Session:	Session 1, 5 Weeks	5/31/23	Your Deadline to Cancel this Appointment
Dates:	7/3/23-8/5/23	6/5/23	Course Cancellation Deadline (If low enrollment)
Percent of Time:	50% Appointment		
		8/1/23	Pay Date
		8/8/23	eGrades Due to Registrar
		7/4/23	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 December 12, 20223 to teach PSYC 4 ."

Course Salary $5,468

Calculated as 8.5% of $64,329, your UCSD academic annual salary effective June 30, 2023.

Course Cancellation for Low Enrollment
If enrollment is fewer than 15 students on 5/31/23, Summer Session reserves the right to cancel the course and your appointment to teach this course. Summer Session will contact your department by 6/5/23 to determine if your course will be cancelled due to low enrollment. See Figure A: Summer Session Compensation Timeline for additional details.

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. 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 8.5% of your nine-month UCSD academic salary as of June 30, 2023. Additional details are available in the Summer Session 2022 Guidebook.

If you are no longer able to teach and need to cancel this teaching appointment, please contact your Department Chair by 5/31/23. If your course has low enrollment, Summer Session will contact your department by 6/5/23 to determine how the class 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 23, 2023, information regarding course scheduling such as the days, times and location of your course can be viewed at http://TritonLink.ucsd.edu.
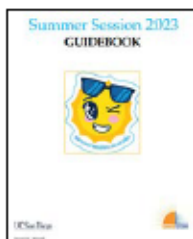
If you have questions, please contact Lisa Bargabus at summer-payroll@ucsd.edu.

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

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

Figure A: Summer Session Compensation Timeline

4/10/23	5/31/23	6/5/23	8/1/23
Students begin enrollment	Your deadline to cancel this appointment	Summer Session deadline to contact department about low enrollment.	Pay Date

APPENDIX D. 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.

---

[1] Any 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.

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 his or her department, even if he or she 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 which 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.