How to Hire Summer Session Instructors

UC San Diego
summersession.ucsd.edu

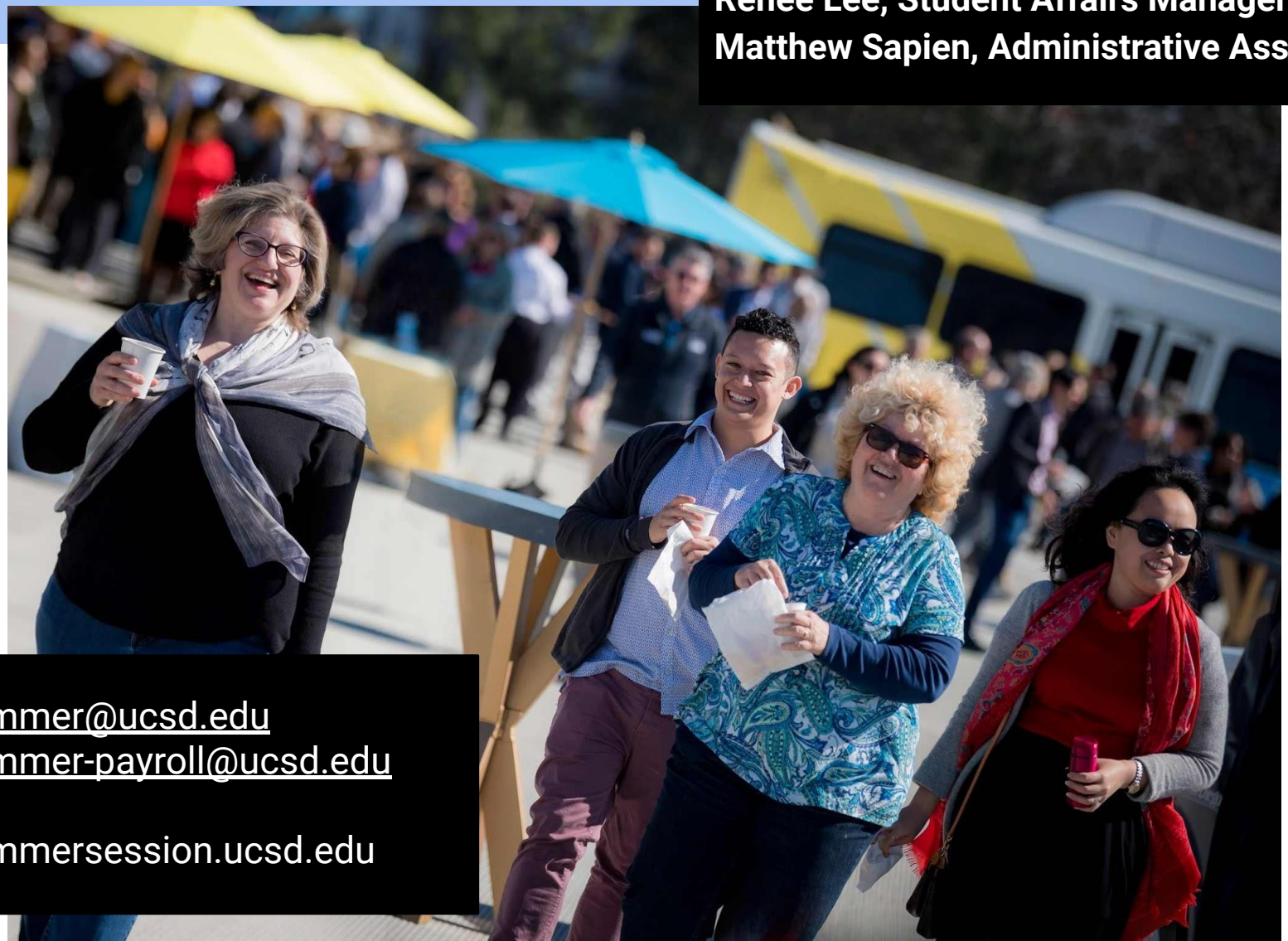
Summer Session 2023
December 13, 2022

Agenda

- Welcome
  - Matt Sapien, Summer Session
- Summer Session Overview
- Hiring - Who, How, When, Where
- Faculty, Lecturers
  - Lisa Bargabus, Summer Session
- Associates-In, IAs
  - Dimple Bhatt & Kacy Cashatt, GEPA
- Questions

Summer Session Team

Becky Arce, Director
Lisa Bargabus, Business Manager
Renee Lee, Student Affairs Manager
Matthew Sapien, Administrative Assistant



summer@ucsd.edu
summer-payroll@ucsd.edu

summersession.ucsd.edu

Thank YOU for a Successful Summer Session 2022!

- Enrollments - 32,103 (*down 5% from 2021*)
- 95% of Summer Session students are UCSD Students
  - Supports **Time to Degree** Initiative
- 780 Summer Session Instructor Appointments

914 proposed classes for Summer Session 2023!

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
  - $349/Unit – Visiting Student Rate

Residents & Non-Residents pay the same rate.

- Open recruitment not required for instructors.
- Summer teaching appointments are not in AP Data
- Summer Session pays:
  1. Instructor Course Salaries
  2. TA Allocation (block-funded) to Departments - $2.6M in 2022
  3. Administrative Funding to Departments - $1.6M in 2022

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

Instructor Pay
Summer Session pays the gross salary + GL + benefits for all instructors.
Not part of your department FTE.

TA Allocation
Formula based on number of classes (more than 10 students), total enrollment, and your department TA Load Factor. See the Summer Session 2023 Guidebook, page 43 for the formula. Summer Session pays the TA allocation + GL + benefits.

Incentive Pilot Program
Departments that offer more courses and teach more students than in 2018 will receive
$1,000 per course + $25 per student (A&H, Social Sciences,Rady, SIO, Colleges, & related programs)
$50 per student (Physical Sciences, School of Bio. Sci, JSOE, and related programs)

Departments that do not exceed 2018 courses and enrollments receive the standard Department Administrative Services Program(DASP) funding:
$500 per course + $13 per student (A&H, Social Sciences,Rady, SIO, Colleges, & related programs)
$33 per student (Physical Sciences, School of Bio. Sci, JSOE, and related programs)

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.

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.

Summer Session 2023 - Modality

1. In-person modality is approved
2. Online “R” courses are approved
3. Remote modality is currently not approved. Expect a decision from campus leadership in January.

Read the Summer Scoop for the latest information. Sign up here: https://signup.e2ma.net/signup/1931866/1922989/

Summer Session will also send targeted emails with updated information.

Summer Programs for 2023

Summer Success Programs

Leadership is meeting to plan for 2023.

Summer Graduate Teaching Scholars (SGTS)

Grad students are nominated by Departments (Nov.)

Students teaching as first-time Assoc-In have priority

SGTS committee selects participants.

Grad students attend training at the Teaching + Learning Commons and receive $1,200 stipend.

Faculty mentors receive $500 to their research account/Project.

Global Seminars

21 programs planned for 2022.

Subject to change (*Covid travel restrictions*)

How Summer Session Works

OCTOBER	NOVEMBER	DECEMBER	JANUARY
Audit & Reporting	Call for course proposals Course proposals due	Approve courses Preview of Classes posted	Begin appointment letters Departments finalize Schedule Build
FEBRUARY	**MARCH**	**APRIL**	**MAY**
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 pay date Session 2 begins Fees due	Session 2 pay date Sessions end Reporting begins

Summer Session 2023

5-WEEK SESSIONS		INSTRUCTOR PAY DATE
Session 1	July 3 – August 5	8/1/23
Session 2	August 7 – September 9	9/1/23

SPECIAL SESSIONS		INSTRUCTOR PAY DATE
3 Weeks	July 3 – July 22 July 24 – August 12 August 14 – September 2	8/1/23 8/1/23 9/1/23
8 Weeks	July 3 – August 26	8/1/23
10 Weeks	July 3 – September 9	8/1/23
15 Weeks	June 19 – September 22 Restricted Session (year-round programs only)	8/1/23

How Summer Session Works

ACADEMIC DEPARTMENTS

Decide WHAT to teach
Propose courses in ISA

Decide WHO is teaching
Enter instructors in ISA
Submit appointment files in Interfolio
Submit Associate-In 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 DUE approval of Lecturers

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 allocation & department admin funding

Resources for Summer Session Instructors

Canvas Sites for New Visiting Instructors
Canvas team working with dept. IT staff to create accounts based on what AD login will be. 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

keepteaching.ucsd.edu

All Summer Session instructors are eligible to use the Teaching + Learning Commons.

Individual consultations

Support to design syllabus for shorter summer terms

Slack communities

Instructor Compensation

Course Salary - 1 per course

1 class - 50% appointment

2 classes - 100% appointment

2 classes max per Session

4 classes max per Summer

Success Bonus (Summer Success Program Courses ONLY - 2023 details still pending)

Lab Bonuses - For science wet-labs only

2 Pay Dates:
Session 1 - 8/1/23
Session 2 - 9/1/23

Instructor Compensation – How Course Salary is Calculated

Course Salary – Always uses AY annual salary in effect on 6/30/23.

Summer Session 2023 is the end of the 2022-2023 AY.

So we use the annual salary in effect Spring 2023.

3-7 Unit Course	**1-2 Unit Course**	**8+ Unit Course**
8.5% of UCSD AY annual salary	**4.25%** of UCSD AY annual salary	**17%** 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		Low Enrollment Notification
Session 1	July 3 – August 5	6/5/23
Session 2	August 7 – September 9	7/10/23

SPECIAL SESSIONS		Low Enrollment Notification
3 Weeks	July 3 – July 22 July 24 – August 12 August 14 – September 2	6/5/23 6/5/23 7/10/23
8 Weeks	July 3 – August 26	6/5/23
10 Weeks	July 3 – September 9	6/5/23
15 Weeks	June 19 – September 22 Restricted Session (year-round programs only)	Varies

Instructor Compensation – How it Works

Example - Teaching 2 Courses in 1 Session

Course salary for Course A

Course salary for Course B

One ice cream cone per position per pay period.

Lecturer with $64,329 annual salary, teaching two 4-unit courses

Course salary for Course A = $5,468 (8.5% annual salary)
Course salary for Course B = $5,468 (8.5% annual salary)

July pay period = $10,936 as Additional Pay

Instructor Compensation – How it Works

Example - Teaching 2 Courses in 1 Session

Course salary for Course A

Course salary for Course B

Requires coordination when the same instructor teaches for different departments.

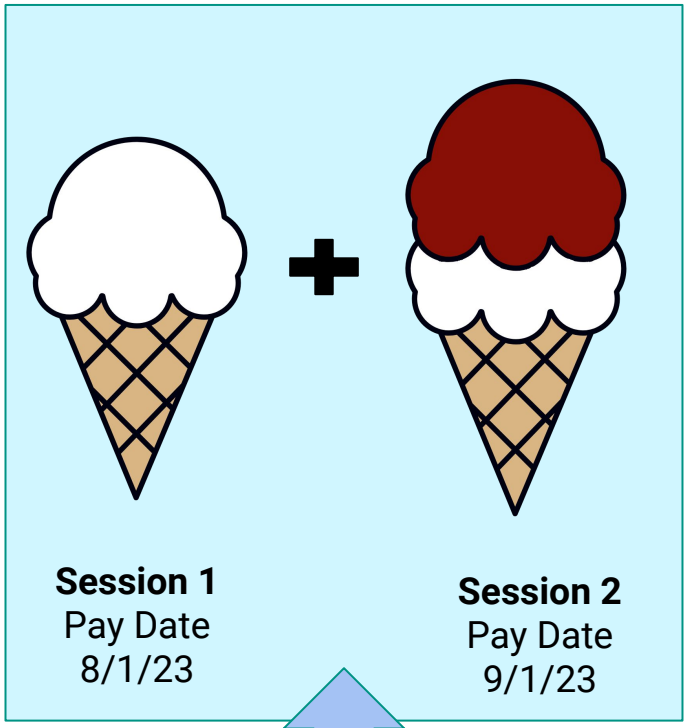
More about that in payroll training - Spring Quarter.

Lecturer with $64,329 annual salary, teaching two 4-unit courses

Course salary for Course A = $5,468 (8.5% annual salary)
Course salary for Course B = $5,468 (8.5% annual salary)

July pay period = $10,936 as Additional Pay

Instructor Compensation – AP Policy Limitations



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

Includes Summer Session + all other summer salary

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

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

Fiscal year appointees (postdocs, research scientists, staff) can receive an additional 1/12th annual salary - need Lecturer appointment. Must reduce FY appointment or use vacation accrual.

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

Instructor Compensation – Limits Require Adjustments

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

- Can earn max of 1/9th per month (~11% annual salary)
- Teaching 2 courses in same session = 17% annual salary
- Need to spread their payment over 2 months:
  Pay 1/9th + Pay remaining 6% the next month

Example: Professor Teaching 2 classes in Session 1
AY annual salary is $111,500; 1/9th is $12,388
Course salary = $9,478 ($111,500 * .085)
Total Summer Session payment = $18,956 (9,478 * 2 courses)
Need to spread that payment over 2 months:

Pay $12,388 in July pay period + remaining $6,568 in August pay period

Instructor Compensation – Limits Require Adjustments

Recall Teaching - Spread payment over 2 or 3 months
Only pay them 43% of 1/9th each month (~4.8% annual salary)

- 1 class pays full salary - spread over 2 months
- Teaching 2 classes would pay ~14.4% (not 17% annual salary)

Example: Recall Teaching 1 class in Session 2
AY annual salary is $120,200; 1/9th is $13,355
Course salary = $10,217 ($120,200 * .085)
Allowed to pay 43% of 1/9th per month: 13,355 * .43 = $5,742
Need to spread that payment over 2 months:

Pay $5,742 in Aug. pay period + remaining $4,475 in Sept. pay period

If they want to teach 2 classes, the maximum Summer Session can pay them is: $5,742 in July, Aug, & Sept = $17,226.

Not enough room to pay 17% annual salary, which is $20,434.

Instructor Compensation – Limits Require Adjustments

Teaching Four 4-Unit Courses

ALL instructors teaching 4 courses require a 1% payment reduction
WHY? 4 × 8.5% = 34%, which exceeds 33% max

Unit 18 Lecturers teaching 4 courses:

Reduce Session 2 course salaries by 1%

Ladder-Rank Faculty and Teaching Profs teaching 4 courses:

1/9th in July
1/9th in August
1/9th in September

Graduate Students teaching as Associates-In:

Can't reduce their salary by 1%, so they can only teach 3 courses max.
Subject to change with new contract

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, etc.)

Hiring Summer Session Instructors
Tips & Tricks

1. Find out what courses are approved for Summer 2023 and who will be teaching.
   - Courses have already been submitted in the Instructional Scheduling Assistant (ISA)
   - Summer Session will approve the courses before the holiday break.

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 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.
   Interfolio, IA System, UCPath, Summer Session OneDrive

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

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 2022-2023 AY.
STONEHENGE	Unit 18 Lecturers with active appointments in the 2022-2023 AY (even if just for 1 Quarter)
RED SHOE	Unit 18 Lecturers, Visiting Professors, and Recall appointees who did not teach in the 2022-2023 AY
SNAKE PATH	Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses
TRITON	Graduate Students teaching as Associates-In See GEPA presentation.

SUN GOD Group

Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2022-2023 AY.

No appointment file needed.

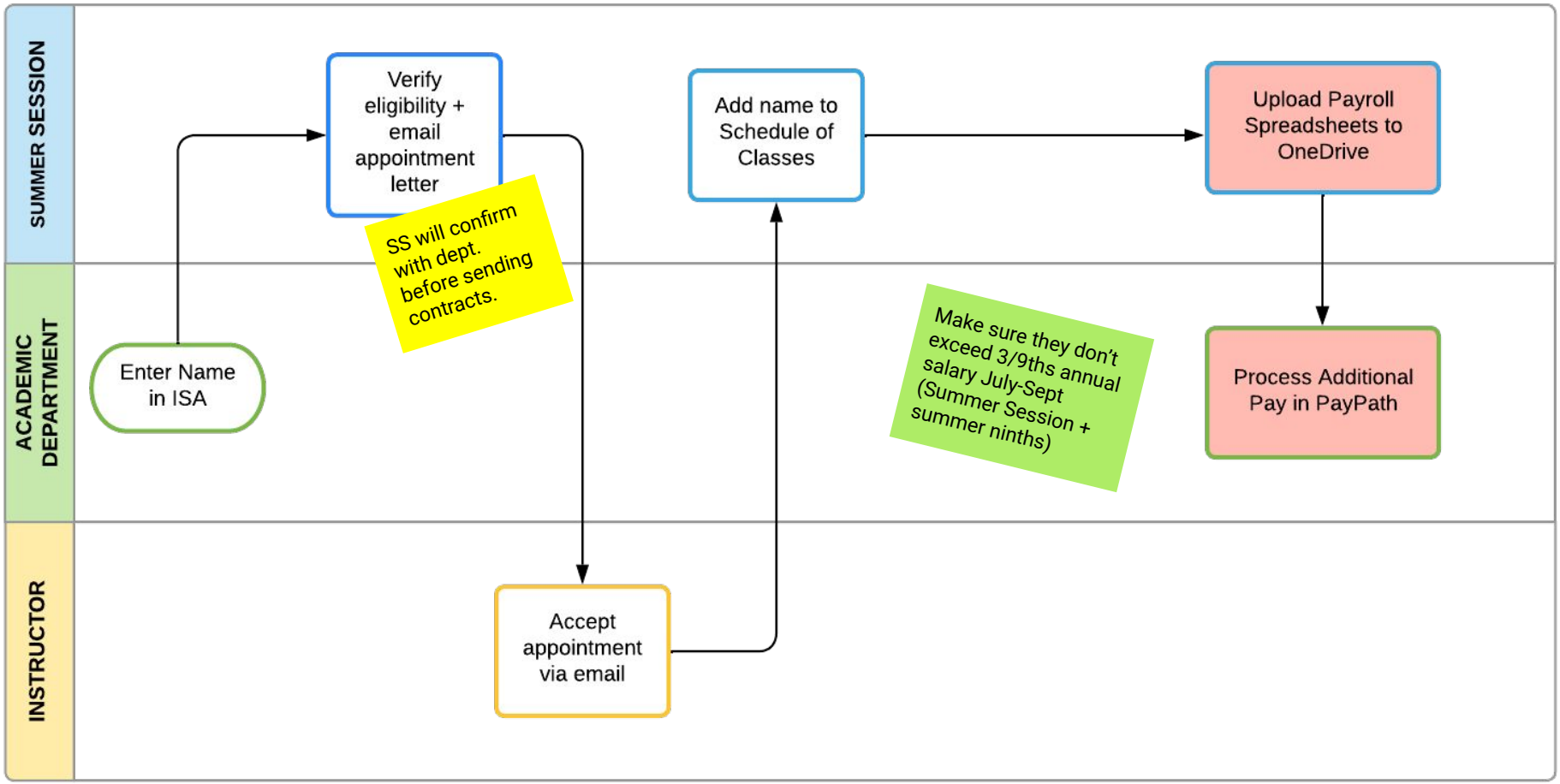
No summer position & hire needed in UCPath

Additional pay will be issued on their current position

You just need to worry about processing the additional pay in July-September.

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.



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 6/30/23

Visiting Professors

Eligible to teach SS with a Visiting Professor job code

If they have a Visiting Prof appointment ending 6/30/23:

- 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.

Graduate student appointment letters are in the IA System.

STONEHENGE Group

Unit 18 Lecturers with active appointments in the 2022-2023 AY

(even if just for 1 Quarter)

No appointment file needed.

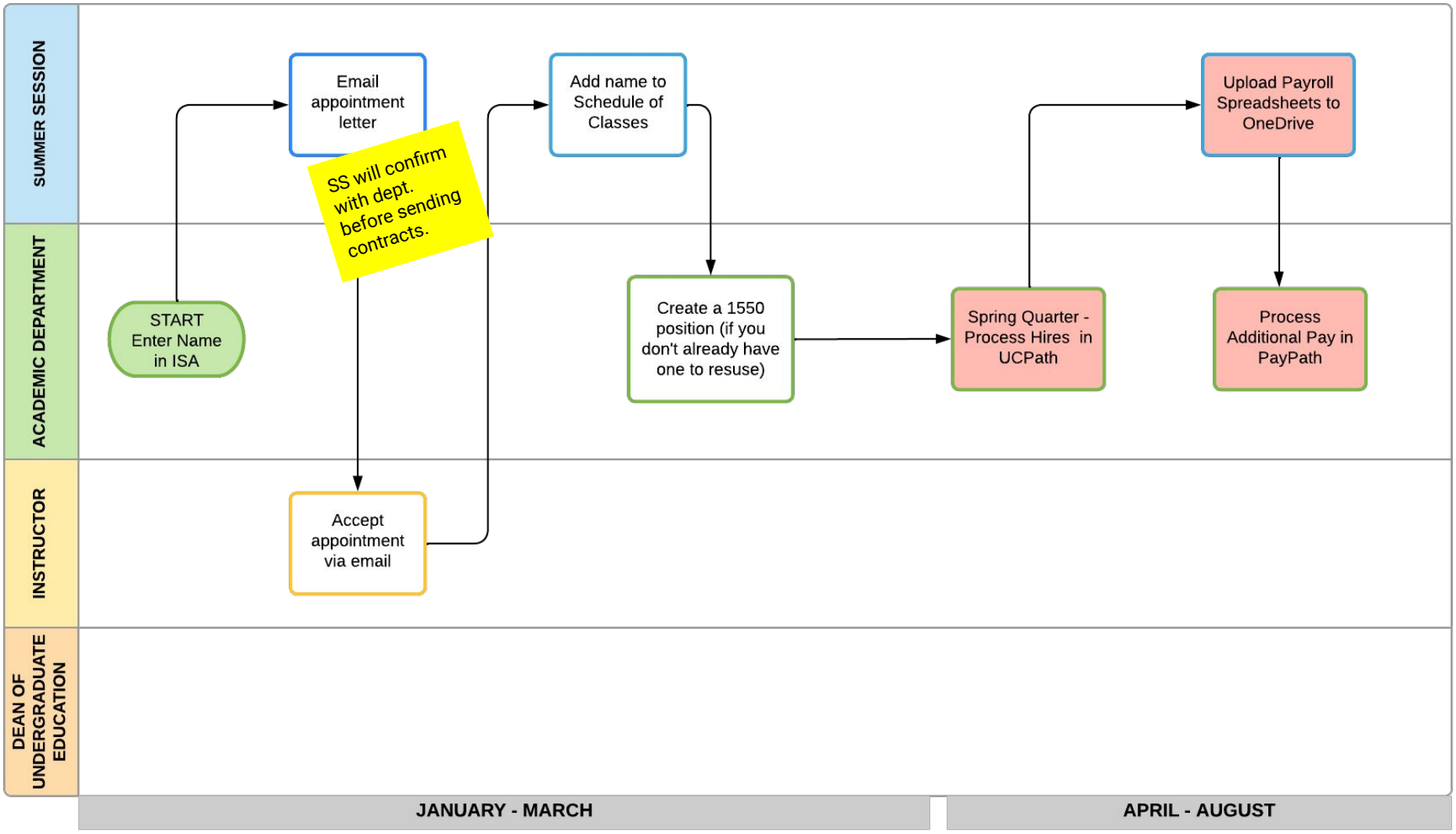
You need to create a **001550 LECT in Summer Session** position & process the hire in UCPath

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

STONEHENGE
Group

Hiring Lecturers Who Taught in 2022-2023 AY

LECT in Summer Session Position & Hire Needed in UCPath.



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)

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.

Email listservs to look for candidates

Hold on Processing Summer Session UCPath **Hires** until Spring Quarter

Create positions now - but wait until Spring Quarter 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 tips on how to hire Summer Session Lecturers.

RED SHOE Group

Unit 18 Lecturers, Visiting Professors, and Recall appointees who did not teach in the 2022-2023 AY

You need to submit an appointment file in Interfolio.

You need to create position & process the hire in UCPath

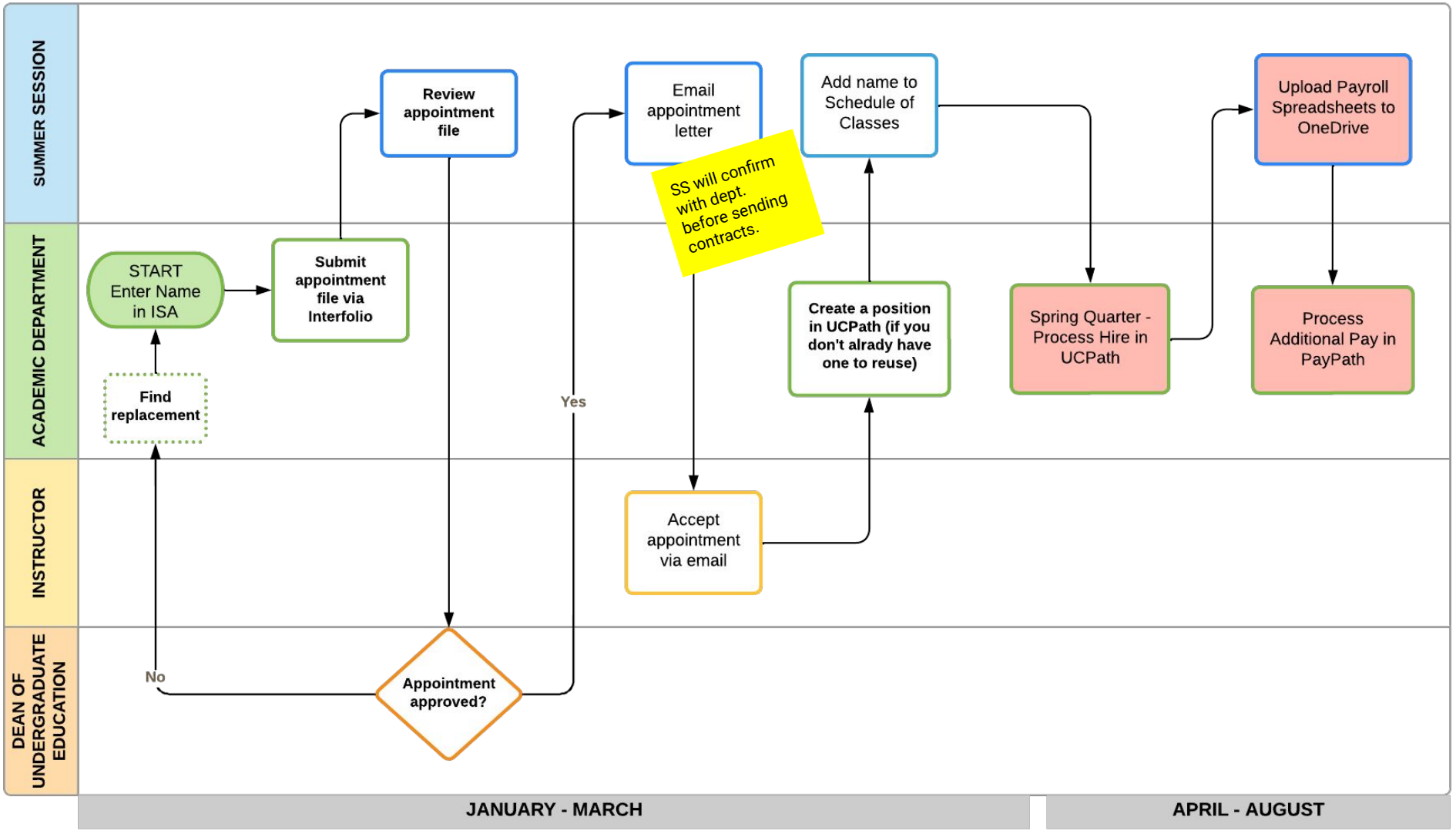
1550 LECT in Summer Session
1700 Recall Teaching
1108/1208/1308 Visiting Prof

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

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



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 6/30/23 cannot teach in Session 1 2023.

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
FTE = 0 and BYA salary plan

Earn Code for Recall appointments is **ASN**

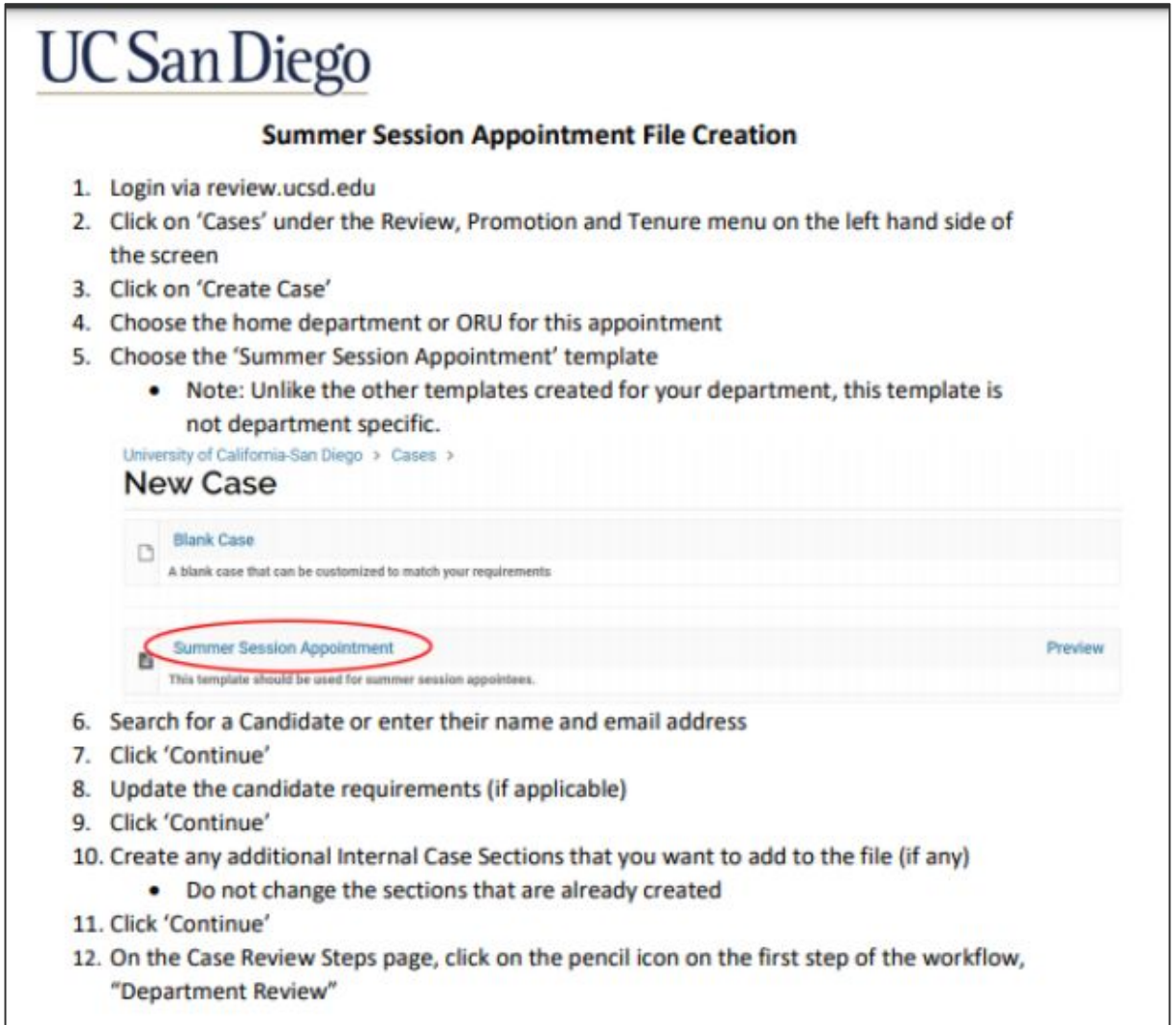
Different than Faculty & Lecturers

How to Submit Appointment Files in Interfolio

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

Why? Because Dean of Undergraduate Education (DUE) 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.

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 or Recall Form
2. Recommendations	Dept. Chair memo to DUE
3. Evidence of Teaching Effectiveness	CAPES or Reference Letter
4. Candidate Documents	CV

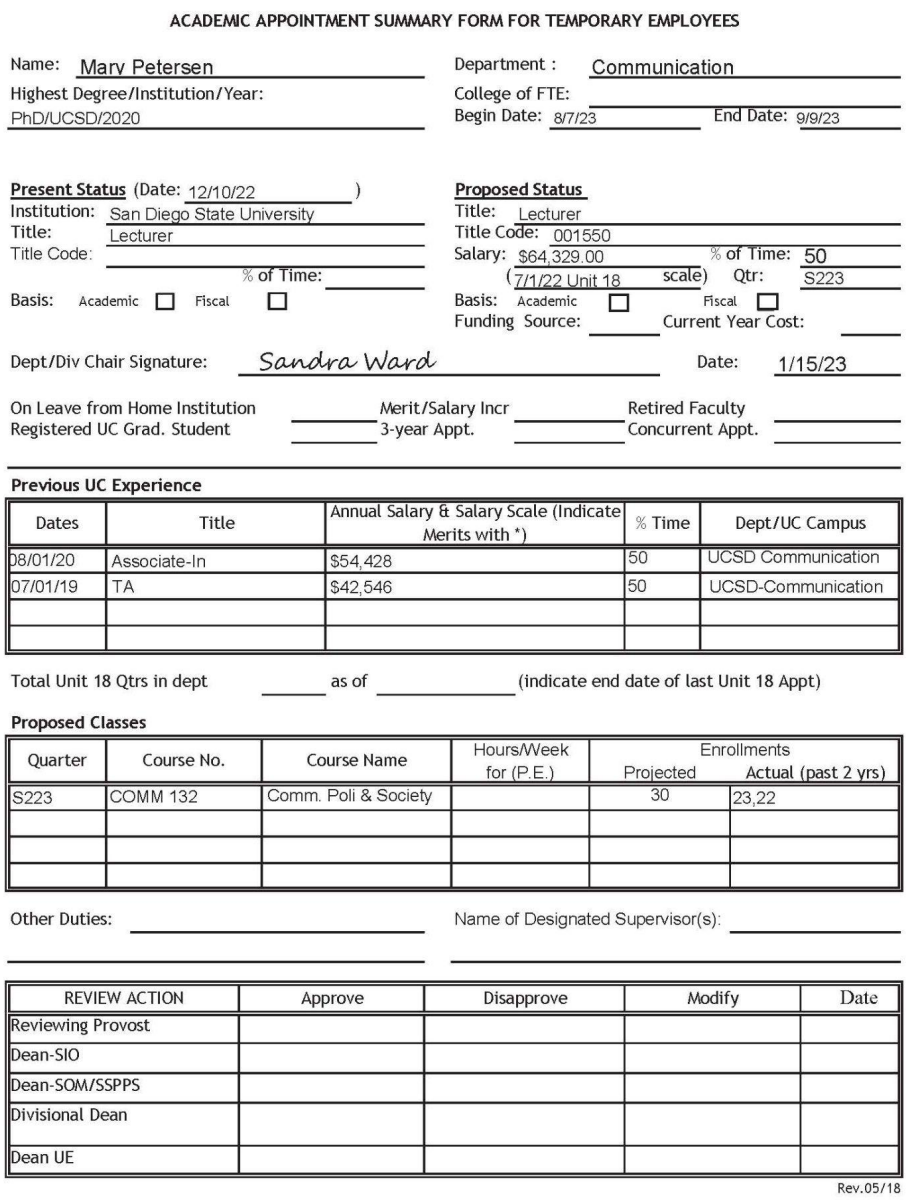
Summer appointments are not currently included in AP Data, so use PDF forms.

Forms Needed in Appointment Files

			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 Title 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		X	X	X	X		X
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		

See page 20 in the Instructor Appointment Handbook.

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: 8/7/23 End Date: 9/9/23

Present Status (Date: 12/10/22)
Institution: San Diego State University
Title: Lecturer
Title Code:
% of Time:
Basis: Academic ☐ Fiscal ☐

Proposed Status
Title: Lecturer
Title Code: 001550
Salary: $64,329.00 % of Time: 50
(7/1/22 Unit 18 scale) Qtr: S223
Basis: Academic ☐ Fiscal ☐
Funding Source: Current Year Cost:

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

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

[Download the PDF form here](#) and fill it in.

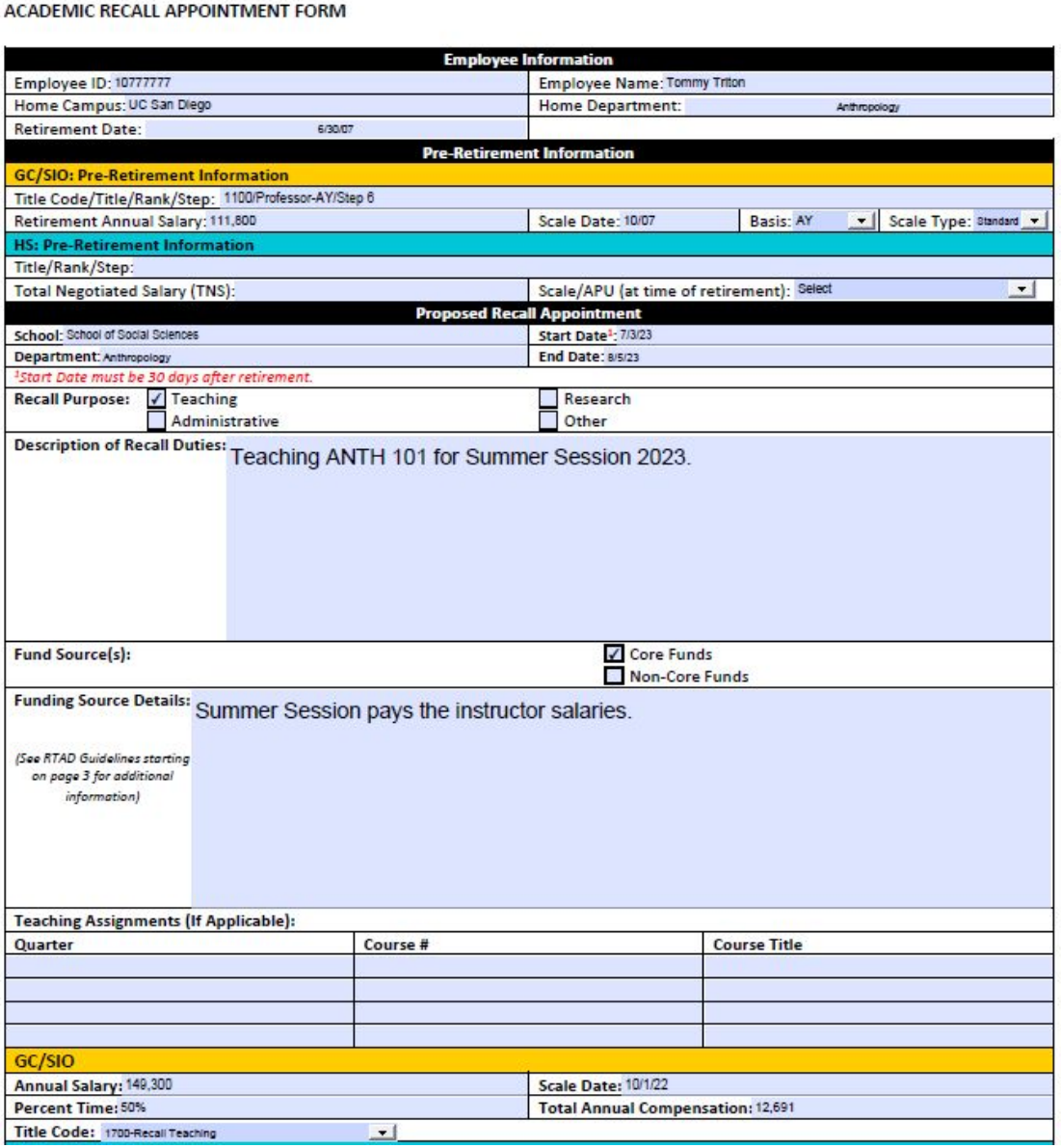
Use Session dates (not pay period dates)

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 - 7/1/2022 scale for Unit 18 Lecturers

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

SUMMARY: Sample Academic Recall Appointment Form



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	

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		

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

Description of Recall Duties: Teaching ANTH 101 for Summer Session 2023.

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

Funding Source Details: Summer Session pays the instructor salaries.

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

Teaching Assignments (If Applicable):

Quarter	Course #	Course Title

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

[Download the NEW form here](#).

Recall appointees need a 30-day break in service. (Cannot teach in Session 1 if they retire 6/30/23)

Recall Teaching appointment files only need:

1. UCSD Academic Recall Appointment form
2. CAPES

DUE approves Summer Session Recall Teaching appointments in lieu of the school deans

See instructions on page 3. Signatures are on page 2

RECOMMENDATIONS: Sample Letter to Dean of Undergraduate Education (DUE)

UNIVERSITY OF CALIFORNIA, SAN DIEGO UCSD

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

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

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA
92093-0404

DATE: January 27, 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

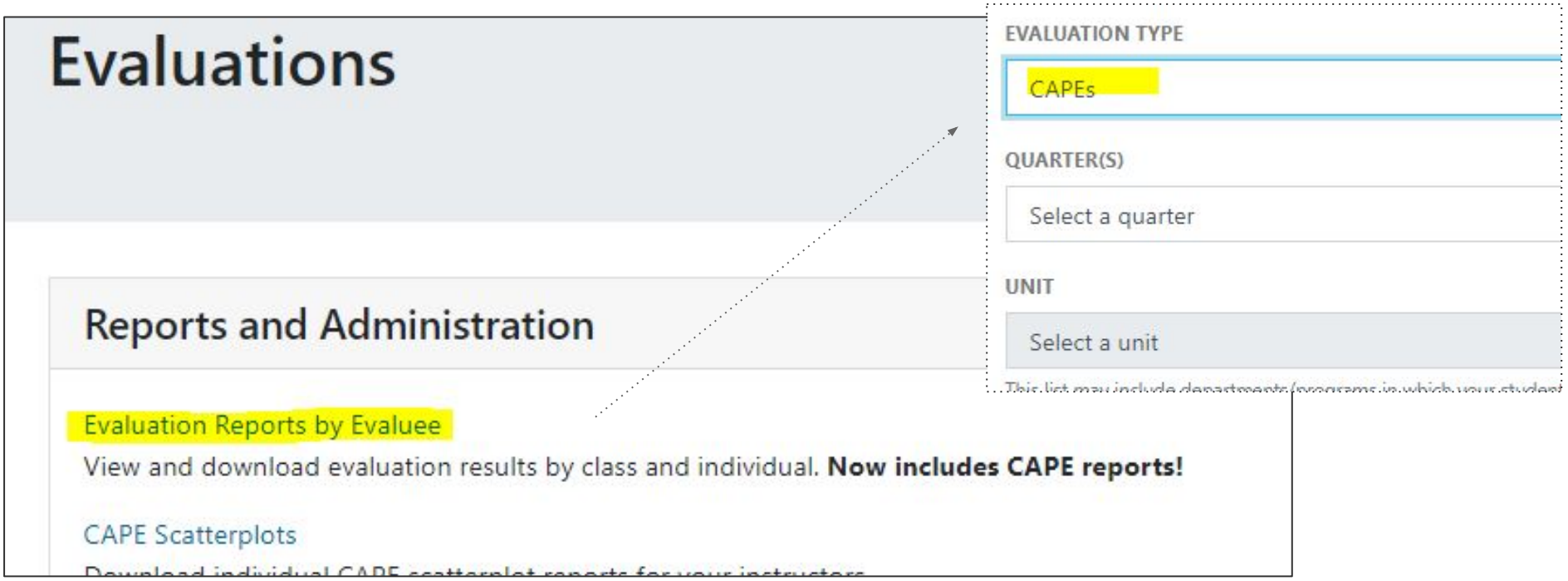
Letter should be addressed to John Moore, Dean of Undergraduate Education

Tip for Letter to DUE

If proposing an instructor teaching at UC San Diego for the first time, the letter to DUE 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

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



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 DUE.
  http://www.cape.ucsd.edu/faculty/tips.html

- Teaching CAPES are more important than TA evaluations. 2 or 3 sets of CAPES are usually sufficient – don't need all CAPES.

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

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

1550 LECT in Summer Session
1108/1208/1308 Visiting Prof

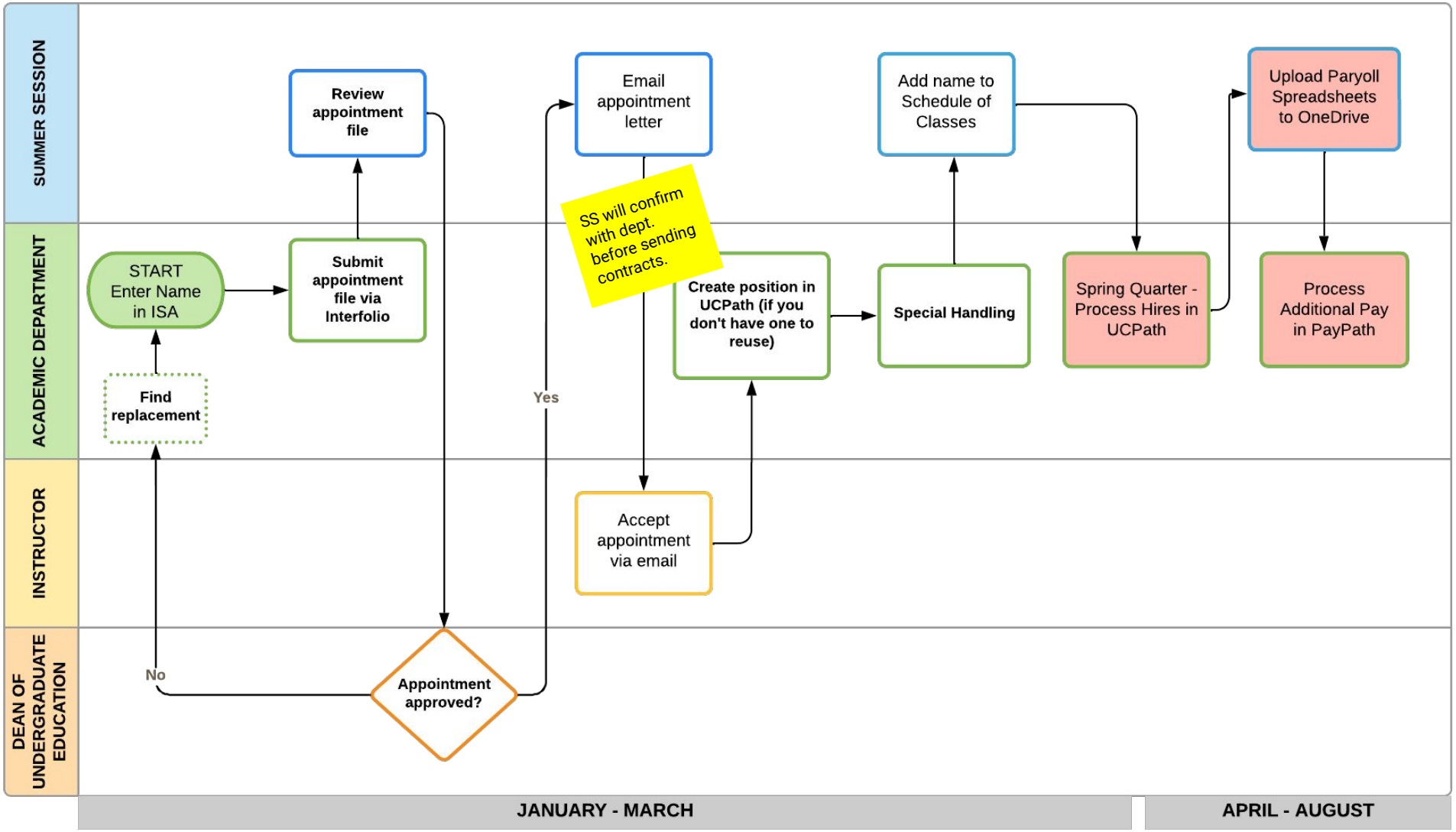
You need to process the additional pay in July-September.

Special Handling is Required

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.



SNAKE PATH Group

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

Fiscal Year Appointees (Staff, Researchers, Postdocs)

Hire on a 1550 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.

Alternatively, accrued vacation time can be used.

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

Certain visas do not allow teaching.

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).

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 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.

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	Due March 31st
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-In Applications

2023 Summer Session Appointment File Preparation

Division of Graduate Education and Postdoctoral Affairs (GEPA) Contacts

Dimple Bhatt (M - End)

Graduate Employment Coordinator

Laura Jimenez (A - L)

Graduate Employment Coordinator

For questions, please submit a ticket to Services & Support

Overview

Topics and Agenda

Agenda

- Academic Senate Policy
- GEPA Policy and Academic Eligibility
- Submission guidelines
- Resources

About this Information Session

- 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

About this Information Session

This is a supplement session to information that is already published online.

Appointments by Term

In the last 3 years, on average, there were between 30-50 Associate-In applications per quarter.

Fall = 42

Winter = 40

Spring = 41

Total = 123

233

Last Year’s Summer Appointments

Associates-In (Teaching a Course)

- The Educational Policy Committee (EPC) is the authorized body on policies regarding Associates-In (AIs)
- EPC delegated review and approval authority to the Dean of Graduate Division in 2009
- Undergraduates benefit from unique expertise of graduate students
- Graduate students gain supervised teaching experience in their field

GEPA Review Priorities

- Quality of instruction for undergraduate students
- Training and mentorship for graduate students
- Alignment with Academic Senate policy

Policy for Associate-In to Teach Upper-Division Courses

Educational Policy Committee, UC San Diego Academic Senate

Applicability of Associates-In

1. The appointment is not intended as a means of graduate student support or as a regular means for replacement of faculty
2. The appointment either
   a) Provides and opportunity for undergraduate students to benefit from the unusual talents or unique expertise of advanced graduate students
   b) Is used as a substitute for a faculty appointment only when it is impossible to make an appropriate temporary faculty appointment, or
   c) Provides graduate students with an opportunity to obtain supervised teaching experience within his or her field of expertise

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-In
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-In 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

Limitations on Serving

1. Graduate students may serve as an Associate-In no more than three (3) times during their career at UC for upper division courses nor for more than one course in a single quarter (**not counting Summer Session**).
2. The limit on upper division AI appointments in any academic year will be 10% of the upper division courses (not counting 197, 198, 199 courses) taught in the department or program during the prior year

Deadlines for Application

1. Applications must be received to the Academic Senate Office 4 weeks prior to the start of the quarter in which a course is to be taught.*

*In order for applications to be reviewed by Academic Senate, and meet the 4-week deadline, nomination files should be submitted to GEPA NO LATER THAN 6 weeks prior to the start of instruction.

Upper-Division: May 22, 2023

Lower-Division: May 30, 2023

Deadlines: Summer 2023 Upper- and Lower-Division Courses
Applications due to GEPA for timely processing

GEPA Policy for Associate-Ins

Graduate Student Employment Policy & Procedures

Review Process

- Advance date
- # of TA quarters as of last Spring
- Spring eval rating
- # of times as Associate for UD class (academic year)
- PCTL
- SUTL
- GPA
- Current registration
- Good Standing
- Total academic employment (over-50%, etc.)
- Completeness of application

Review Process: Teaching Evaluations

- 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.

Review Process: Department Nomination Letter

- Addressed to Dean of Division of Graduate Education and Postdoctoral Affairs
- From the Department Chair or Program Director
- Proposed nominee name and PID, session, course, and pay rate
- List the qualifications of the nominee
  - Use the guidance from Academic Senate
- How the student will be supported in this role
  - Faculty mentor
  - Address any teaching support
  - Classes/workshops
  - Low student teaching evals (<75%)
- Any exceptional circumstances
  - Ex. Advancement to Candidacy issues

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.

Faculty Mentorship

EPC Policy: The department chair or program director or a faculty designee (who has previously taught the course) will be responsible for the oversight of an appointed Associate-In and will be required to act as a mentor to the student

Departments nominating students as first-time instructors are required to list a faculty mentor for Upper and Lower Division courses.

For Lower-Division courses, this information can be provided in the department nomination letter OR listed in the IA System Application in #10.

For Upper-Division courses, this information should be listed in the IA System Application in #10.

Limitations on Serving

No AI appointments to Graduate Level (200) courses

Specialized Training

EPC Policy: Candidates must have successfully served as a Teaching Assistant in the department or program area in which they would be appointed as Associate-In or successfully completed specialized training in instruction

Departments must show that the student has connected with the Teaching+Learning Commons and has completed specialized training.

Specialized Training

Drafted Information for the Student Once Flagged

To ensure that the instructor is aware of and can receive teaching support on campus, we request that the instructor participates in either a Teaching Workshop or individual Teaching Consultation, whichever they would most benefit from in preparation to teach as Instructor of Record. The instructor should register for this support by [date] and provide evidence of having participated by [date].

Find a list of upcoming Teaching Workshops here: https://commons.ucsd.edu/educators/faculty-programs/eth-workshops.html

Sign up for a Teaching Consultation on the form linked from this webpage: https://commons.ucsd.edu/educators/grad-student-programs/consultations-and-observations.html

If the instructor feels that this notification was received in error or that the lower student evaluations do not merit additional support, information can be provided in the department nomination letter or with a separate letter of explanation and will be considered by Graduate Division. In any case, support from the Teaching + Learning Commons and Engaged Teaching Hub are open to and can benefit instructors of all levels and experiences, both before and during the teaching experience.

If you have questions about why you received this notification, please contact GEPA: grademployment@ucsd.edu

If you have questions about how to sign up for teaching support (workshops or consultations), please contact the Engaged Teaching Hub: engagedteaching@ucsd.edu

Language can be found at: https://collab.ucsd.edu/x/fmxjBg

Specialized Training

Evidence of Participation

For evidence of participating, instructors receive a “Reflection and Action Plan” form following consultations (and can be requested after workshops); this form sends them a copy of their response, which can also serve as evidence for the consultation, if they are willing to share that. (Add info about proposed dates/workshop name)

Specialized Training

Introduction to College Teaching (especially useful for Associate-In preparation): https://commons.ucsd.edu/educators/faculty-programs/eth-workshops.html#Introduction-to-College-Teachin

IA System

Completing the Associate-In Nomination Application

Associate-In General Questions

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

Academic Year

Associate-In General Questions

1. Proposed course
   CGS 123 - Gender & Reproductive Politics
2. Proposed quarter
   WI21
3. Proposed appointment percent time
   50
4. Projected enrollments for the proposed course
   20
5. Actual (past 2 years) enrollments for the proposed course
   WI20-14, WI18-17

Summer

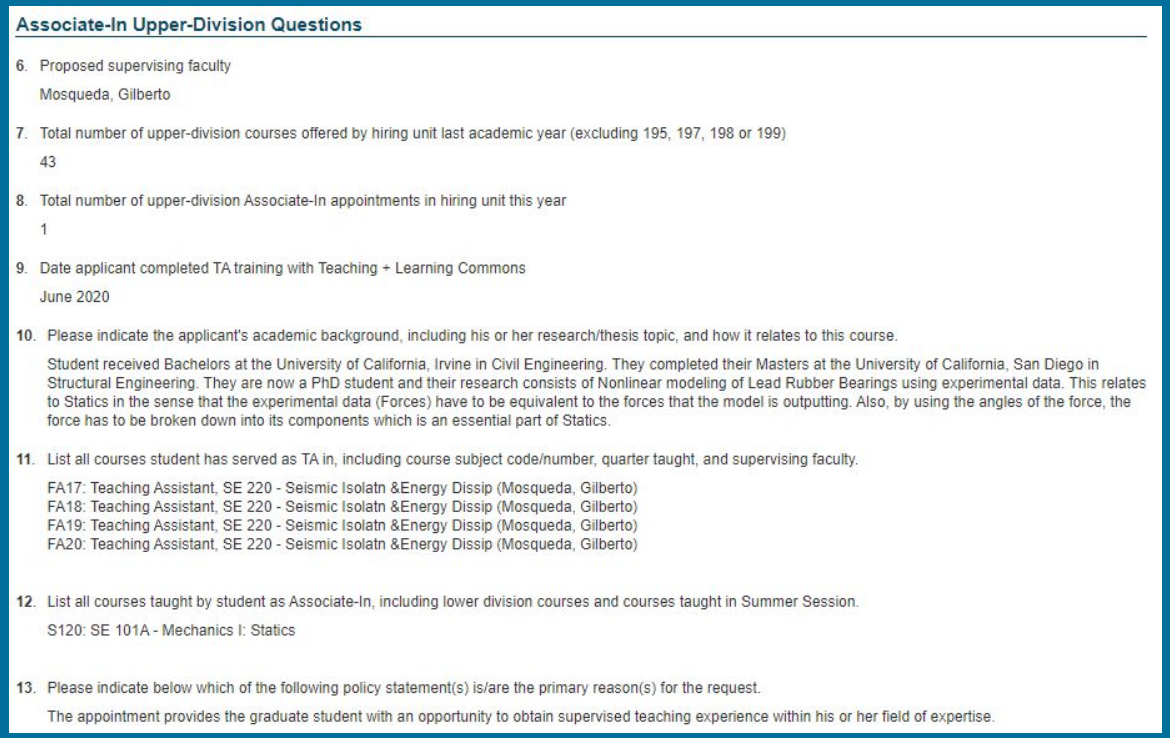
Associate-In General Questions

1. Proposed course
   ETHN 152 - Law and Civil Rights
2. Proposed quarter
   S220
3. Sub-term (Special Session ONLY)
4. Proposed appointment percent time
   50
5. Projected enrollments for the proposed course
   30
6. Actual (past 2 years) enrollments for the proposed course
   FA18=34; WI18=40
7. How many instructors will be teaching this class?
   1
8. How many sections of this course will the applicant teach in the selected term?
   1
9. Maximum units students can earn in the selected course
   4

Associate-In Upper-Division Questions

Academic Year

Tip: For first time nominations, #6: “Proposed supervising faculty” should be completed for Lower-Division courses too



Associate-In Upper-Division Questions

6. Proposed supervising faculty

   Mosqueda, Gilberto

7. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)

   43

8. Total number of upper-division Associate-In appointments in hiring unit this year

   1

9. Date applicant completed TA training with Teaching + Learning Commons

   June 2020

10. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course.

    Student received Bachelors at the University of California, Irvine in Civil Engineering. They completed their Masters at the University of California, San Diego in Structural Engineering. They are now a PhD student and their research consists of Nonlinear modeling of Lead Rubber Bearings using experimental data. This relates to Statics in the sense that the experimental data (Forces) have to be equivalent to the forces that the model is outputting. Also, by using the angles of the force, the force has to be broken down into its components which is an essential part of Statics.

11. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.

    FA17: Teaching Assistant, SE 220 - Seismic Isolatn &Energy Dissip (Mosqueda, Gilberto)
    FA18: Teaching Assistant, SE 220 - Seismic Isolatn &Energy Dissip (Mosqueda, Gilberto)
    FA19: Teaching Assistant, SE 220 - Seismic Isolatn &Energy Dissip (Mosqueda, Gilberto)
    FA20: Teaching Assistant, SE 220 - Seismic Isolatn &Energy Dissip (Mosqueda, Gilberto)

12. List all courses taught by student as Associate-In, including lower division courses and courses taught in Summer Session.

    S120: SE 101A - Mechanics I: Statics

13. 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.

Associate-In Upper-Division Questions

Summer

Tip: For first time nominations, #10: “Proposed supervising faculty” should be completed for Lower-Division courses too

Associate-In Upper-Division Questions

10. Proposed supervising faculty

GORE, DAYO F.

11. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)

42

12. Total number of upper-division Associate-In appointments in hiring unit this year

3

13. Date applicant completed TA training with Teaching + Learning Commons

FA15

14. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course.

Please see the attached letter from our department chair.

15. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.

FA15: Reader, CGS 100 - Conceptlzg Gender-Theory&Methd (Santizo, Gabriela Domitila)
WI16: Reader, SOCI 188I - Israeli-Palestinian Conflict (Shafir, Gershon)
SP16: Reader, ETHN 118 - Contemprary Immigration Issues (Dorr, Kirstie A.)
FA16: Teaching Assistant, DOC 1 - Diversity (Mariscal, George)
WI17: Teaching Assistant, DOC 2 - Justice (Gagnon, Jeffrey C)
SP17: Teaching Assistant, DOC 3 - Imagination (Gagnon, Jeffrey C)
FA17: Teaching Assistant, ETHN 1 - Intro: Land and Labor (Frank, Ross H.)
WI18: Teaching Assistant, ETHN 2 - Intro:CirculationsofDifference (Espiritu, Yen)
SP18: Reader, CGS 112 - Sexuality & Nation (Dorr, Kirstie A.)
FA18: Associate (in lieu of TA), - ()
WI19: Associate (in lieu of TA), - ()
SP19: Reader, AAS 10 - Intro/African-American Studies (Odom, Mychal Matsemelaali)
SP19: Associate (in lieu of TA), - ()

16. List all courses taught by student as Associate-In, including lower division courses and courses taught in Summer Session.

S218: CGS 123 - Gender & Reproductive Politics
S119: CGS 147 - Black Feminisms Past & Pres

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.

Documents

Tip: You can combine department nomination letter, CV, and any supporting documents into one PDF and upload in first question (#14 or 18). Or upload each document to a separate question.

For **SGTS** applicants, you can upload a copy of the SGTS nomination packet under #18 instead of submitting a new nomination letter.

Academic Year

Documents

14. 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.
    Combine all documents in one PDF File and upload
15. Please upload a memo providing the recommendation justification for this request.
    Department nomination letter
16. Please upload a departmental exception letter for this applicant (if applicable).
    Department exception letter (if applicable)
17. Please upload this applicant's Academic Biography.
    Applicant's Academic Bio/CV
18. If no CAPEs are available for this applicant, please upload a letter of support.
    Letter of Support

Summer

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.
    Combine all documents in one PDF File and upload
19. Please upload a memo providing the recommendation justification for this request.
    Department nomination letter
20. Please upload a departmental exception letter for this applicant (if applicable).
    Department exception letter (if applicable)
21. Please upload this applicant's Academic Biography.
    Applicant's Academic Bio/CV
22. If no CAPEs are available for this applicant, please upload a letter of support.
    Letter of Support

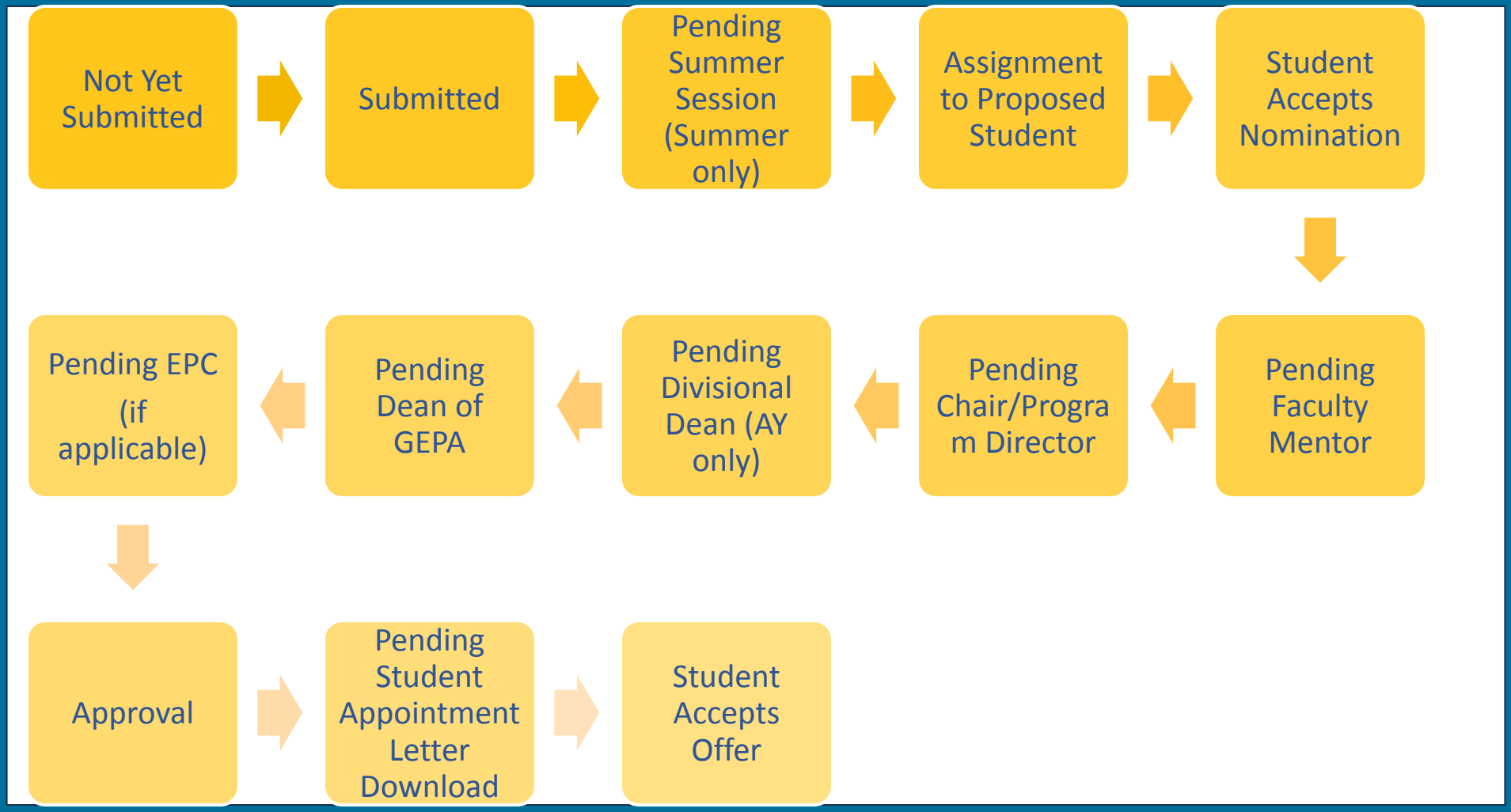
New Functionality - SGTS Campaign

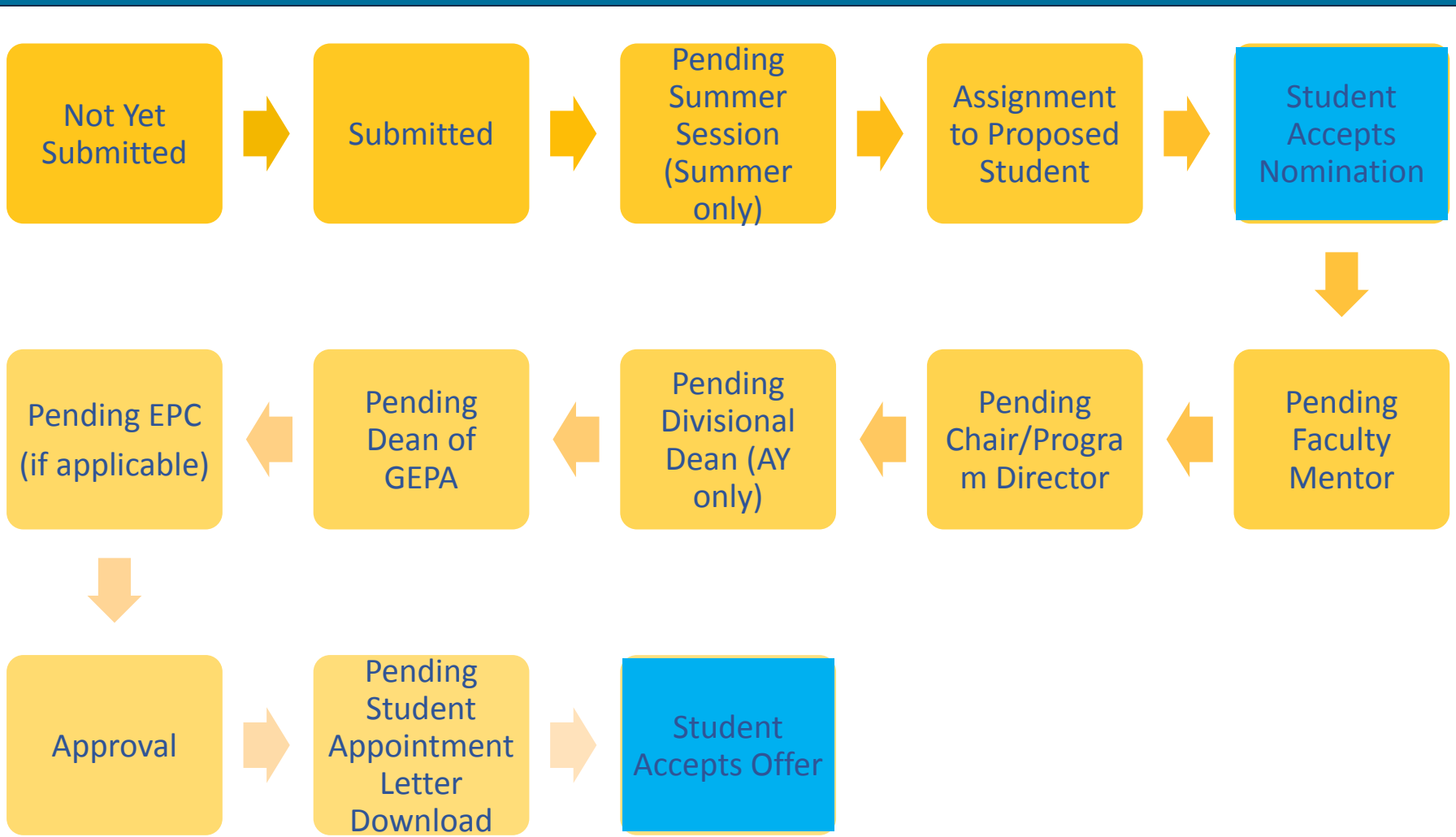
Summer Graduate Teaching Scholars

- If an application for campaign “UC San Diego - Summer Graduate Teaching Scholars” was submitted, you have the ability to select the applicable SGTS application to copy
- Responses to the questions that are in both campaigns will be copied over to the Summer Associate-In application
- Ability to modify responses after copying them over
- Similar to current process where you can copy from one application to a new one

Approval

Routing and Application Status


Not Yet Submitted
Submitted
Pending Summer Session (Summer only)
Assignment to Proposed Student
Student Accepts Nomination
Pending Faculty Mentor
Pending Chair/Program Director
Pending Divisional Dean (AY only)
Pending Dean of GEPA
Pending EPC (if applicable)
Approval
Pending Student Appointment Letter Download
Student Accepts Offer


Not Yet Submitted
Submitted
Pending Summer Session (Summer only)
Assignment to Proposed Student
Student Accepts Nomination
Pending Faculty Mentor
Pending Chair/Program Director
Pending Divisional Dean (AY only)
Pending Dean of GEPA
Pending EPC (if applicable)
Approval
Pending Student Appointment Letter Download
Student Accepts Offer

Corrective Actions

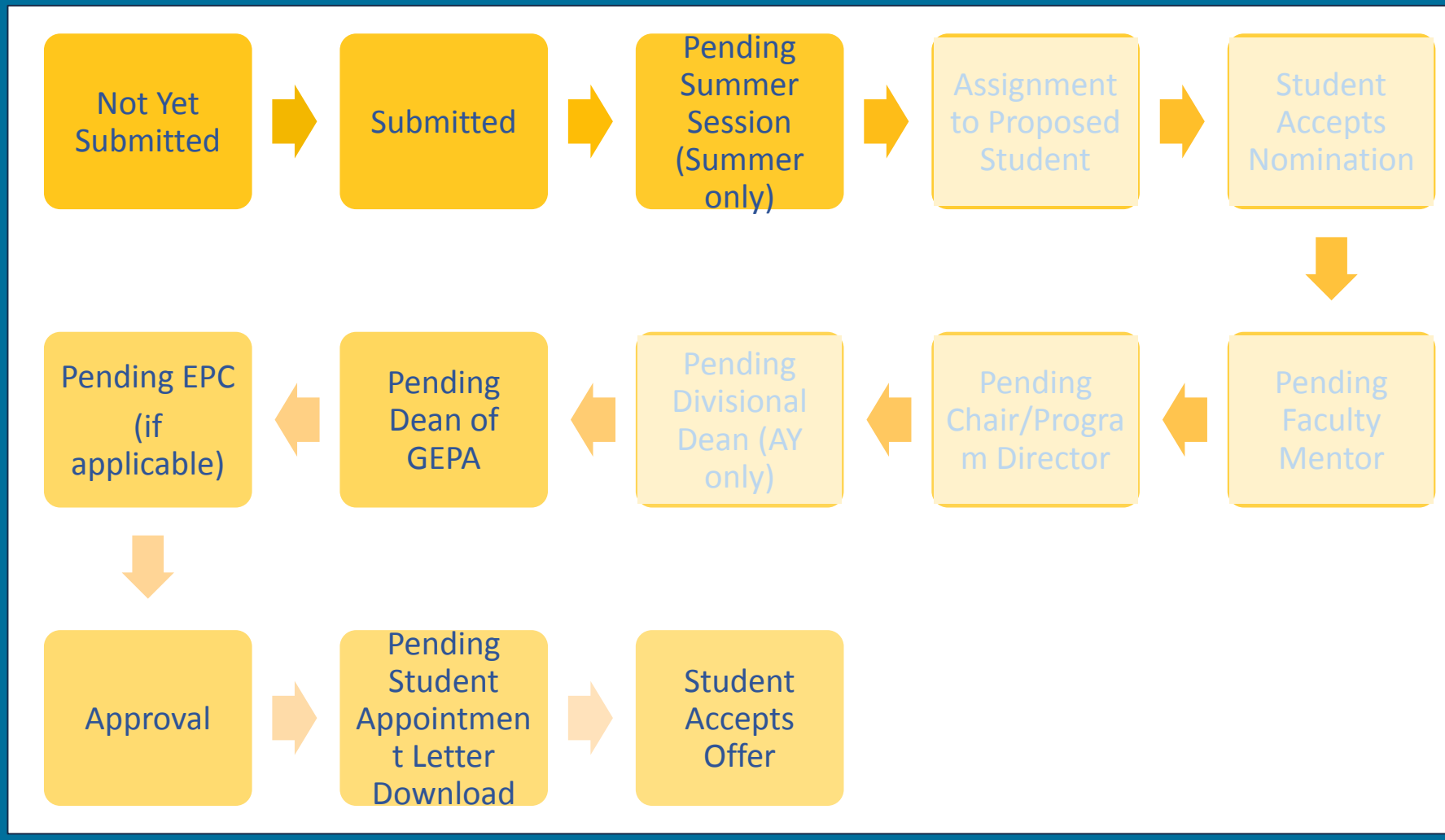
Return to Department for Quick Edits

- Clerical errors (typos in the rate, name, faculty mentor, question responses)
- PDF errors (additional blank pages; NOT all blank pages)

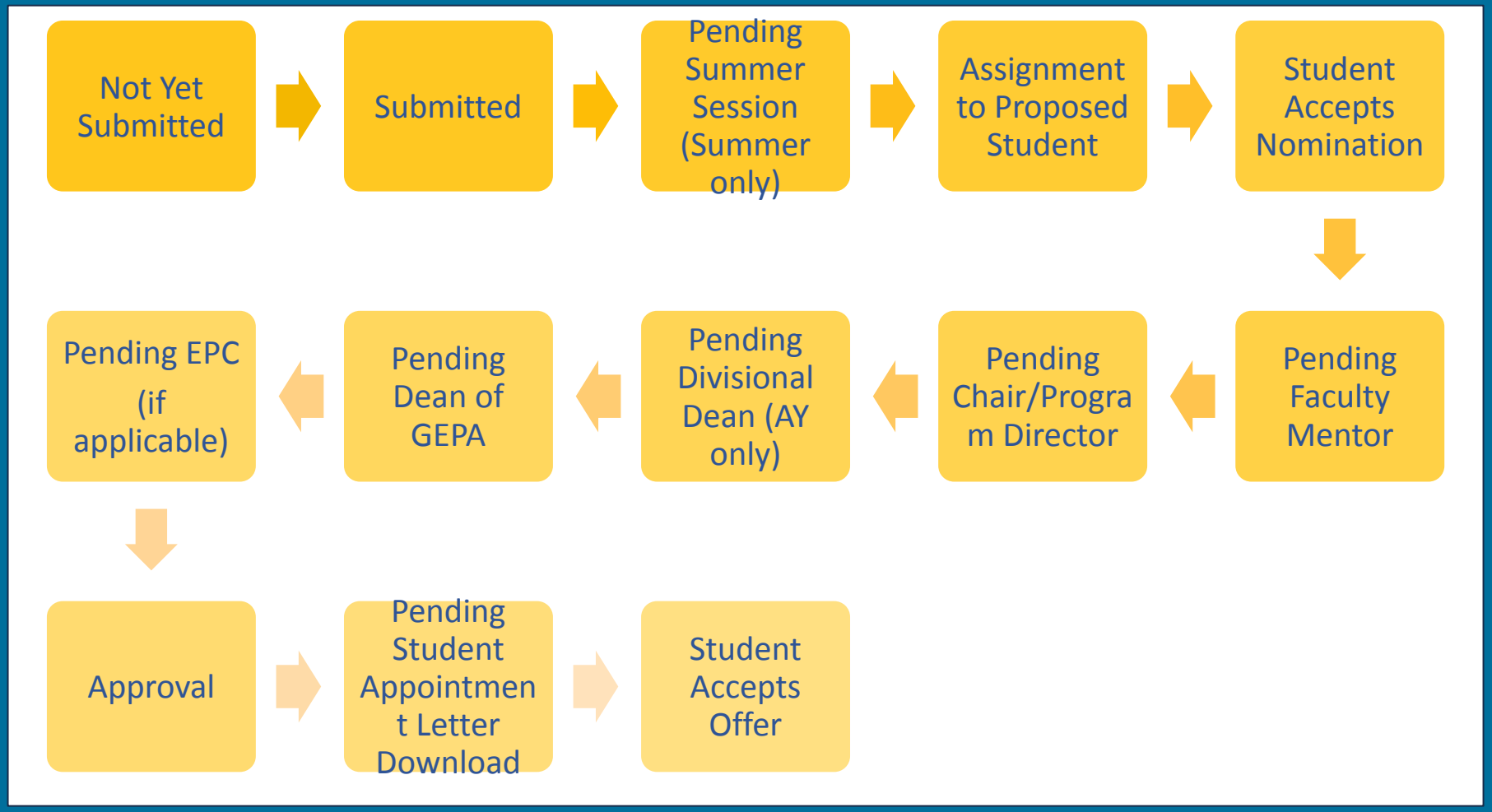
Return to Department for Revisions

- 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

Return to Department for Quick Edits



Return to Department for Revisions



Resources

Contacts and Web Links

Contacts

- IA System access, technical support, system feedback:
  - ATS, ats@ucsd.edu
- Policy, appointment files, payroll data entry:
  - Graduate Student Employment team, 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

Matt Sapien, msapien@ucsd.edu

GEPA

Dimple Bhatt & Kacy Cashatt, grademployment@ucsd.edu

Happy Holidays!

See you for payroll training in Spring Quarter.