

How to Hire Summer Session Instructors



UC San Diego
summersession.ucsd.edu

**Updated February 20, 2024 with NEW compensation changes.
See slides 18-26.**

Summer Session 2024
January 10, 2024

Agenda

- Welcome
- Summer Session Overview
- Hiring - Who, How, When, Where
- Faculty, Lecturers
 - Lisa Bargabus, Summer Session
- Graduate Students as Associate Instructors
 - Dimple Bhatt & Kacy Cashatt, GEPA
- Questions

Summer Session Team

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summersession.ucsd.edu

Thank YOU for a Successful Summer Session 2023!

- Enrollments - 31,417
- 95% of Summer Session students are UCSD Students
 - Supports **Time to Degree** Initiative
- 816 Summer Session Instructor Appointments

So far, 937 proposed classes for Summer Session 2024!

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
 - \$374/Unit – Visiting & Grad Student Rate
- Open recruitment not required for instructors.
- Summer teaching appointments are not in AP Data
- Summer Session covers costs - appointments are not part of department FTE

Residents & Non-Residents pay the same rate.

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

Instructor Payroll Expenses ~ \$7M in 2023

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

TA/Tutor/Reader Payroll Expenses ~ \$2.4M in 2023

Summer Session reimburses the gross salary + GL + benefits for all instructional support (TAs, Tutors, Readers).
Not part of your department FTE.

Incentive Pilot Program ~ \$1.6M in 2023

NEW for 2024

Academic Units will receive:
\$1,000 per course + \$50 per enrollment

Plus, an additional \$500 per course for specific “High-Impact” courses that are taught in Summer Session. The list of “High-Impact” courses will be available on March 1st.

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

Article 23 - Summer Session

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

- a. a course taught by a Unit 18 Lecturer during the academic year is moved to Summer Session and the course is no longer offered during the academic year; and
- b. that students are required by their academic program to take such a course(s);
- c. regardless of these provisions, no Unit 18 Lecturer may earn more than a total of 3 quarters of such eligibility credit during any 12 month period.

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 2024 - Modality

1. Remote modality without “R” designation is approved
2. Online “R” courses are always allowed in Summer Session.

Students want remote classes during the summer.

Summer Programs for 2024

Summer Success Programs

Leadership is planning for 2024

Summer Graduate Teaching Scholars (SGTS)

Revamped for 2024 to serve more graduate students.

Grad students self-register in November

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

Faculty mentors receive \$200 to discretionary account.

Additional funds awarded to top performers in Fall.

Students may or may not teach in summer 2024

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

Global Seminars

26 programs planned for 2024

Subject to change

How Summer Session Works

OCTOBER

Audit & Reporting

NOVEMBER

Call for course proposals

Course proposals due

DECEMBER

Approve courses

Preview of Classes posted

JANUARY

Begin appointment letters

Departments finalize
Schedule Build

FEBRUARY

**SCHEDULE BUILDS
DUE to Registrar Feb
1st!**

Courses Scheduled &
Classrooms assigned

MARCH

Courses on TritonLink

APRIL

Students begin enrolling

*Goal - Have instructor names on
Schedule of Classes.*

MAY

Manage waitlists

Students fees assessed

JUNE

Student fees due

JULY

Students add/drop
courses

Session 1 begins

AUGUST

Session 1 pay date

Session 2 begins

Fees due

SEPTEMBER

Session 2 pay date

Sessions end

Reporting begins

Summer Session 2024

5-WEEK SESSIONS		INSTRUCTOR PAY DATE
Session 1	July 1 – August 3	8/1/24
Session 2	August 5 – September 7	8/30/24

SPECIAL SESSIONS		INSTRUCTOR PAY DATE
3 Weeks	July 1 – July 20	8/1/24
	July 22 – August 10	8/1/24
	August 12 – August 31	8/30/24
8 Weeks	July 1 – August 24	8/1/24
10 Weeks	July 1 – September 7	8/1/24
15 Weeks	June 17 – September 20 Restricted Session (year-round programs only)	8/1/24

How Summer Session Works

ACADEMIC DEPARTMENTS

Decide WHAT to teach
Propose courses in ISA

Decide WHO is teaching
Enter instructor names in ISA
Submit appointment files in Interfolio
Submit Associate-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, Visiting Profs

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

Schedule of Classes (add instructor names asap)

Calculate instructor payments (payroll
worksheets)

Support/Manage special summer programs

Manage TA, instructor & department admin
funding

Resources for Summer Session Instructors

Canvas Sites for New Visiting Instructors

Canvas team can help set-up access for new instructors, <https://canvas.ucsd.edu>

Office for Students with Disabilities

<https://osd.ucsd.edu/resources/covid-19.html#Information-for-Faculty>

Academic Integrity

<https://academicintegrity.ucsd.edu/>

Teaching + Learning Commons

Engaged Teaching Hub

<https://engagedteaching.ucsd.edu/>

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

Individual consultations

Support to design syllabus
for shorter summer terms

Workshops

Slack communities

ENGAGED TEACHING

[UC San Diego](#)

[Who We Are](#) - [What We Do](#) - [For Educators](#) - [Teaching Resources](#) - [Changemaker Fellowships](#) - [Teaching + Learning Commons](#) -



Teaching + Learning Commons Engaged Teaching Hub

Learn about the programs we offer and how we aim to advance teaching excellence through evidence-based, learner-centered, and equitable teaching practices

LEARN MORE

Instructor Compensation

Course Salary - 1 per course

1 class - 50% appointment

2 classes - 100% appointment

2 classes max per Session (or
overlapping Sessions)

3 classes max per Summer **NEW**

2 Pay Dates:

Session 1 - 8/1/24

Session 2 - 8/30/24

Instructor Compensation - How Course Salary is Calculated **UPDATED**

Course Salary – Always uses AY annual salary in effect on 6/30/24.

Summer Session 2023 is the end of the 2023-2024 AY.

So we use the annual salary in effect Spring Quarter 2024.

NEW percentages effective summer 2024.

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

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

Courses can be Canceled for Low Enrollment.

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

5 WEEK SESSIONS		Enrollment Checkpoint
Session 1	July 1 – August 3	6/3/24
Session 2	August 5 – September 7	7/8/24
SPECIAL SESSIONS		Low Enrollment Notification
3 Weeks	July 1 – July 20	6/3/24
	July 22 – August 10	6/3/24
	August 12 – August 31	7/8/24
8 Weeks	July 1 – August 24	6/3/24
10 Weeks	July 1 – September 7	6/3/24
15 Weeks	June 17 – September 20 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 \$66,259 annual salary, teaching two 4-unit courses

Course salary for Course A = \$7,288 (11% annual salary)

Course salary for Course B = \$7,288 (11% annual salary)

July pay period = \$14,576 as Additional Pay

Instructor Compensation – AP Policy Limitations



+



Session 1
Pay Date
8/1/24

Session 2
Pay Date
8/30/24

Total + other summer salary cannot exceed $3/9^{\text{ths}}$ (33%) annual salary for July-September.

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

[APM-600](#)

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

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

Recall appointees cannot exceed 43% of $1/9^{\text{th}}$ per month

[APM-205](#).

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

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

Instructor Compensation - Limits Require Adjustments

NEW - Can Teach **3 Courses Max** (33% annual salary) in Summer Term

Summer Session Instructors can no longer teach 4 classes.

Spread payments for Ladder-Rank Faculty and Teaching Profs

If teaching 3 courses - spread payment over 3 months:

One Course (11% annual salary) in July

One Course (11% annual salary) in August

One Course (11% annual salary) in September

Do Not Spread Payments for Unit 18 Lecturers and Graduate Students teaching as Associate Instructors

If teaching 2 courses in the same session - Pay full 22% annual salary on the session pay date.

Instructor Compensation – Limits Require Adjustments

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

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

Pay 1 Course Salary per Month

Example: Professor Teaching 2 classes in Session 1

AY annual salary is \$116,700

Course salary = \$12,837 ($\$116,700 * .11$)

Total Summer Session payment = \$25,674 ($12,837 * 2$ courses)

Need to spread that payment over 2 months:

Pay \$12,837 in July pay period + \$12,837 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)

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

Example: Recall Teaching 1 class in Session 2

AY annual salary is \$125,800; 1/9th is \$13,978

Course salary = \$13,838 ($\$125,800 * .11$)

Allowed to pay 43% of 1/9th per month: $13,978 * .43 = \$6,011$

Need to spread that payment over 3 months:

Pay \$6,011 in July + \$6,011 in Aug. + \$1,816 in Sept.

If they want to teach 2 classes, the maximum Summer Session can pay them is: \$6,011 in July, Aug, & Sept = \$18,033.

Not enough room to pay 22% annual salary, which is \$27,676

Don't Worry, Summer Session Does the Math

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

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

Hiring Summer Session Instructors

Tips & Tricks

1. Find out what courses are approved for Summer 2024 and who will be teaching.
 - Courses have already been submitted in the Instructional Scheduling Assistant (ISA)
 - Schedule changes will be ongoing up until classes begin
2. Organize your instructors into groups and make a plan.
 - Which instructors need an appointment file?
 - Which instructors need a summer UCPATH position & hire?
 - Who is hiring the graduate students? Make sure to involve them now.
3. Make sure you understand what documents you need for your Lecturer files and Associate Instructor applications
4. Know your deadlines for the different types of files as well as onboarding deadlines for UCPATH.
5. Make sure you have access to all of the systems that you need.
Interfolio, IA System, UCPATH, Summer Session OneDrive
6. Attend the summer session training workshops & ask questions.
7. [Subscribe to the Summer Scoop weekly newsletter](#) to stay informed.

Divide your Instructors into 5 Groups

Different Instructor Types Require Different Processing.

SUN GOD	Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2023-2024 AY.
STONEHENGE	Unit 18 Lecturers with active appointments in the 2023-2024 AY (even if just for 1 Quarter)
RED SHOE	Unit 18 Lecturers, Visiting Professors, and Recall appointees who did not teach in the 2023-2024 AY
SNAKE PATH	Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses
TRITON	Graduate Students teaching as Associate Instructors See GEPA presentation.

SUN GOD Group



Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2023-2024 AY.

No appointment file needed.

No summer position & hire needed in UCPath

Additional pay will be issued on their current position

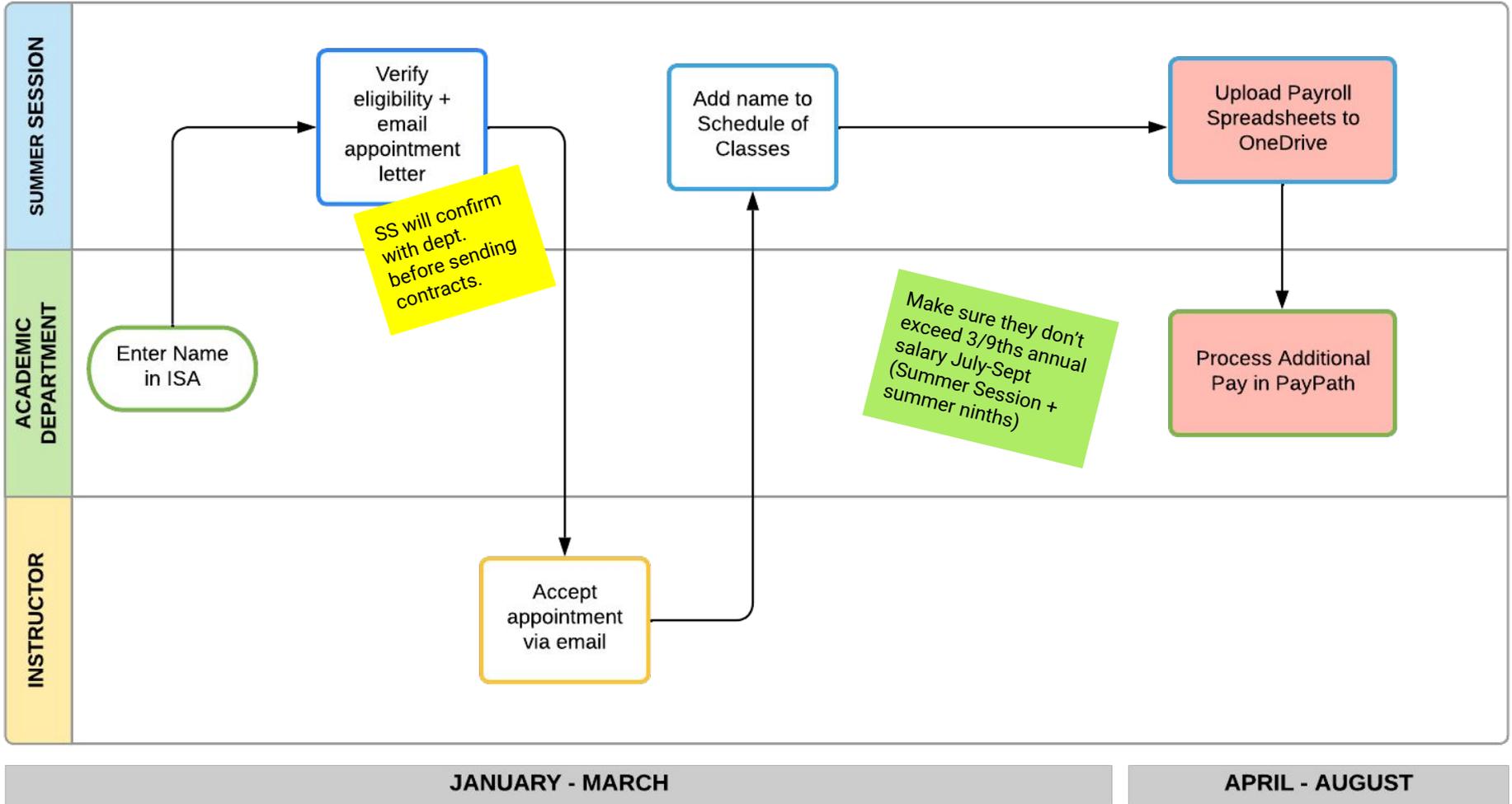
You just need to worry about processing the additional pay in July-September.



SUN GOD Group

Hiring Ladder Rank Faculty, LSOE, LPSOE, Adj/Visiting Profs Who Taught in the 2023-2024 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 6/30/24

Visiting Professors

Eligible to teach SS with a Visiting Professor job code

If they have a Visiting Prof appointment ending 6/30/24:

- Extend the end date
- Change the FTE to 0
(Otherwise they will get paid from your department and Summer Session.)

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

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

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

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

STONEHENGE Group



Unit 18 Lecturers with
active appointments in
the 2023-2024 AY
(even if just for 1 Quarter)

No appointment file needed.

You need to create a **001550
LECT in Summer Session**
position & process the hire in
UCPath for ALL Unit 18
Lecturers.

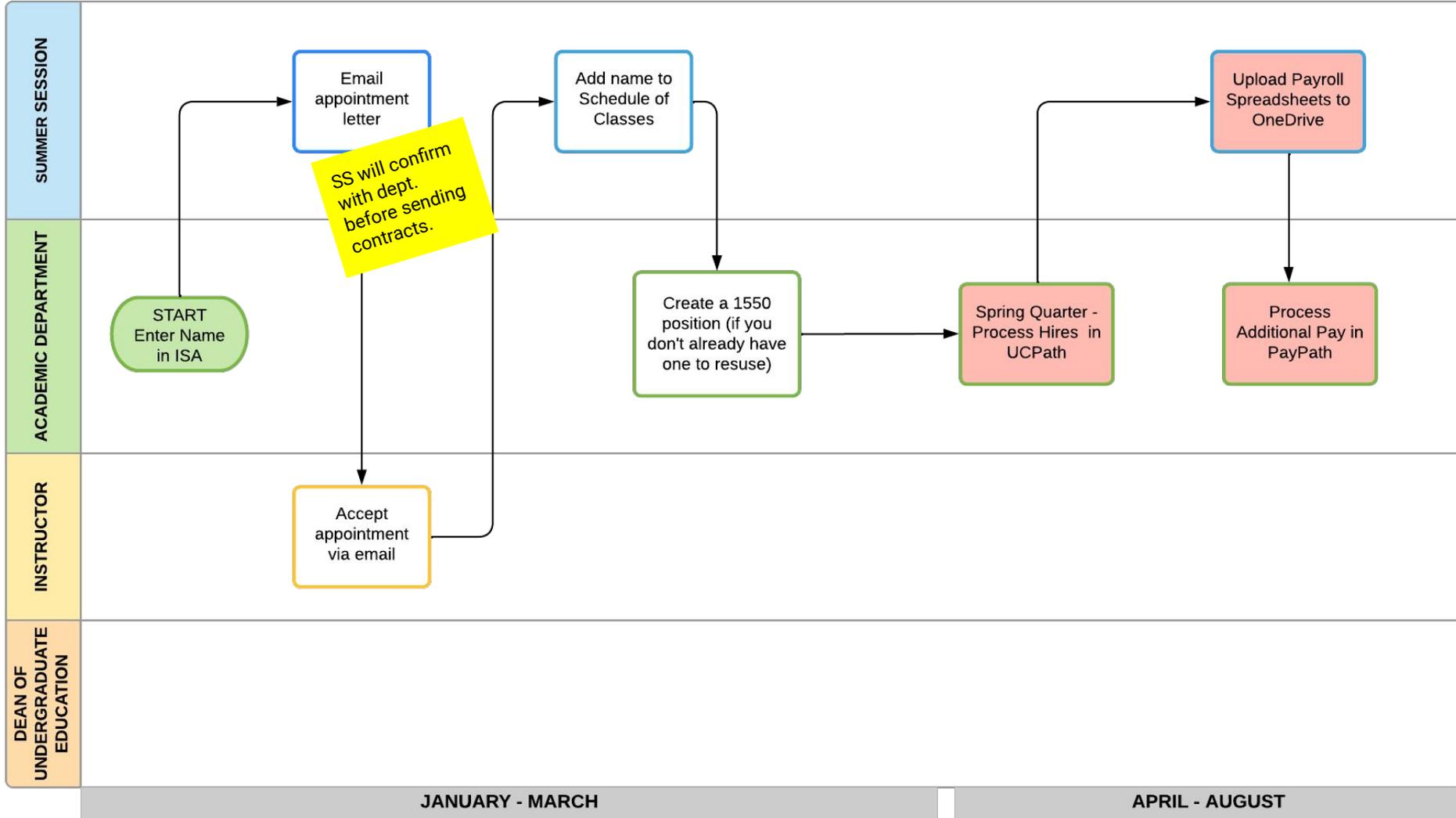
You need to process the
additional pay in
July-September.



STONEHENGE Group

Hiring Lecturers Who Taught in 2023-2024 AY

1550 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)

Hiring Graduate Students who Graduate Spring 2024 as Lecturers

Graduate Students who complete their PhD in Spring 2024 can be hired to teach Summer Session as an Associate Instructor OR Lecturer.

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

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

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

Students on a visa who graduate will need an Employment Authorization Document (EAD) card updated to F-1 OPT status before they can teach as a Lecturer. This process took WAY longer than usual last summer.

Have a back-up instructor ready just in case.

HOLD on Processing Summer Session UCPATH HIRES until Spring Quarter

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

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

RED SHOE Group



Unit 18 Lecturers, Visiting Professors, and Recall appointees who did NOT teach in the 2023-2024 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.

Tips for Hiring Summer Visiting Instructors.

Formal open recruitment is not required.

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

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

Reach out to recent graduates.

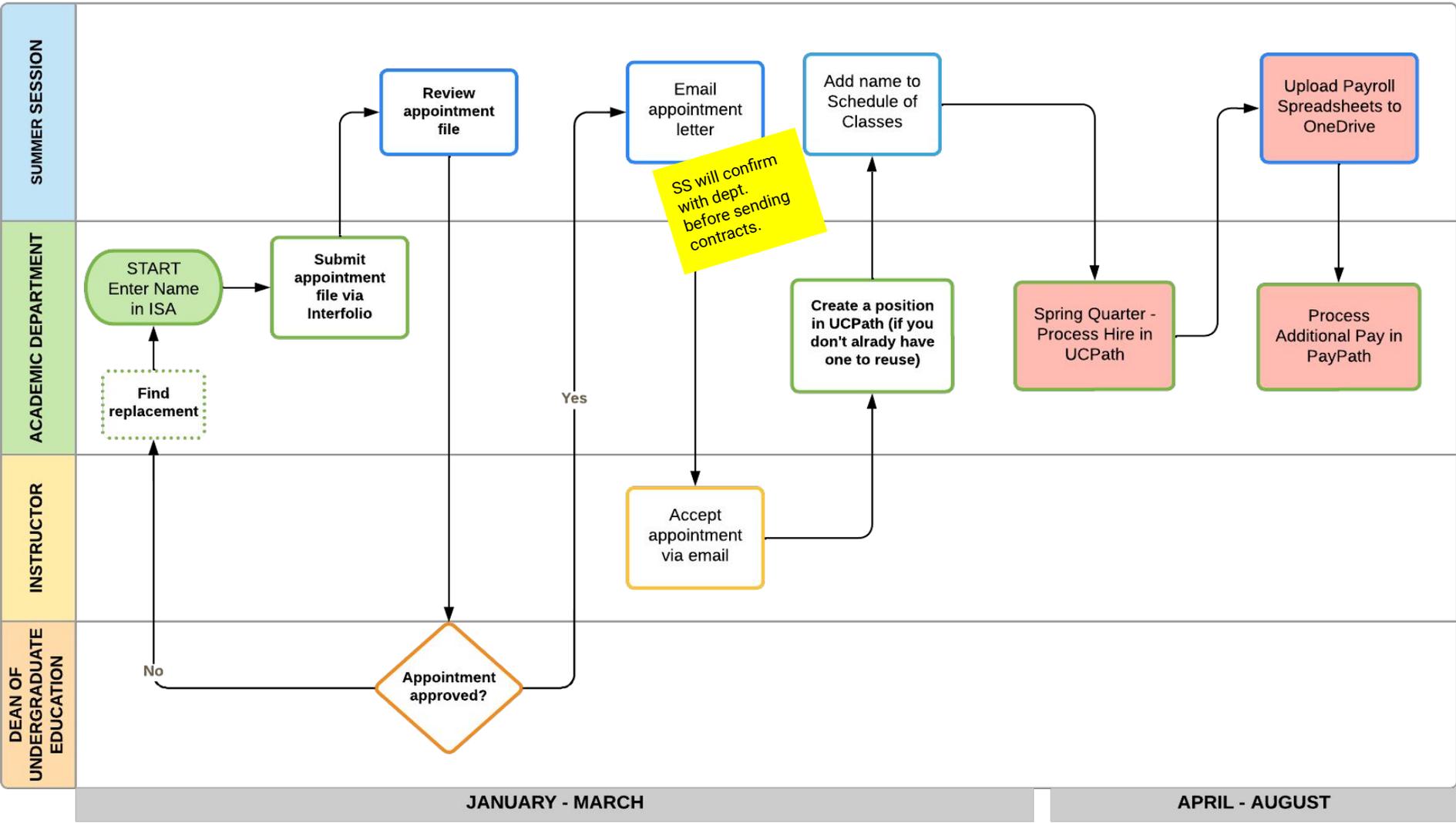
Email listservs to look for candidates



RED SHOE
Group

Hiring Lecturers, Visiting Profs, and Recall Appointees
Who DID NOT TEACH in 2023-2024 AY

Interfolio 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 6/30/24 cannot teach in Session 1 2024 (wait until Session 2).

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

Job Code = 001700

FTE = 0 and BYA salary plan

Earn Code for Recall appointments is **ASN**

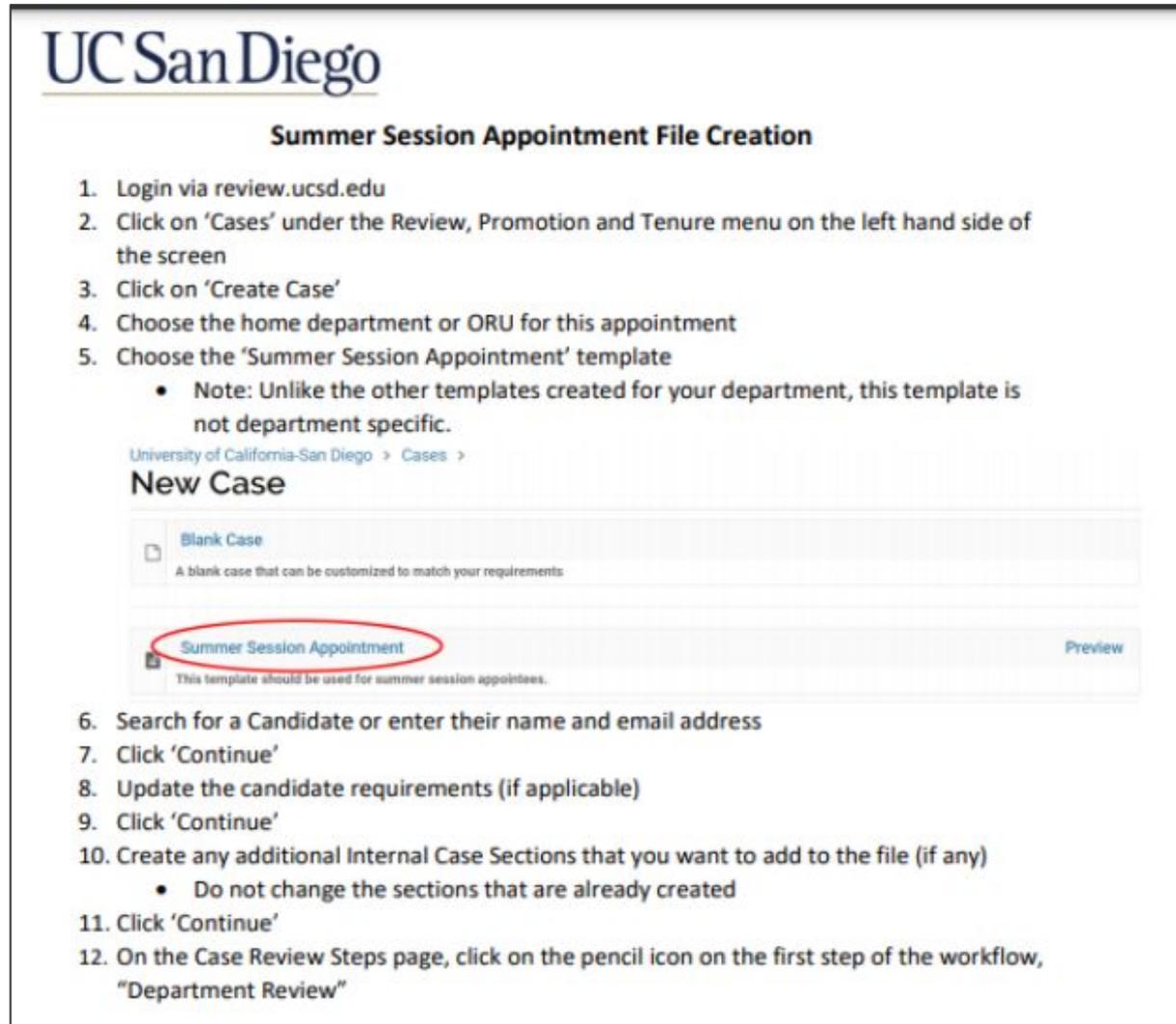
*Different than
Faculty & Lecturers*

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.

[University of California-San Diego](#) > [Cases](#) >

New Case

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

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

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

4 Sections in the Summer Session Appointment File Template

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

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

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
<i>UC San Diego Faculty (Dept. Chair and Summer Session Approval Required) - APM-661</i>								
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						
<i>UC San Diego Faculty (Dept. Chair and Summer Session, and DUE Approval Required) - APM-662</i>								
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 ^a		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
<i>Visiting Faculty (Dept. Chair and Summer Session, and DUE Approval Required)</i>								
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: _____ College of FTE: _____
 PhD/UCSD/2020 Begin Date: 8/5/24 End Date: 9/7/24

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

Proposed Status
 Title: Lecturer
 Title Code: 001550
 Salary: \$66,259.00 % of Time: 50
 (7/1/23 Unit 18 scale) Qtr: S224
 Basis: Academic Fiscal
 Funding Source: _____ Current Year Cost: _____

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

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

Previous UC Experience

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

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

Proposed Classes

Quarter	Course No.	Course Name	Hours/Week for (P.E.)	Enrollments	
				Projected	Actual (past 2 yrs)
S224	COMM 132	Comm. Poli & Society		30	23,22

Other Duties: _____ Name of Designated Supervisor(s): _____

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

[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 - 7/1/2023 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 Trilon	
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: 7/3/23	
Department: Anthropology	End Date: 8/5/23	
<i>*Start Date must be 30 days after retirement.</i>		
Recall Purpose:	<input checked="" type="checkbox"/> Teaching	<input type="checkbox"/> Research
	<input type="checkbox"/> Administrative	<input type="checkbox"/> Other
Description of Recall Duties: Teaching ANTH 101 for Summer Session 2023.		
Fund Source(s):	<input checked="" type="checkbox"/> Core Funds <input type="checkbox"/> Non-Core Funds	
Funding Source Details:	Summer Session pays the instructor salaries.	
<i>(See RTAD Guidelines starting on page 3 for additional information)</i>		
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 and SET Evals

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

See instructions on page 3. Signatures are on page 2

May participate in Quali Build pilot for Recall appointees.

I'll let you know by the end of January.

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, 2024

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 Jones as Lecturer in Summer Session 2024

The Department of Computer Science and Engineering proposes the appointment of Steve Jones as a Lecturer for Summer Session 2, 2024 at an annual salary of \$70,295 (7/1/23 Unit 18) to teach the course listed below:

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

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

Course	Term	Enroll	Evals Made	Rcmnd Class	Rcmnd Instr	Study Hrs/Wk	Avg Grade Expected	Avg Grade Received
CSD11	SP18	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 and SET

Download the full CAPE and SET reports with student free-response comments at the Academic Affairs website:

<https://academicaffairs.ucsd.edu/Modules/Evals>

Evaluations

Reports and Administration

Evaluation Reports by Evaluatee

View and download evaluation results by class and individual.

CAPE Scatterplots

Download individual CAPE scatterplot reports for your instructors.

Evaluation Summary Report

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

EVALUATION TYPE

CAPEs

Student Evaluations of Teaching (SET)

QUARTER(S)

Select a quarter

UNIT

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. Plan to include up to 10 CAPES/SET evals.
- Letter of recommendation will be accepted if there are no CAPES or student evaluations from another university.

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.

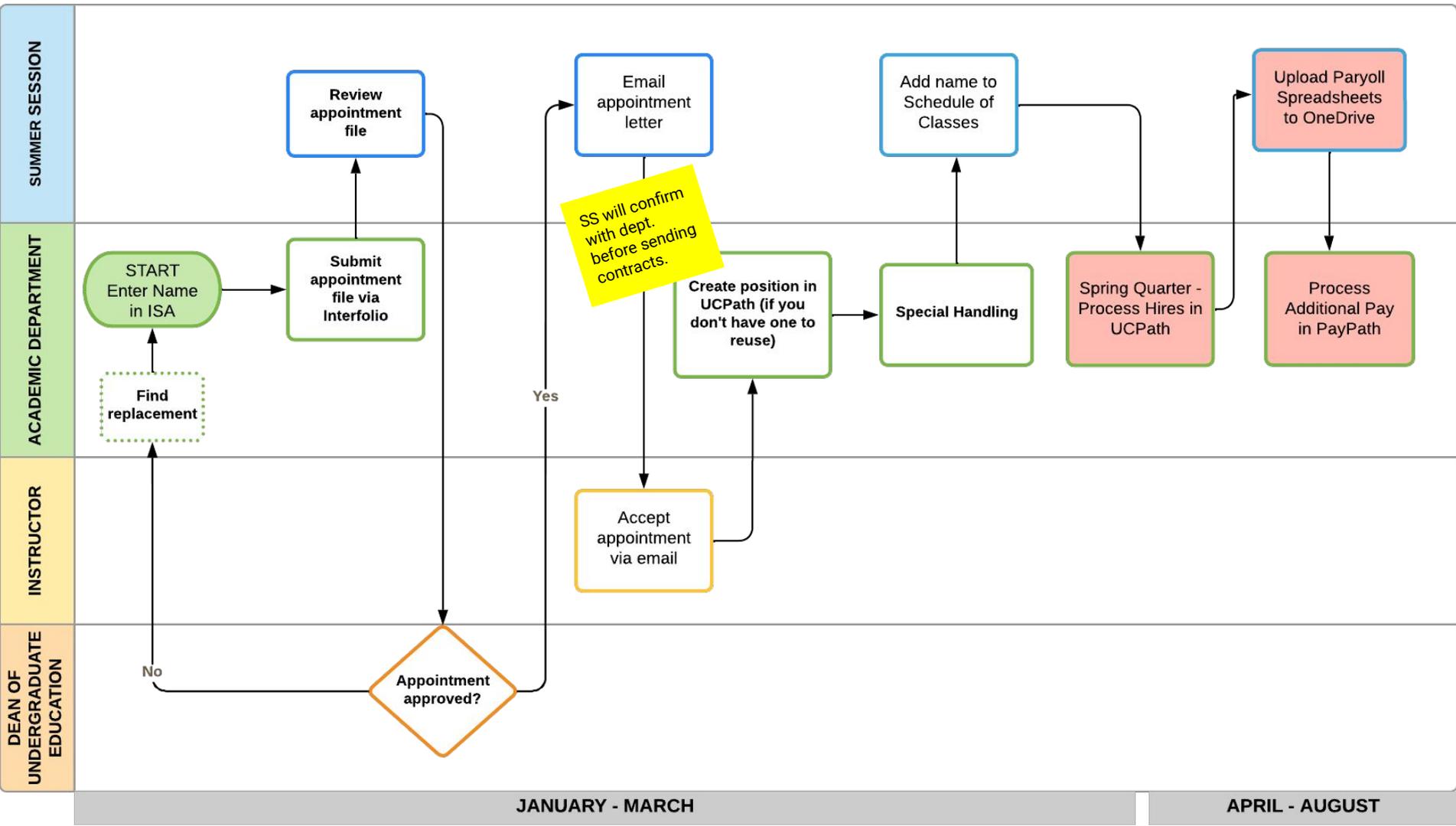
Special Handling is Required



SNAKE PATH Group

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

Interfolio 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 are job specific and 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).

This process can take 2 months so start early!

Job Aid: How to Manage Multi-Location Appointments

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

Hiring-at-a-Glance

		Need an Appointment File?	Need a Position & Hire in UCPath	Job Code	Special Handling?
SUN GOD	Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2023-2024 AY.	no	no	na	no
STONEHENGE	Unit 18 Lecturers with active appointments in the 2023-2024 AY	no	yes	1550	no
RED SHOE	Unit 18 Lecturers who did not teach during 2023-2024 AY	yes	yes	1550	no
	Visiting Profs who did not teach during 2023-2024 AY	yes	yes	1108/1208/1308	no
	Recalled Faculty who did not teach during 2023-2024 AY	yes	yes	1700	no
SNAKE PATH	FY Appointees (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	Target March 23rd
Create positions in UCPATH	Can start now
Process Hires in UCPATH	WAIT until Spring Quarter (in case course is canceled for low enrollment)
Enter Additional Pay in PayPATH	WAIT for June-August

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

Graduate Student Associate Instructor Applications

2024 Summer Session
Appointment File Preparation

Division of
Graduate
Education
and
Postdoctoral
Affairs
(GEPA)
Contacts

Dimple Bhatt

Graduate Employment Coordinator

Kacy Cashatt

Senior Financial Support 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 = 51
Winter = 37
Spring = 44

Total = 132

247

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

Oversight and Mentoring

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

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, 2024

Lower-Division: May 29, 2024

Deadlines: Summer 2024 Upper- and Lower-Division Courses
Applications due to GEPA for timely processing

GEPA Policy for Associate Instructors

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.
 - File will be returned to department if low evals/CAPEs are not addressed in the 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.

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

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 Instructor 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.

This information should be listed in the IA System Application in #7.

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.

More information is available on our Collab in a [section](#) under the Guide for Associates chapter.

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://ucsdcollab.atlassian.net/l/cp/7y04P0B7>

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 Instructor
Nomination Application

Associate Instructor General Questions

Summer

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

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

Associate-In/SGTS General Questions

1. PROPOSED COURSE *

Select one

2. PROPOSED QUARTER *

S124

3. PROPOSED APPOINTMENT PERCENT TIME *

50

4. PROJECTED ENROLLMENTS FOR THE PROPOSED COURSE *

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

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

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

7. PROPOSED SUPERVISING FACULTY/FACULTY MENTOR

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

Select one

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

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

1.0

Associate-In/SGTS Upper-Division Questions

Associate-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 Isolatin &Energy Dissip (Mosqueda, Gilberto)
FA18: Teaching Assistant, SE 220 - Seismic Isolatin &Energy Dissip (Mosqueda, Gilberto)
FA19: Teaching Assistant, SE 220 - Seismic Isolatin &Energy Dissip (Mosqueda, Gilberto)
FA20: Teaching Assistant, SE 220 - Seismic Isolatin &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 Instructor Upper- Division Questions

Summer

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

Associate-In/SGTS Upper-Division Questions

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

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

Please indicate academic year appointments only.

62

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

Please indicate academic year appointments only.

0

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

FALL 2021

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

My research interests center around a

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

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

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

N/A

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

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

Documents

Summer

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

Documents

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

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

19. PLEASE UPLOAD THE DEPARTMENT CHAIR/PROGRAM DIRECTOR NOMINATION MEMO PROVIDING THE RECOMMENDATION JUSTIFICATION FOR THIS REQUEST.

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

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

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

You can view this student's CAPE reports, if any, [here](#).

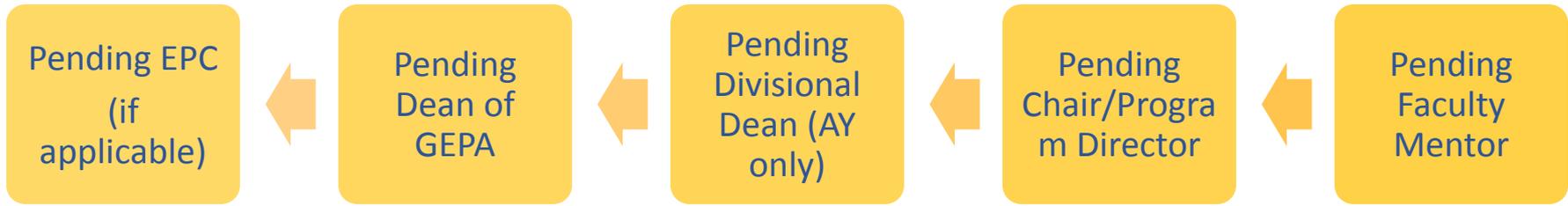
New Functionality - SGTS Campaign

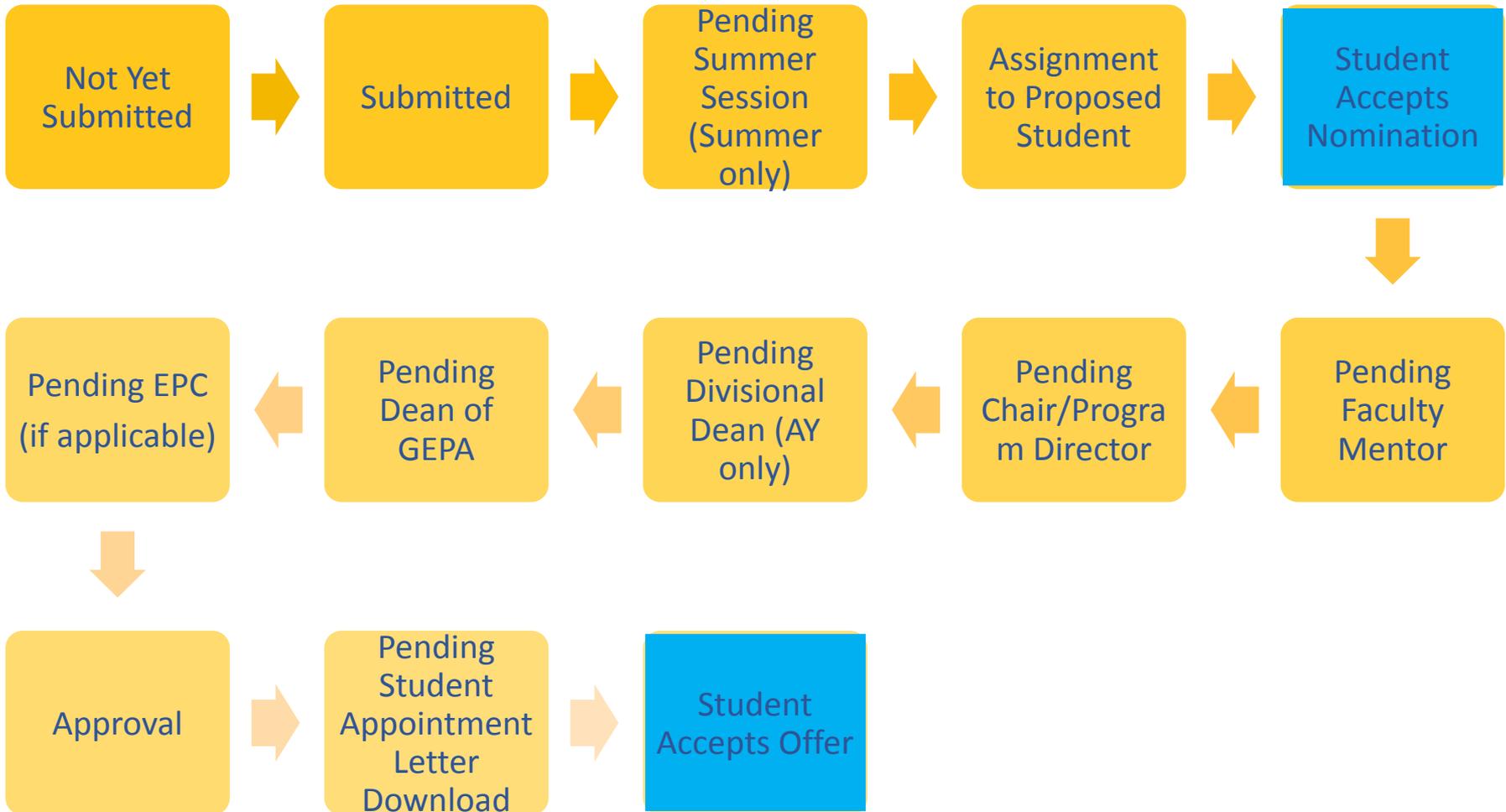
Summer Graduate
Teaching Scholars

- 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





Corrective Actions

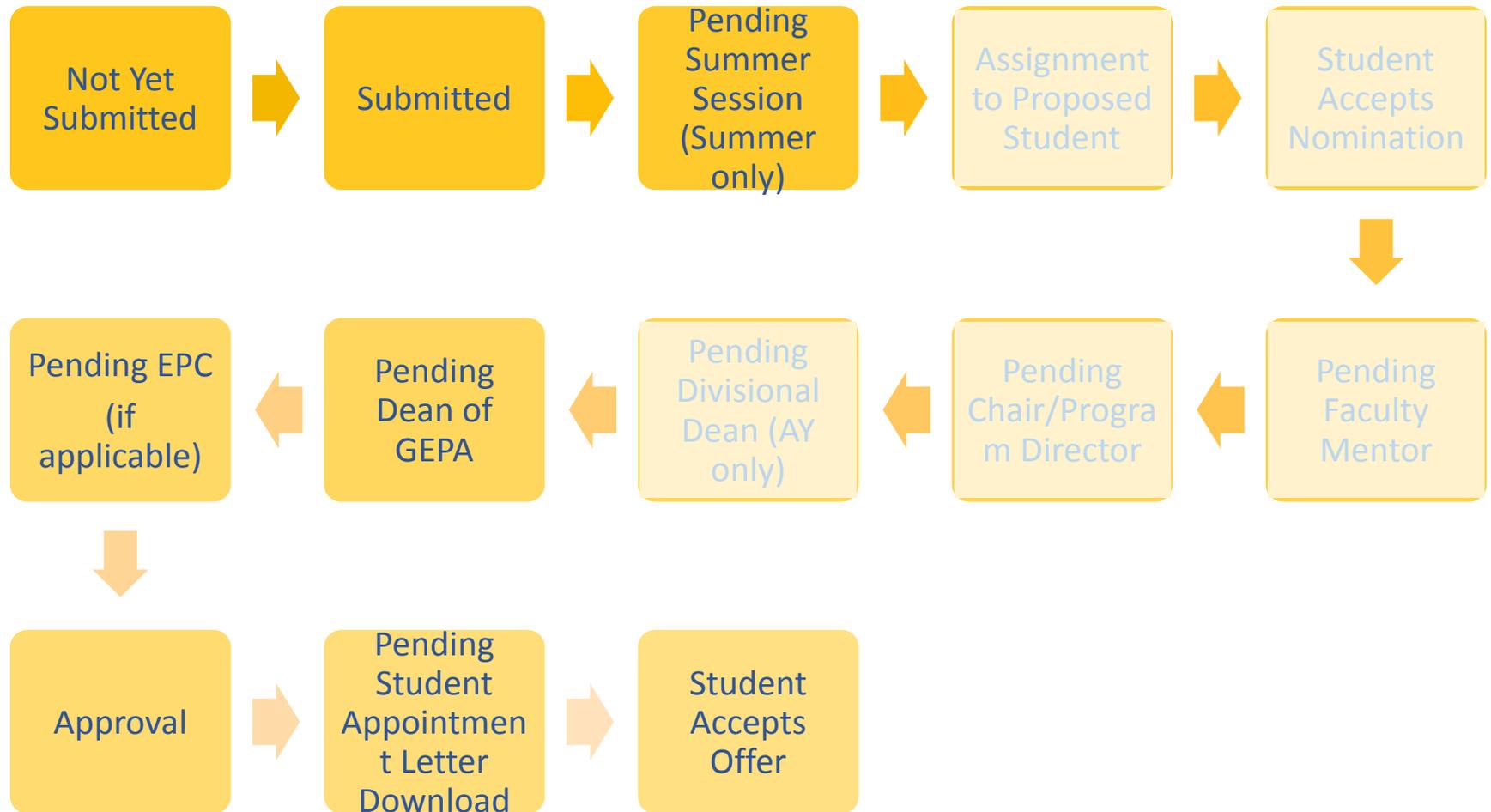
Return to Department for Quick Edits

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

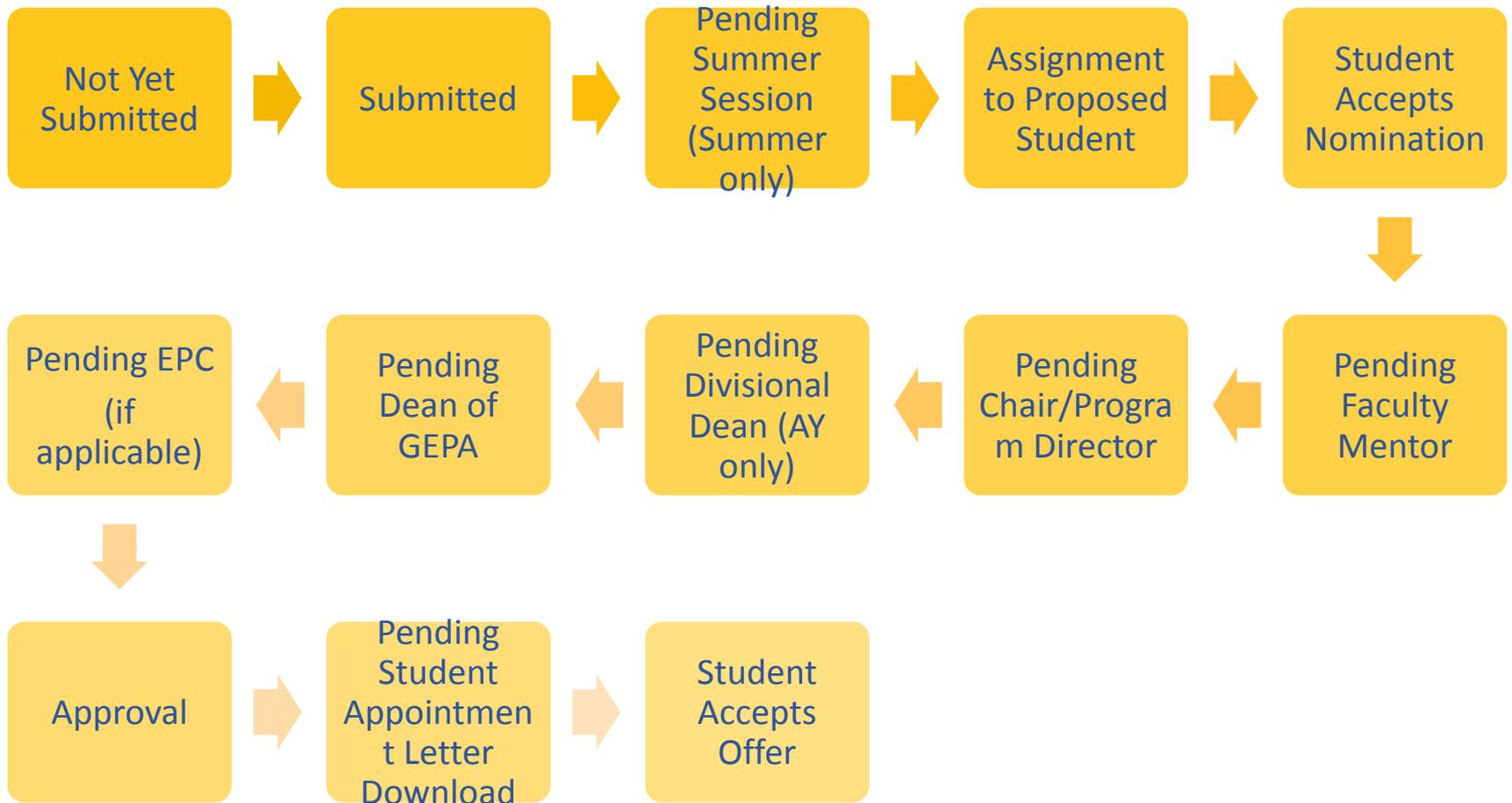
Return to Department for Revisions

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

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, grademployment@ucsd.edu or [Services & Support](#)

Microsoft Teams

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

[Click this link to join the Graduate Student Employment Team!](#)



Web Links

- Engaged Teaching Hub
 - <https://commons.ucsd.edu/educators/grad-student-programs/index.html>
- GEPA Confluence for Campus Partners
 - [Graduate Student Employment Policy & Procedure](#)
 - [Guide for Associates](#)
- Policy for Associates-In to Teach Upper-Division Courses
 - <http://senate.ucsd.edu/media/67798/Associates-In-to-Teach-Upper-Division-Courses.pdf>

Questions?

Summer Session

Lisa Bargabus, lbargabus@ucsd.edu

summer-payroll@ucsd.edu

summer-courses@ucsd.edu

summer@ucsd.edu (submits a ServiceNow ticket)

GEPA

Dimple Bhatt & Kacy Cashatt, grademployment@ucsd.edu

Thank you!

See you for payroll training in Spring Quarter.