

UC San Diego

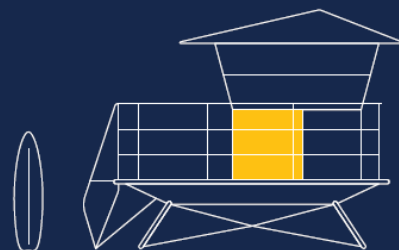
SUMMER SESSION 2021 GUIDEBOOK

Summer Session 2021 campus life will be much different than a typical summer.

- Gatherings are banned and most student events are held virtually.
- Classes are mostly being delivered online, except for a few held outdoors.
- Dining halls are closed, with meals available only to go.
- On-campus housing is available for students enrolled in classes.

Experience Summer in San Diego

It's not too early to start thinking about summer! Keep your graduation plan on track and take classes in sunny San Diego.



Session 01
Jun 28 - July 31

Session 02
Aug 02 - Sep 04

Special Session
Class Dates Vary

[UC San Diego](https://www.ucsd.edu)



@ucsdsummer

summersession.ucsd.edu



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INTRODUCTION

This guidebook is designed to provide departments and Summer Session faculty with information regarding the Summer Session program. Please note: the content in this guidebook does not supersede University policies or procedures.

The goal of UC San Diego Summer Session is to integrate course offerings with the academic year curriculum to ensure sufficient lower division and major-specific courses are offered so students can graduate in a timely manner. About ninety-five percent of the 35,000 summer enrollments are UC San Diego students.

Students need and appreciate a rich and varied set of offerings in the summer so they can satisfy requirements in their major, as well as meet general education needs. We are interested in increasing course offerings in order to serve the growing UC San Diego undergraduate student body.

We appreciate your participation and look forward to another successful Summer Session.

Becky Arce

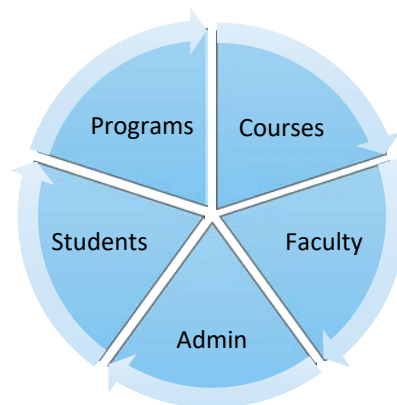
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Mission Statement

The Mission of UC San Diego Summer Session is to provide:

1. Core courses needed by students for graduation from the University of California.
2. Intensive and innovative academic programs not easily offered during the academic year.
3. Opportunities for ladder-rank faculty to teach in areas of student need, and opportunities for lecturers, visitors, and graduate students to teach, when appropriate.



SUMMER SESSION 2021 CALL LETTER

OFFICE OF THE DEAN OF UNDERGRADUATE EDUCATION -
ACADEMIC AFFAIRS

October 1, 2020

COLLEGE PROVOSTS
GENERAL CAMPUS DEPARTMENT CHAIRS
GENERAL CAMPUS PROGRAM DIRECTORS

SUBJECT: Call for Course Proposals – 2021 Summer Session

I write to invite General Campus colleges, departments, and programs to submit proposals for Summer Session 2021 courses. Student interest in Summer Session continues to hold strong, with approximately 15,000 students and more than 35,000 enrollments in 2020. I hope that you will encourage your faculty - both those who have previously taught in summer, as well as those who have not - to teach Summer Session courses that complement the academic year curriculum. Graduate students who have advanced to candidacy are eligible to teach lower division courses as Associates-In.

It is particularly important that units consider offering classes that have waitlists, or are otherwise impacted during the academic year. Making these courses available in summer can help our students improve their time to degree. Please note that as of now, we do not know the details of Summer instructional format (e.g., in-person, virtual, or a combination of the two). Nonetheless, the Divisional Academic Senate has approved virtual instruction for Summer 2021; our experience in Summer 2020 has been that students welcome this option.

In addition to proposed summer courses, we would also like to know of already approved courses (e.g. Global Seminars, Travel Study, and Summer Success Programs).

There will be two five-week summer sessions: June 28 – July 31, and August 2 – September 4, as well as Special Sessions of three, eight, and ten-weeks. The deadline to submit course proposals is Thursday, November 12, 2020.

The success of Summer Session depends greatly on the interest and participation of departments and individual faculty. The Academic Affairs Financial Incentive pilot program will continue with up to \$50 per student and up to \$1000 per course. The qualifications for these incentives will remain the same as in 2020: to qualify, the department's total Summer Session enrollment and the total number of courses must be greater than the 2018 Summer Session (based on a census taken at the end of the Summer Session terms). Faculty compensation will be calculated at the standard rate of 8.5% of their annual salary.

The Summer Graduate Teaching Scholars program sent out the Call for Nominations in a separate email.

The Director of Summer Session will be in touch providing more details for Summer 2021. If you have any questions about the Summer Session program, please contact Director Becky Arce (barce@ucsd.edu).

I hope for wide participation in Summer Session 2021.

John C. Moore
Dean of Undergraduate Education

2021 Summer Session - Getting Started

Building the Summer Session program involves a partnership between Academic Affairs, Summer Session, academic departments, the Registrar, and many other units.

The Call Letter to campus is the official notice to faculty and staff to begin the planning and processing steps.

1. The Registrar sets up the systems for Summer Session 2021.
2. Academic departments log into the Instructional Scheduling Assistant (ISA) to view their classes from last summer, or start with a blank slate.
3. Departments propose their classes and faculty appointments in the ISA, and submit to Summer Session for review and approval.
4. The Summer Session Advisory Committee - which consists of the Dean of Undergraduate Education, faculty from each campus division, and representatives from a College, Associated Students, and the Summer Session team – meets in December to review 2021 Summer Session courses.
5. Summer Session notifies academic departments which courses are approved for 2021.
6. Departments schedule days and times for their approved courses within the ISA.
7. Summer Session collaborates with academic departments to hire faculty, build the Schedule of Classes, monitor enrollment, and manage payroll.
8. Departments export their Summer Session course schedule to the Registrar Office.
9. **NEW in 2020, continuing in 2021** –After the Schedule Build is sent to the Registrar’s Office, departments will enter course changes (specifically add/cancel, session change, and instructor change) into the ISA. Course cancellations may require approval by the Dean of Undergraduate Education and the AVC for Education and Innovation.

Summer Session Annual Workflow

October	November	December	January	February	March
<p>Call for Course Proposals</p> <p>Letter is sent to campus leaders with new terms and conditions.</p>	<p>Proposed Courses are entered in to the ISA</p> <p>Course Proposals Due within the ISA</p>	<p>Advisory Committee Meeting to review proposed courses.</p> <p>Preview of Classes posted to the Summer Session website</p>	<p>Approved Courses set-up in Enrollment system</p> <p>Approved Courses scheduled within ISA</p> <p>Faculty Appointment Letters Sent</p> <p>Schedule Build Spreadsheets sent to Registrar</p>	<p>Classrooms Assigned</p> <p>Faculty teaching Appointment Letters sent out</p> <p>Approved Courses set-up in ISIS to prepare for student enrollment</p>	<p>Courses Available on TritonLink</p>
April	May	June	July	August	September
<p>Students Begin Enrolling in courses</p>	<p>Enrollment Management of Waitlists begins</p> <p>Student Fees Assessed</p>	<p>Session 1 Fees Due</p> <p>Session 1 Classes Begin</p> <p>Session 2 Student Fees Assessed</p>	<p>Students: Add/Drop Courses</p> <p>Session 2 Fees Due</p> <p>Faculty Pay Date (Session 1)</p>	<p>Session 2 Classes Begin</p>	<p>Sessions End</p> <p>Reporting Begins</p> <p>Faculty Pay Date (Session 2)</p>

What's New for 2021

COURSES

- Departments will continue to use [the Instructional Scheduling Assistant \(ISA\)](#) to schedule Summer Session 2021 courses, and use the ISA to submit changes to the Schedule of Classes (add new classes, change instructors, and requests to cancel courses).
- Reminder to plan ahead – campus is closed on July 5th for the Independence Day holiday. Please schedule any make-up sessions before courses are posted on the Schedule of Classes.

FACULTY

- No changes to the Faculty compensation model:
 1. No maximum salary cap. All instructors will earn 8.5% annual salary to teach a 4-Unit course.
 2. Success Bonuses will continue for 2021 Summer Success Programs.
 3. Contingent payment for courses with low enrollment is \$150 per unit × students enrolled.
- Create new process for hiring visiting instructors to accommodate UCPATH processing delays. (Canvas temporary accounts, earlier deadlines, etc.)

STUDENTS

- Expand the use of virtual communication tools to support students via Zoom appointments and/or office hours.
- Broadly approach on-boarding of summer students to meet standard and innovative changes sweeping across the campus.
- Pursue a multi-faceted approach to simplify Summer Session financials for students – work with campus partners to revisit processes and deadlines, and create more materials to help students.

PROGRAMS

- Summer Success Programs (example: Summer Bridge) will continue for 2021.
- Explore new summer offerings and programs with the AVC for Educational Innovation.

ADMINISTRATIVE

- Incentive Pilot Program for Academic Departments will continue for 2021. EVC Simmons and Academic Affairs will continue to offer the Incentive Pilot Program for academic units that expand their 2021 Summer Session offerings.

- To qualify for the 2021 Incentive Pilot Program, academic units must:

1. Offer more 2021 courses than 2018 courses

AND

2. Enroll more 2021 students than 2018 students

End-of-term data from 2018 and 2021 will be used to compare courses and enrollments.

- Eligible academic units will receive \$1,000 per course, and \$25/\$50 per student.
 - Academic units that are not eligible for the 2021 Incentive Pilot will receive the standard Summer Session administrative support funding of \$500/course and \$13/\$33 per student.
- Participate in the new ESR Student Information System (SIS) workgroup, and other ESR efforts.
 - Keep up with the latest Summer Session news in the Scoop.

Stay up-to-date with deadline reminders and any updates by subscribing to The Summer Scoop – a weekly newsletter sent out by the Summer Session office. Only @ucsd.edu emails can subscribe to the list-serv.

[Click here to view past versions of The Summer Scoop on the Summer Session website](#)

[Click here to subscribe](#)

2021 Session Dates

All courses offered during the summer term for summer session credit are required to be scheduled in one of the following sessions. These dates are approved by the Office of the Registrar.

5 Week Sessions		Full Salary vs. Contingency (1 st Snapshot)	Final Salary (Final Snapshot)
Session 1	June 28 – July 31	June 2, 2021	July 6, 2021
Session 2	August 2- September 4	July 7, 2021	August 9, 2021

Special Sessions	
3 Weeks	June 28 – July 17 July 19 – August 7 August 9 – August 28
8 Weeks	June 28 – August 21
10 Weeks	June 28 – September 4
15 Weeks Restricted Session (<i>year-round programs only</i>)	June 14 – September 24

For key dates and deadlines, please refer to the Summer Session website at <https://summersession.ucsd.edu/calendar/index.html>.

2021 Summer Session Operational Calendar

Note: Calendar is subject to change without notice.

For specific dates, visit the Summer Session website at <https://summersession.ucsd.edu/calendar/index.html>.

Date	Courses	Faculty	Students
2020			
September		CALL FOR NOMINATIONS: Sent to academic departments for Summer Graduate Teaching Scholars program	
October	CALL LETTER: Sent from Academic Affairs DUE to academic departments for course proposals		
November		NOMINATIONS DUE: To Academic Affairs for Summer Graduate Teaching Scholars	
	COURSE PROPOSALS: Due to Summer Session using Instructional Scheduling Assistant (ISA)		
		TRAINING FOR DEPARTMENTS: Visiting Faculty and Graduate Student/Associate-In Appointment Files	
December	ADVISORY COMMITTEE: Meets to review proposed courses for Summer Session 2021		
	NOTIFICATION: Departments notified which courses approve/not approved	Departments can begin APPOINTMENT FILE SUBMISSION to Interfolio for visiting faculty and to IA System for graduate students/Associates-In	
	APPROVED COURSE LIST: For Summer Session 2021 updated on the Summer Session website		
2021			
January		BEGIN APPOINTMENT LETTERS: Summer Session starts sending appointment letters to UC San Diego faculty.	
	SCHEDULING: Schedule Build Spreadsheets due to Registrar's Scheduling Office	INSTRUCTOR ASSIGNMENT: Due to Summer Session from departments.	
February		Graduate Students must be advanced candidacy to teach a summer course	

Date	Courses	Faculty	Students	
		Visiting Faculty – Appointment files due in Interfolio		
March		Grad Students (Associates-In) – Appointment files due in IA System		
	CHANGE REQUESTS: Last day for departments to submit course scheduling change requests of the Summer Session Schedule of Classes. Requests due to Registrar’s Scheduling Office			
	WEBSITE UPDATES: Summer Session website and TritonLink updated with the Schedule of Classes including classroom assignment		SCHEDULE OF CLASSES: Schedule of Classes goes live (view only) for planning.	
April			ENROLLMENT APPOINTMENT TIMES: Available for UC San Diego students on TritonLink.	
		TEXTBOOK ORDERS: UC San Diego Bookstore - Summer orders are due.		
	ENROLLMENT BEGINS FOR UC SAN DIEGO STUDENTS: On TritonLink/WebReg. WAITLIST BEGINS: For all Sessions.			
	ENROLLMENT BEGINS FOR NON-UCSD STUDENTS: On TritonLink/WebReg			
May		TRAINING FOR DEPARTMENTS: Payroll (UCPath) entries for Instructors of Record and Associates-In.		
			FINANCIAL AID begins packaging awards for enrolled students	
		Graduate Division: Associates-In submissions in IA System must be pending at Grad Division.		
June		SESSION 1: First Enrollment Snapshot		
	COURSE CANCELLATION: Session 1 - Course cancellation by department/faculty, or Summer Session			

Date	Courses	Faculty	Students	
			Session 1 FINANCIAL AID DISBURSEMENT:	
			WAITLIST SUSPENDED: For Session 1 enrollment	
			TUITION & FEE PAYMENT DEADLINE – Session 1 & Special Session	
			ENROLLMENT CANCELLATION: For Session 1 and Special Session due to non-payment	
			WAITLIST RESUMES: For Session 1 enrollment	
Session 1 Begins				
July	Independence Day Holiday – July 5, 2021 - Campus closed. No class meetings.			
			WAITLIST ENDS: For Session 1 enrollment	
		INSTRUCTIONAL SUPPORT: Departments notified of funding/allocation FOR TAs, Tutors, and Readers	COURSE REFUND DEADLINE: Session 1	
		SESSION 1: Final (2 nd) Enrollment Snapshot		
		SESSION 2: First Enrollment Snapshot		
			SESSION 1 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript	
		COURSE CANCELLATION: Session 2 - Course cancellation by department/faculty, or Summer Session		
		PAYROLL ENTRIES: Session 1 payments due in UCPath		
			SESSION 1 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript	
	CAPE: Online Course and Professor Evaluation submission for Session 1			
			Session 2 FINANCIAL AID DISBURSEMENT: Allow for one day for this to be reflected in student accounts	
			WAITLIST SUSPENDED: For Session 2 enrollment	

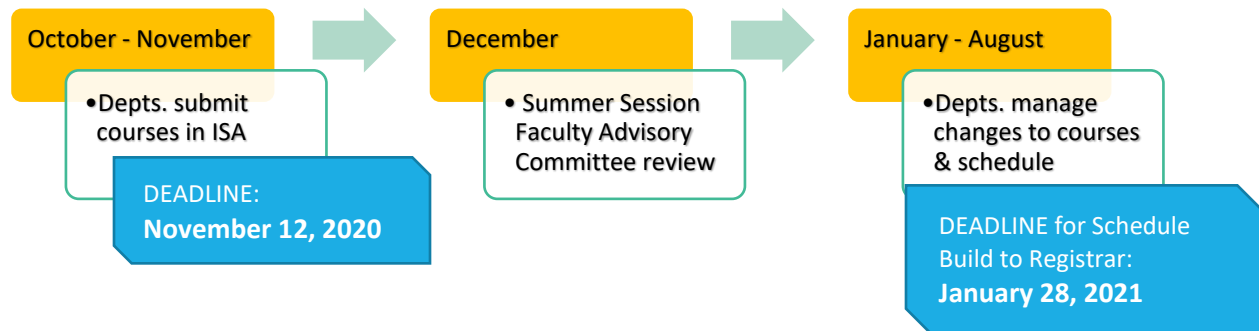
Date	Courses	Faculty	Students
	FINAL EXAMS: Session 1 posted to the Schedule of Classes		
		Session 2	TUITION & FEE PAYMENT DEADLINE – Session 2
	eGRADES: For Session 1 open for initial submission		ENROLLMENT CANCELLATION: FOR Session 2 due to non-payment WAITLIST RESUMES: For Session 2 enrollment
	Session 1 Final Exams		
	Session 1 Ends		
August		MONTHLY PAYDATE: Session 1	
	Session 2 Begins		
	eGRADES: For Session 1 closed for submission		
			WAITLIST ENDS: For Session 2 enrollment (pending Registrar approval)
			COURSE REFUND DEADLINE: For Session 2
		SESSION 2: Final (2 nd) Enrollment Snapshot	
			SESSION 2 DEADLINE to CHANGE GRADING OPTION and DROP A CLASS WITHOUT a 'W' posted to transcript
		PAYROLL ENTRIES: Session 2 payments due in UCPath	
			SESSION 2 DEADLINE to DROP A CLASS WITH a 'W' posted to transcript
	CAPE: Online Course and Professor Evaluation submission period for Session 2		
	FINAL EXAMS: Session 2 posted to the Schedule of Classes		
	September		MONTHLY PAYDATE: Session 2
eGRADES: For Session 2 open for initial submission			
Session 2 Final Exams			
Session 2 Ends			
eGRADES: For Session 2 closed for submission			

Date	Courses	Faculty	Students
		PAYROLL ADJUSTMENTS/CORRECTIONS: Department final deadline to make UCPath adjustments/corrections to Summer Session payroll account (Sessions 1 & 2)	
October		PAYROLL AUDIT – Adjustments completed	

COURSES

Scheduling courses for Summer Session follows a different process than Fall, Winter and Spring Quarters.

- Academic departments propose courses they want to offer in Summer Session.
- Summer Session approves courses with input from the Summer Session Advisory Committee.
- Summer Session, the Registrar, and Academic departments work together to build the Summer Session Schedule of Classes.



Course Proposal Process

Departments will submit course proposals to Summer Session using the Instructional Scheduling Assistant (ISA).

Instructional Scheduling Assistant (ISA)

What is the ISA?

The ISA is a web-based application for departments, divisions and units to improve the class scheduling process. The ISA was developed as part of the process improvement effort across campus.

Who can use the ISA?

- Department schedulers can use the ISA to schedule their Fall/Winter/Spring and Summer Session courses.
- Departments & faculty can use the ISA to manage instructor scheduling preferences and teaching acknowledgements.

Getting Started with the ISA

The ISA is available to all departments and programs at the following link:

<http://instructionalscheduling.ucsd.edu/>

Training documentation is available within the ISA in the upper right-hand user menu.

Additional Resources

PowerPoint slides from the ISA Demo.

https://docs.google.com/presentation/d/1leOmayJ1YK9k2sAKjUeI5htkt7S9O_WHOadDcgIWu0/edit#slide=id.p

Upcoming ISA training events and videos can be found here:

<http://academicaffairs.ucsd.edu/resource-admin/dad/isa/training.html>

To arrange additional in-person or classroom-style training for your schedulers or instructors, please contact Katie Frehafer at kfrehafer@ucsd.edu.

1. Summer Session will email departments from the ISA, along with the course scheduling documents listed below:
 - a. Summer Session Guidebook 2021
 - b. [ISA Quick Start Guide](#)
 - c. [5-Year Enrollment History Report 2016-2020](#)
2. Courses that were proposed to Summer Session within the ISA in 2020 are already in the ISA. Departments will use the ISA to modify their 2020 Proposed Courses as needed to create their Summer Session 2021 proposed course offerings. (Historically, 90% of Summer Session courses repeat.) Please use the Course Scheduling Documents to help plan your summer course offerings.
3. Departments will use the ISA to submit their proposed courses to Summer Session by **November 12, 2020**.
 - a. Note the ISA will prompt you to acknowledge that your Department Business Officer (formerly “MSO”) and Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs) have endorsed your proposed courses. Email notifications will be sent accordingly when courses are approved by Summer Session.

Tips for Successful Summer Session Courses

- “Topic” required for special topics classes. (Ex. MUS15 “History of the Beatles”)
- Subterm is required for classes scheduled in Special Session. ([Refer to 2021 Special Session dates.](#))
- Courses with waitlists in Fall, Winter, and Spring quarters should be offered in Summer Session.
- [Check the 5-Year Report](#) to identify courses with high student demand in summer.

4. The Summer Session Advisory Committee (SSAC) will meet in early December 2020 to review and approve all Summer Session 2021 courses.
 - a. SSAC contains faculty representatives from each division, student representatives from the Associated Students, and staff from Summer Session, Academic Affairs, and Academic Advising.
 - b. Criteria for course selection includes enrollment history and programmatic need.
 - c. If a course has a history of low enrollment, departments are asked for a plan of how they will increase enrollment.
5. After Summer Session approves proposed courses, academic departments will log into the ISA to see which courses have been approved and denied.
6. Summer Session will send the Registrar a list of the approved courses.
7. A preview of approved Summer Session 2021 courses will be listed on the summersession.ucsd.edu website in December 2020.
8. Academic Departments work directly with the Registrar’s Office on scheduling meeting days, times, and locations.
 - a. Once all of the course information is finalized in the ISA, departments will export a Schedule Build spreadsheet from the ISA and email it to the Registrar’s Office by **January 28, 2021**
 - b. Any changes to courses (additions or cancellations), sessions, or instructors must be approved by submitting the change request to Summer Session in the ISA.
9. The Registrar’s Office will send out “The Last Look” on March 10, 2021. Any requests for changes to the schedule must be made by March 12, 2021 in order for the change to be reflected when the Schedule of Classes goes live.
10. The Schedule of Classes will go live on March 20, 2021. Student Enrollment begins on April 12, 2021.

Note: After April 12th, it is more difficult to make changes to the days and times of a course. Students will already be enrolled in courses, which means extra steps are required because the course may need to be cancelled and students will need to reenroll in the new course.

Required Course Information

Instructor	Faculty name and PID
Course Title and Description	All proposed courses must be previously approved by the Academic Senate - EPC and listed in the UC San Diego General Catalog. If a new course is proposed, a Request for Course Approval form must be submitted and approved by EPC prior to submitting a Course Proposal Form to Summer Session. A course subtitle must be provided for special topic courses.
Classroom Scheduling	For in-person instruction, if a specific classroom is needed for a course, be sure to include this information on the Course Proposal. If actual enrollment exceeds the size of the classroom, the Office of the Registrar will search for a larger classroom. If a classroom is needed for a discussion or review session, it must be requested on the Course Proposal. RCLAS designation on the Schedule of Classes indicates a course will be delivered via remote instruction. Course scheduling must follow meeting guidelines as outlined in the Course Approval Form. Course Approval Forms are set up for 10-week terms only. Please adjust your meeting schedule to be in compliance with the required meeting hours. Schedule changes (dates and class times) are not permitted after March 12, 2021. Faculty are encouraged to check TritonLink for up-to-date scheduling changes.
Final Examinations	Final examinations must be given outside of the regular classroom time in accordance with the EPC course approval. Final examinations must not be held on the same day as the last class meeting per Academic Senate regulation. The Office of the Registrar assigns final examination periods. The schedule is available on the Schedule of Classes when enrollment begins, however the classroom location for in-person final examinations is not posted until July for Session 1 and Aug. for Session 2.
Course Calendar	For Summer 2021, Special Session courses must follow the date options listed under Special Session . Independent study courses can be offered in any session except the restricted 14-week session. Please note: Five (5) week courses are NOT considered Special Session.
Enrollment Limit & Prerequisites	If enrollment limitations are required, they MUST be requested on the Course Proposal Form. All students are screened for course prerequisite and class level requirements. Visiting students must obtain departmental preauthorization in order to enroll in upper-division courses or courses with prerequisites.
Waitlists	Waitlists are created when student enrollment exceeds classroom capacity, or if a course has limited enrollment. Departments need to monitor waitlists for their courses. Departments contact Registrar for larger classroom space to accommodate growing class sizes.
Course Materials/Textbooks	The UC San Diego Bookstore will contact departments in April for course material and textbook requisitions. Course material adoption requests are April 16, 2021. This deadline allows the bookstore to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-print problems. The Bookstore wants students to have their course materials when they are needed, so please submit course materials adoptions as early as possible. Contacts: Leslie Verfaillie, Course Materials Buyer, textbooks@ucsd.edu , or (858) 534-6393 Sara Thoreson, MyReader Coordinator, custom@ad.ucsd.edu , (858)534-7963 https://ucsandiegobookstore.com/t-coursematerials.aspx
Instructional Support (Teaching Assistant /Tutor/Reader)	Instructional support for teaching assistants, tutors, and readers will continue to be block-funded to departments based on actual course enrollments. Notifications of preliminary TA allocations, based on actual enrollments, are sent to departments in July 2021. Additional funds from a reserve pool may be allocated to Departments whose actual enrollments increased. Please see the Instructional Support section of the Guidebook for details.
Computer Time/ Lab Facilities	More information is available through ServiceNow at https://support.ucsd.edu/its
Media Services	Order services and equipment through ServiceNow at https://support.ucsd.edu/its
Course Supplies and Expenses	Funds for course supplies and expenses are block-funded to departments. Please request an allocation from your department Business Officer.

Course Materials Fees	See information on PPM 120 – Instruction, Procedures Related to Faculty . Course materials are defined as materials, supplies, tools, or equipment, which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Miscellaneous Student Fees, Service Charges, and Deposits must be approved by the Course Materials Fees Committee.
Canvas	Canvas is the primary tool for remote teaching and classroom management. Canvas class sites also integrate with other technology products, such as Zoom and Kaltura. Support is available through Educational Technology Services at canvas@ucsd.edu , and https://edtech.ucsd.edu/contact/index.html .
Teaching + Learning Commons	The Teaching + Learning Commons provides strategies and resources for teaching in-person, remote, and online instruction. Learn more at https://kepteaching.ucsd.edu/ .

Summer Session Definitions – Closed and Proposed Courses

Closed Courses

Closed Courses are courses that are not included in the financial allocation to departments to offset the cost for offering the course. A Closed Course refers to its funding, not its enrollment restrictions. (ex: EDS 289C)

Proposed Courses

Proposed Courses require Summer Session approval to be offered in the upcoming summer terms. Not to be confused with Course Proposals, which are submitted in order to get courses approved by the Academic Senate.

Special Studies 97-99 and 197-199

Special Studies courses 97-99 and 197-199 help students learn about subjects not taught in regular classes. Students are engaged in field, lab, and library research. Summer Session approval is not required for any Independent Studies types of credit. Instructors are not entered into payroll for this type of appointment.

To streamline the enrollment process, Summer Session will align with campus and direct students to submit Special Studies applications online via EASy (Enrollment Authorization System).

Special studies submission and processing instructions for students, staff and faculty can be found at: <https://academicaffairs.ucsd.edu/Modules/Students/PreAuth>.

Standard Summer Session Teaching Times

2 Days Per Week	
MW	8–10:50 a.m.
MW	11–1:50 p.m.
MW	2–4:50 p.m.
MW	5–7:50 p.m.
MW	6–8:50 p.m.
TTh	8–10:50 a.m.
TTh	11–1:50 p.m.
TTh	2–4:50 p.m.
TTh	5–7:50 p.m.
TTh	6–8:50 p.m.

4 Days Per Week	
MTWTh	8–9:20 a.m.
MTWTh	9:30–10:50 a.m.
MTWTh	11 a.m. – 12:20 p.m.
MTWTh	12:30–1:50 p.m.
MTWTh	2–3:20 p.m.
MTWTh	3:30–4:50 p.m.
MTWTh	5–6:20 p.m.
MTWTh	6:30–7:50 p.m.
MTWTh	8-9:20 p.m.

Important Dates for 2021 Summer Session Courses

Course proposals are due to Summer Session.
 Summer Session will notify departments of approved courses.
 Schedule Build spreadsheets (requested meeting days/times)
 exported from ISA and emailed to Registrar’s Scheduling office.

November 12, 2020
 December, 2020
 January 28, 2021

See the [2021 Summer Session Operational Calendar](#) for other course-related deadlines.
 Note that dates are subject to change.

Course Change Requests

All Summer Session course changes will be entered into the ISA (Instructional Scheduling Assistant <https://instructionalscheduling.ucsd.edu/>). Summer Session will use the ISA to keep a master course and instructor list for payroll. Registrar will use the ISA to confirm Summer Session approval of new and cancelled courses.

Why use ISA for changes?



REDUCE Wait Time

Changes submitted in ISA appear in Summer Session workflow. Departments receive email replies from Summer Session.



REDUCE Potential for Defects

All changes will be logged in a central system (ISA). Statuses are clearly decided: APPROVED, DENIED, or CANCELLED. Fewer emails to manage reduces workload



ESR Effort – support campus transition to UCPATH

Manage changes that impact payroll in one master database

How to request course changes?

1. Follow the chart below based on the type of course changes:

Request Type	How to submit changes?
New course offering	<p>Step 1: Dept. submits new course in the ISA. Step 2: Summer Session reviews & approves new course. Step 2: Once new course is approved, dept. emails registrar-scheduling@ucsd.edu to add new class to Schedule of Classes</p>
Cancellation of Class	<p>Step 1: Dept. submits Cancellation Request in ISA. Step 2: Summer Session reviews & approves cancellation Step 3: Once cancellation is approved, dept. emails registrar-scheduling@ucsd.edu to cancel the class</p> <p>***Note: If enrollment has already begun, depts will need to confirm with Registrar-Scheduling that students have been notified of the cancellation</p>
Change Session of Class	<p>Step 1: Follow the steps above for Cancellation of Class Step 2: Follow the steps above for New course offering</p>

Change instructor name	<p>Step 1: Dept. updates the instructor name in the ISA</p> <p>Step 2: Summer Session will manage payroll and appointment letter process for the new instructor, and cancel appointment for the previous instructor (if applicable)</p> <p>Step 3: Once instructor has accepted appointment to teach and is “active” in the system, Summer Session will update the instructor name on the Schedule of Classes</p>
Schedule Change (ex: days, times, location)	<p>Step 1: Dept. updates ISA.</p> <p>Step 2: Dept. emails changes to Registrar Scheduling registrar-scheduling@ucsd.edu</p>

Every weekday morning at 9am - Summer Session reviews changes in ISA that impact PAYROLL – Session, instructor name, add/cancel course. Departments will see status updated in ISA.

For additional details, please see the [ISA Change Management document](#) on the Summer Session website.

Cancelling a Course

Summer Session may cancel courses for low enrollment. When determining whether to cancel a course due to low enrollment, please consider the following questions. If the answer to each question is NO, then the sooner Summer Session cancels the course, the more time faculty and students have to make other arrangements.

1. Is there an obvious reason for enrollment to be low by the first week of May?
2. Is there something special that may increase the enrollment?
3. Is this course part of a sequence and students are waiting to complete another course?
4. Is the course cross-listed and students have enrolled in the other course?
5. Is my department or the faculty going to do something special to recruit more students?

If the answer is NO to the five questions listed above, you may want to move forward with the following procedure to cancel a course, or contact Director of Summer Session to discuss the situation.

1. Department – Please request course cancellation in the ISA, using the appropriate cancellation reason.
2. Summer Session reviews cancellation request with DUE and AVC of Education and Innovation.
3. Summer Session marks cancellation approved in the ISA.
4. Department - Lowers enrollment limit to 0 to stop additional students from enrolling into the course.
5. Department - Contacts enrolled students to notify them of cancellation and provide “Of Related Interest” courses to students to encourage them to select another course.
6. Department - Notifies Summer Session that the students have been emailed regarding the cancellation.
7. Registrar – Confirms cancellation in ISA and cancels course in ISIS.
8. Summer Session - Sends a cancellation letter to the faculty to cancel the teaching appointment.
9. Department - Cancels the faculty payroll appointment in UCPATH (if already created).

Questions about course proposals or course scheduling?

Email summer-courses@ucsd.edu, or call 858-534-5458.

INSTRUCTORS

Instructor Hiring Process

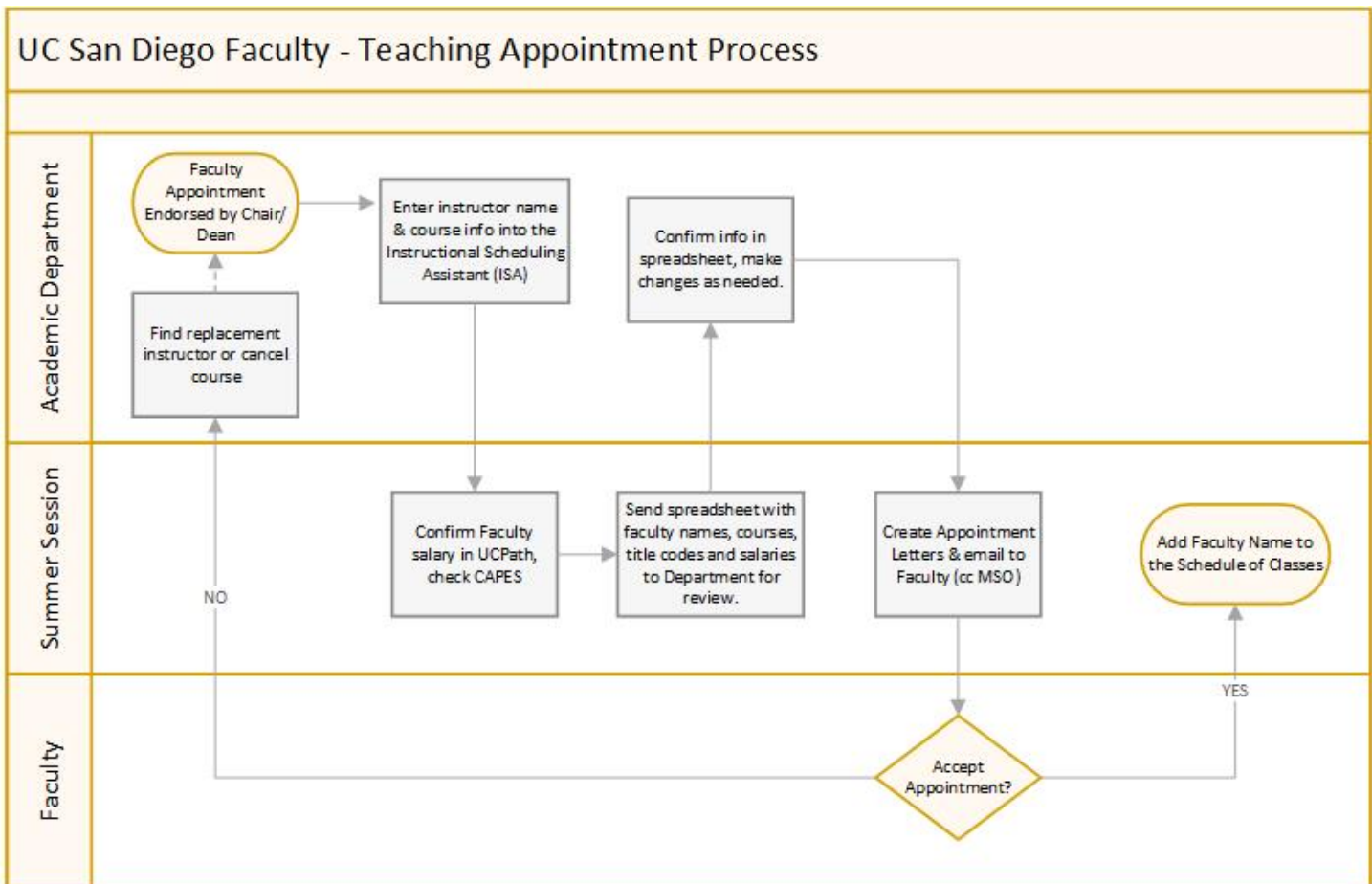
Summer Session procedures for hiring faculty differ from the academic year. Instructors are hired “by agreement”, and open recruitment is not required for Summer Session appointments. However, Summer Session instructors must adhere to UC San Diego Academic Personnel policy. To verify that an instructor is eligible to teach in Summer Session, please refer to [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#).

- One** Summer Session course - 50% appointment
- Two** Summer Session courses during the same Session - 100% appointment

Summer Session processes faculty appointments in three groups:

1. UC San Diego faculty and lectures who have active teaching appointments during the current academic year.
2. Graduate Students who will teach Summer Session courses as Associates-In.
3. “Visiting” Instructors, which include:
 - a. UC San Diego faculty who do not have active teaching appointments at UC San Diego during the 2020-2021 academic year (recalls).
 - b. UC San Diego staff who do not have teaching appointments. (Postdocs, Researchers, etc.)
 - c. Lecturers or Professors from other Universities and Institutions.

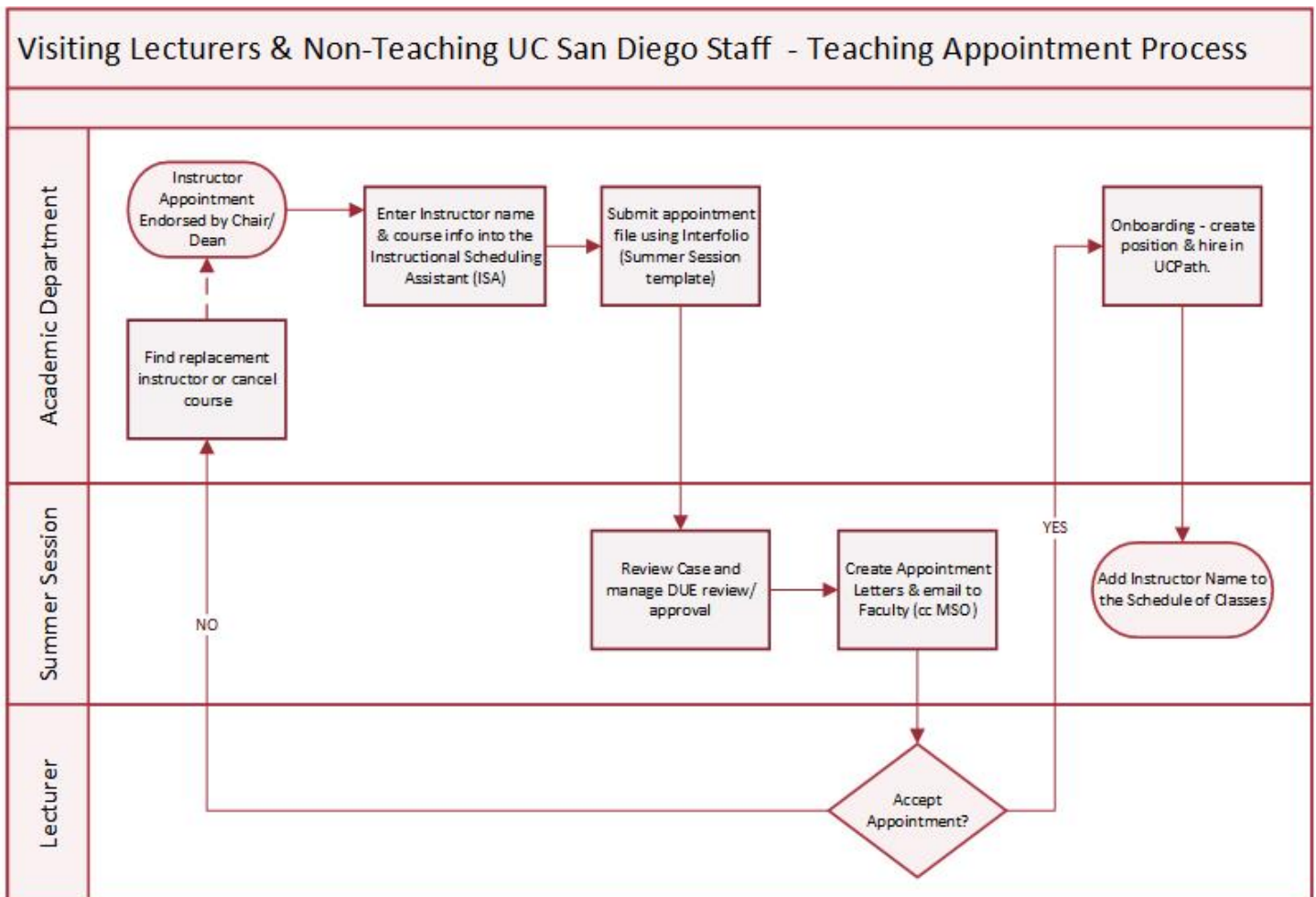
How to Hire UC San Diego Faculty & Lecturers



Summer Session will begin hiring current UC San Diego Faculty and Lecturers on January 11, 2021.

- The Department Chair or College Dean must endorse each faculty member to teach Summer Session courses.
- Summer Session is responsible for creating and emailing all faculty appointment letters, copying the Department Business Officer (formerly “MSO”). The appointment letter will state the terms and conditions of the teaching appointment.
- Appointment letters will be uploaded to OneDrive site, <https://go.ucsd.edu/3cPRUEF>.
- Each faculty member will accept his/her teaching appointment via reply email to summer-payroll@ucsd.edu. Faculty will not be permitted to teach until Summer Session receives an acceptance email.
- Faculty names will be added to the Schedule of Classes after Summer Session receives an appointment acceptance email.
- Departments will enter additional pay amount from Summer Session into PayPath in July/August. For more information, please see the [Faculty Compensation section of the Guidebook](#).

How to Hire Visiting Lecturers & Non-Teaching UC San Diego Staff



Summer Session will begin hiring Visiting Lecturers and Non-Teaching UC San Diego Staff in February, 2021.

DEADLINE: To submit appointment files via Interfolio is February 12, 2021.

- The Dean of Undergraduate Education must approve all visiting lecturers, Emeriti, and UC San Diego staff who do not have teaching appointments (Researchers, Postdocs, etc.). Visiting lecturers who have taught previous summers require a new appointment file and DUE approval.
- Please consult with the [International Faculty & Scholars Office](#) (IFSO) before proposing an International instructor. International visiting instructors must hold appropriate visa status to be eligible for payment. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. An instructor cannot teach on a tourist visa. Please note that late visa applications sometimes result in the instructor not being able to teach in Summer Session.
 - Visiting instructors are encouraged to initiate their visa applications well in advance of the start of Summer Session, preferably as soon as their course has been approved. Please contact the UCSD Scholar's Office at 858-246-1448 for more information.
- Postdocs or project scientists who are hired on H-1B, TN, or E-3 visas are not eligible to teach Summer Session courses. These types of visas are job-specific, which means that teaching a Summer Session course would require amending the terms of the visa at significant cost to UC San Diego. Please consult with the [International Faculty & Scholars Office](#) before submitting an appointment file for an international postdoc or project scientist.
- UC San Diego fiscal year academic and staff employees must follow Academic Personnel guidelines for teaching Summer Session courses. Per [APM-661](#), an exception memo must state how the employee's percentage of time will be reduced so that a Summer Session appointment will not cause him/her to exceed 100% appointment.

Teaching in Summer Session is a great way for fiscal year employees to gain teaching experience at UC San Diego. However, reducing a fiscal year appointment may affect an employee's benefits, retirement, and service credit. Summer Session recommends consulting with HR to understand the pros & cons of reducing a fiscal year appointment before accepting a Summer Session teaching appointment.

- The documentation required in the Summer Session Appointment File depends on the faculty type and academic year title code of the proposed lecturer. See the [Summer Session Faculty Appointment Handbook](#) for details.
- Appointment files must be submitted via Interfolio. All departments will use the Summer Session Appointment template. [Interfolio instructions for Summer Session appointment files are available on the AP Interfolio SharePoint site.](#)
- Summer Session is responsible for creating and emailing all instructor appointment letters, copying the Department Business Officer (formerly "MSO"). Each appointment letter will state the terms and conditions of the teaching appointment.
- Appointment letters will also be uploaded to the Summer Session OneDrive site at <https://go.ucsd.edu/3cPRUEF>.
- Instructors will accept their teaching appointment via reply email to summer-payroll@ucsd.edu. Instructors will not be permitted to teach until Summer Session receives an acceptance email.

- Departments will create a position and hire the visiting lecturer in UCPATH, without entering the payment amount. Summer Session compensation will be entered as additional pay via PayPath, and that transaction will happen later in the summer (July and August) with guidance and compensation details from Summer Session. For more information, please see the [Faculty Compensation section of the Guidebook](#).

Canvas – Temporary Logins for New Instructors

In a remote learning environment, it is critical that Canvas course sites are published for students to access when classes begin. Delays in getting new instructors approved and hired in UCPATH causes delays in getting access to campus systems. As a workaround, the Canvas team has agreed to create temporary logins for new instructors, so that they can create their class sites before they are fully processed in payroll. For more details, [refer to the resources for remote teaching](#).

- Faculty names will be added to the Schedule of Classes after their new-hire (or re-hire) paperwork is completed and their hire is active in UCPATH.
- Visitors not holding any other UCSD appointment must be separated at the end of their Summer Session teaching appointment.

Visiting Instructors – Cases requiring special handling.

Temporary Remote Agreement – For Visiting Instructors Teaching Remote Courses Outside of California

Visiting instructors may teach remote/online courses outside of California. However, they must complete a Temporary Remote Agreement, and the signed copy must be submitted to Academic Personnel Services. A Temporary Remote Agreement is currently not required for current faculty or graduate students. Additionally, teaching outside of California means that taxes are different. Departments will need to be sure that the taxation is set-up properly in UCPATH (not subject to CA tax withholding). They may be subject to state income tax in the state where they are working. You may use the following language during onboarding:

If you are fulfilling your duties remotely from outside of California, you'll need to complete a temporary remote agreement and may want to consult a tax advisor to determine your tax liability for the state in which you are working.

More information about Temporary Remote Agreements can be found on the Academic Personnel Services website: <https://aps.ucsd.edu/facdev/covid-19/leavefaq.html#Temporary-Remote-Work-Agreement>

Considerations for International Faculty

Visiting International faculty require different handling, depending on whether they are traveling to the United States.

Visiting International faculty teaching outside of the United States:

- No visa required
- In UCPATH, make sure income tax is not withheld.
- Make sure they have a bank account for direct deposit.

Visiting International faculty traveling to the United States to teach in California or another state:

- Visa is required.
- In UCPATH, make sure tax is withheld and/or they receive treaty benefits.
- Make sure they have a bank account for payment.

International faculty already teaching in Spring quarter and staying for Summer Session.

- J visa status – no additional steps required.
- H, TN, E3, O-1 visa status – Contact IFSO to see if an amended petition is required.

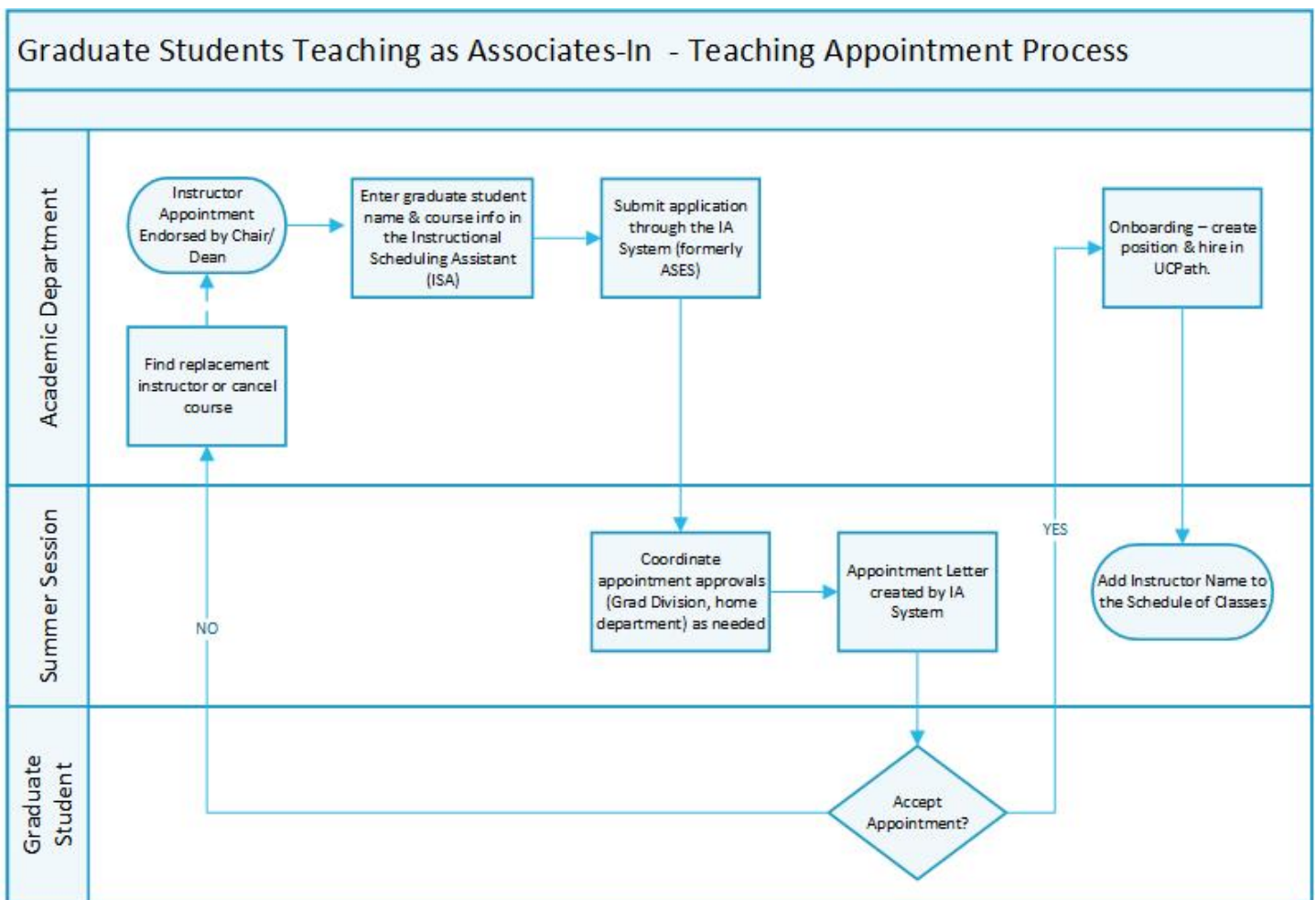
For more information, please contact the [International Faculty & Scholars Office](#).

Hiring Faculty from other UC Campuses

- When hiring faculty from another UC campus, the appointment must be signed-off by both UC San Diego (host location) and the candidate’s home UC campus (home location) using a Multi-location agreement form.
- An appointment file is also required, like any visiting instructor.
- Note that Summer Session does not match the annual salary at the home campus. Instead, departments should propose a salary that aligns with other faculty in the department.
- New with UCPATH – UC San Diego hiring department will process this appointment in UCPATH as a concurrent hire.

For more information, refer to the UCPATH Job Aid: How to Manage Multi-Location Appointments on the UCPATH Job Aids page, <https://ucpath.ucsd.edu/training/job-aids.html#Template-Transactions>.

How to Hire Graduate Students Teaching as Associates-In



Graduate Students to teach as Associates-In are reviewed and approved through the IA System (formerly ASES).

DEADLINE: Departments should submit applications to the IA System by March 12, 2021.

- To be eligible to teach in Summer Session 2021, UC San Diego Graduate Students must have advanced to candidacy by February 5, 2021. See the [ASE Opportunities for Graduate Students](#) on the Graduate Division website.
- Appointment documentation must be submitted through the IA System (formerly ASES). The IA System will route the Associates-In applications to Graduate Division for review and approval. For Associates-In appointment questions, please contact Courtney Aguila, c8aguila@ucsd.edu, or Kacy Cashatt, kcashatt@ucsd.edu.
- Appointment letters will be created and viewed in the IA System. The appointment letters will state the terms and conditions of the teaching appointment.
- An Associates-In must officially accept his/her appointment in the IA System. Email notifications are sent to the hiring department and Summer Session upon completion.
- Departments will create positions and hire Associates-In in UCPATH, without the payment amount. Summer Session compensation will be entered as additional pay via PayPath, and that transaction will happen later in the summer (July and August) with guidance and compensation details from Summer Session and Graduate Division. For more information, please see the [Faculty Compensation section of the Guidebook](#).
- Associates-In names will be added to the Schedule of Classes after their appointment is active.

Summer Graduate Teaching Scholars (SGTS)

The Summer Graduate Teaching Scholars (SGTS) program provides an opportunity for some of UC San Diego's advanced graduate students to obtain mentored teaching experience while increasing Summer Session course offerings to undergraduate students.

- A call for nominations for the Summer Graduate Teaching Scholars Program is sent out to academic departments and programs from Academic Affairs in September.
- Departments should nominate students who will be teaching as first-time Associates-In.
- Departments should propose courses that have shown student demand in the summer to avoid having courses cancelled due to low enrollment.
- Required paperwork for these nominees should be included in the submissions to the IA System (formerly ASES) for Graduate Division approval.
- The graduate students selected to participate in the SGTS program are paid a \$1,200 stipend, which is coordinated by Graduate Division.
- Summer Session will work with departments to arrange the course details and Associates-In salary.
- A \$500 stipend is paid into a research account for each SGTS participant's faculty mentor.

For more information, visit the [Summer Graduate Teaching Scholars](#) page on the Academic Affairs website.

Training Session - Instructor Appointments

Summer Session will hold an Appointment File training workshop in November.

All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at <http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents>.

Questions about hiring Summer Session faculty?

Please contact Lisa Bargabus, Summer Session Business Manager, at summer-payroll@ucsd.edu.

Important dates for 2021 Summer Session Instructor Hiring & Payroll

2021 Pay Dates

July 30, 2021	September 1, 2021
Session 1 July Special Sessions	Session 2 August Special Sessions

Note: Ladder-rank faculty, LSOE and LPSOE teaching 2 courses in one Session are required to spread their Summer Session course salaries over two months to comply with the 1/9th annual salary per month compensation restriction.

Hiring Deadlines

Lecturer Appointment Files are due via Interfolio by February 12, 2021.

Graduate Student Applications are due via the IA System by March 12, 2021.

See the [2021 Summer Session Operational Calendar](#) for other instructor-related deadlines.

Note that dates are subject to change.

Instructor Compensation

- No course salary cap – all 4-Unit courses will pay 8.5% annual salary.
- Success Bonuses will continue for 2021 Summer Success Programs.

Faculty compensation for Summer Session is different from the academic year. It consists of two types of payments:

1. Course Salary (All instructors)
2. Success Bonuses (Only instructors teaching courses that are part of a Summer Success Program. Additional work is required.)

Course Salary

Summer Session pays instructors a course salary for each class they teach in Summer Session. Each course salary is *by agreement* and calculated based on:

- Number of units per course (and student enrollment).
- UC San Diego annual teaching salary at pay rates in effect on 6/30/21.
- No maximum course salary cap.

Visiting lecturers are not paid at the annual salary they receive at their home institution. Instead, visiting lecturers are paid at an annual salary that aligns with UC San Diego salary scales, at a rate consistent with comparable faculty in the department.

Full Course Salary	Contingent Salary If low enrollment
<p style="text-align: center;"><u>3-6 Unit Course</u> 8.5% of UC San Diego annual teaching salary</p> <p style="text-align: center;"><u>1-2 Unit Course</u> 4.25% of UC San Diego annual teaching salary</p> <p style="text-align: center;"><u>Associates-In (Instructors of Record)</u> Associate-In annual salary: \$56,061 2021 Summer Session course salary: \$4,765 (3-6 Unit Course) \$2,383 (1-2 Unit Course)</p>	<p style="text-align: center;">\$150 × Number of Units × Students Enrolled</p> <p style="text-align: center;">Not to exceed full course salary.</p> <p>Exception: Graduate Students teaching as Associates-In may NOT be paid on contingency (See Article 23).</p>

When is Course Enrollment Measured for Course Salaries?

Summer Session measures student enrollment twice for each Session, and pays instructors based on the highest student enrollment.

Course enrollment snapshots are posted on the Summer Session website at:

<https://summersession.ucsd.edu/documents/index.html#Enrollment-Reports>.

2021 – Enrollment Snapshot Dates

	1 st Enrollment Snapshot Full or Contingent Salary	Final (2 nd) Enrollment Snapshot Final Course Salary
SESSION 1	June 2, 2021	July 6, 2021
SESSION 2	July 7, 2021	August 9, 2021

Special Session Snapshot Dates

# of Weeks	Start Date	End Date	1 st Enrollment Snapshot Full or Contingent Salary	Final (2 nd) Enrollment Snapshot Final Course Salary
3	06/28/21	07/17/21	June 2, 2021	July 1, 2021
3	07/19/21	08/07/21	June 2, 2021	July 22, 2021
3	08/09/21	08/28/21	July 14, 2021	August 12, 2021
6	08/02/21	09/11/21	July 7, 2021	August 10, 2021
8	06/28/21	08/21/21	June 2, 2021	July 8, 2021
10	06/28/21	09/04/21	June 2, 2021	July 12, 2021
15	06/14/21	09/24/21	<i>Contact Summer Session – Dates set manually.</i>	

1st Enrollment Snapshot – Full vs. Contingent Course Salary

Summer Session uses the first enrollment snapshot date to calculate the guaranteed minimum faculty course salaries. Instructors teaching courses with 14 or fewer students enrolled will be paid a contingent salary.

- It is the instructor's responsibility to check the enrollment snapshot for his/her course(s).
- If course enrollment is low, and a contingent appointment is not acceptable, the faculty member must contact the Department Chair or Business Officer (formerly "MSO") for further action. The department and faculty may try to recruit more students, or decide to cancel the teaching appointment.
- The department is expected to replace the instructor whenever possible. (Courses are not cancelled after the session begins.)

Final (2nd) Enrollment Snapshot – Final Course Salary

For courses with contingent agreements, Summer Session compares the 1st Enrollment Snapshot and Final (2nd) Enrollment Snapshot. Only Snapshot dates are approved for enrollment figures.

- If student enrollment increased, the faculty course salary will increase up to the maximum full salary.
- If student enrollment has decreased, the faculty course salary will stay the same.

Course Salary Examples

Lecturer, Annual Salary is \$56,381 (\$4,792)

One 4-Unit course, 50% appointment

Example 1 – Compensation would increase from contingent to full salary.

1st enrollment snapshot = 7 students

Course salary will be contingent: $\$150 \times 4 \text{ Units} \times 7 \text{ Students} = \$4,200$

2nd enrollment snapshot = 15 students

Course salary will increase to full salary: 8.5% of \$56,381 = \$4,792

Example 2 – Compensation would stay the same when enrollment decreases.

1st enrollment snapshot = 16 students

Course salary will be full salary: 8.5% of \$56,381 = \$4,792

2nd enrollment snapshot = 12 students

Course salary will remain full salary at \$4,792, because it cannot be reduced.

Example 3 – Compensation switches to full salary, because contingent amount would be too high.

1st enrollment snapshot = 7 students

Course salary will be contingent: $\$150 \times 4 \text{ Units} \times 7 \text{ Students} = \$4,200$

2nd enrollment snapshot = 14 Students

Course salary will increase to full salary: \$4,792 (Contingent would exceed full salary: $\$150 \times 4 \times 14 = \$8,400$)

Course Salary - Special Cases

Global Seminar Appointments

- Faculty are compensated at a flat rate of \$15,000 and required to teach two 4-unit courses in one session. For ladder-rank faculty, LSOE, and LPSOE, payment will be spread over two months if \$15,000 exceeds 1/9th annual salary.
- If the program has previously been taught and the enrollment is low, the program may be cancelled, or Global Education/Study Abroad may offer a contingent agreement to the faculty member. If the faculty member accepts the contingent agreement, the amount is set at \$1,000 per enrolled student.

- For UC San Diego faculty, the relevant compensation policies for Summer Session teaching are set forth in [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#) and [PPM 230-43](#). Faculty with Staff or Research titles must follow Academic Personnel guidelines for teaching Summer Session courses.

Emeriti (Recall) Faculty

- All faculty recall appointments require an appointment file with a Recall Form and CAPES. (Even if the recalled faculty taught during Fall, Winter and Spring of the current academic year.)
- Compensation is based on the annual teaching salary at retirement, with appropriate range adjustments, not to exceed the 43% salary per month restriction. (See [APM Section 205](#).)
- Faculty who retire after Spring Quarter 2021 must have a 30-day break in service and may NOT teach a Global Seminar in Summer Session 2021. They would be eligible to teach a Global Seminar starting in Summer Session 2021.

HCOMP Faculty

As stated in [APM 661-16d](#), part-time and full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

HSCP – The abbreviation for Health Sciences Compensation Plan

HCOMP – The faculty type description for faculty participating in the Health Sciences Compensation Plan. Includes title codes 1712-1734.

1. *Additional Compensation*

Summer Session is defining “additional compensation” to be any type of the following:

- a. Z payment
- b. salary above what is already being paid
- c. a transfer to a research account
- d. a recharge to department account

Summer Session will not use any of the options listed above, or any other means, to compensate full-time HCOMP faculty. The intent of APM 661-16d does not allow additional compensation even if it is moved between accounts to eventually end up as an additional payment to the HCOMP faculty member teaching a course.

2. *Percentage of Time*

We cannot reduce an existing HCOMP faculty member’s appointment to 50% in order to receive compensation to teach one Summer Session course, because he/she must maintain a 51% HCOMP appointment or greater to be eligible for HSCP participation. (A 51% HCOMP appointment and a 50% Summer Session appointment (to teach one course) would put him/her at 101% time, which is not possible.)

3. *Salary Replacement Option*

Under special circumstances, HCOMP faculty member’s other salary fund sources can be reduced to use Summer Session teaching pay to cover a portion of his/her regular pay. This is a salary replacement option and not an additional compensation option.

- a. The Health Sciences administration (department and dean’s office) must be amenable to reducing the faculty member’s existing teaching and/or clinical loads in Health Sciences.
- b. This requires PRE-approval in writing by the Health Sciences administration.
- c. Summer Session pays a standard course salary of 8.5% of academic year annual salary. Global Seminars compensate faculty at a contracted amount of \$15,000 (\$7,500 per course). We would need to determine what portion of the faculty member’s HCOMP salary the Summer Session compensation can buy out, and indicate at which rate (base salary or negotiated salary).

- d. Because this is a salary replacement option and **not** an additional compensation option, it would not be in compliance with AP policy to redirect his/her “displaced” regular (non-Summer Session) funding to a Z payment or other form of additional compensation. (See item 1.) In other words, no swapping to circumvent the intent of APM 661-16d.

4. *Appointment without Salary*

Faculty are allowed to teach summer courses without compensation from Summer Session. Faculty are eligible for this option only with a letter from his/her supervisor indicating that the time spent teaching Summer Session will not interfere with his/her normal duties in Health Sciences.

Fiscal Year Employees Teaching in Summer Session

Fiscal year appointees must reduce their percentage of time to teach in Summer Session.

Use of Vacation

If vacation time must be used to teach in Summer 2021, please use the following to calculate the number of days/hours needed.

Summer Session Vacation Deduction Calculation:

The calculation is based on the course rate, the month payment is being issued, as well as the concurrent fiscal year appointment rate. (Please note bonus payments are not included in the calculation).

Concurrent fiscal appointment rate: Use \$_____/mo

Summer Session course salary: \$_____ (excluding any bonus)

2021 Summer Session pay dates: 7/1/21-7/31/21 (168 hours) or 8/1/21-8/31/21 (176 hours)

Percentage of compensation: ____%

Summer Session course salary ÷ by monthly rate of concurrent appt.

Vacation deduction: ____ Days

Multiply the percentage of compensation from above times the total possible hours in the month payment is being issued. (ex: 92% * 168 = 154.56 hours)

Divide this figure by 8 hours and round to nearest whole number (you report only in full day increments).

(Ex: 154.56 hours ÷ 8 = 19.32, or 19 days)

Converting between Fiscal Year and Academic Year Salaries

Conversion factors are based upon UC work hours/calendars.

Academic Year (AY) to Fiscal Year (FY)	Fiscal Year (FY) to Academic Year (AY)
11 months : 9.5 months = 11/9.5 = 1.16 (rounded)	9.5 months : 11 months = 9.5/11 = .86 (rounded)
AY annual salary × 1.16 = FY annual salary	FY annual salary × .86 = AY annual salary
Example: \$81,257 AY salary × 1.16 = \$94,258 FY salary	Example: \$120,000 FY salary × .86 = \$103,200 AY salary
<i>The calculated FY annual salary may not match a rate on the FY scale.</i>	<i>The calculated AY annual salary may not match a rate on the AY scale.</i>

Bonus Compensation

Success Bonus

Instructors teaching courses that are part of the Summer Success Programs may be paid a Success Bonus of up to \$500 per week per course. Instructors are expected to perform additional work to support the Summer Success Programs. Specific duties vary by program, directed by Faculty Director.

Compensation Restrictions

Limit for Academic Year Appointees – 3/9 (33%) annual salary for entire Summer Session

Maximum compensation allowed for teaching Summer Session is 3/9 (33%) of a faculty's nine-month academic year salary during the three-month summer period (1/9 per month over 3 months). It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, and success bonuses do not exceed the 33% maximum summer compensation limit.

Teaching 4 Courses Exceeds 33% Maximum

Instructors teaching 4 Summer Session courses (2 courses in Session 1, 2 courses in Session 2) will need to reduce their Session 2 course salaries to not exceed the 33% annual salary maximum.

4 courses = $4 \times 8.5\% = 34\%$ annual salary

Compensation will be spread over 3 pay periods - total is 3/9ths, or 33% annual salary:

July = 1/9th annual salary

August = 1/9th annual salary

September = 1/9th annual salary

Restriction for Ladder-Rank Faculty, LSOE and LPSOE – 1/9th annual salary per month

Ladder-rank faculty, LSOE and LPSOE Summer Session instructors cannot exceed 1/9th annual salary per month. To comply with this restriction, all ladder-rank faculty, LSOE and LPSOE teaching two Summer Session courses in one session are required to spread their Summer Session course salaries over two months.

- 2 courses = $2 \times 8.5\%$ annual salary = 17% annual salary
- 17% annual salary exceeds the monthly limit of 1/9th annual salary (1/9th is approximately 11% annual salary.)

Limit for Fiscal Year Appointees – 1/12 annual salary per month

Compensation for fiscal-year appointees may not exceed one-twelfth (1/12) of the faculty's annual salary per month of teaching. It is the faculty member's responsibility to ensure that their research, summer teaching, other forms of support (faculty fellowships, etc.), stipends, and success bonuses do not exceed the 1/12 maximum summer compensation limit.

Limit for Emeriti – 43% per month

Summer Session recall appointments (Emeriti) are subject to a maximum compensation limit of 43% per month of the individual's salary at the time of retirement (range adjusted to current dollars). See <http://www.ucop.edu/academic-personnel-programs/files/apm/apm-205.pdf> for details.

Limit for Faculty with Academic Administrator Appointments – Varies

Compensation for faculty with Academic Administrator appointments (Provost, Department Chair, etc.) will be calculated on a case-by-case basis. Please contact Lisa Bargabus at summer-payroll@ucsd.edu regarding new or modified academic administrator appointments for Summer Session faculty.

Limit for All Summer Session Faculty - 100% Appointment Max

UC San Diego faculty members cannot exceed 100% appointment at any time during the three-month summer period. It is the department and faculty member's responsibility to ensure that their research, summer teaching and other forms of appointment time do not exceed the 100% appointment time limit.

Payment Disbursement

Paychecks are issued on July 30, 2021 for Session 1, and September 1, 2021 for Session 2. Courses taught in Special Session are assigned a payroll date of July 30 or September 1 depending on the course dates. Summer compensation is subject to deductions. If the faculty member has not opted for direct deposit, a payroll check will be mailed to the faculty's home department; faculty are responsible for arranging for pick-up with the department.

In some cases, Summer Session compensation needs to be spread over 2 or 3 months in order to comply with AP policy. See [Compensation Restrictions](#) for details.

Taxes

The tax rate for compensation during summer depends on appointment type.

- Summer Session faculty with a 9/12 appointment are subject to supplemental wage taxes and are taxed at a flat rate of 25% for federal and 6.6% for state.
- Summer Session faculty with a concurrent fiscal-year appointment (11/12) will be taxed based on W-4 allowances and the standard monthly tax tables.

Please Note: This may place faculty into higher Federal and state tax brackets, resulting in a greater rate of tax withholding. This is due to the respective tax agency's regulations that do not allow any consideration for summer salary being seasonal. It is recommended that faculty consult an outside financial advisor to assist them in making any changes to their W-4 withholding allowances to avoid excess tax withholdings.

Mandatory 403 (b) Plan Contributions

Summer Session salary retirement benefit has been transferred from UC's DC Plan to UC's Tax Deferred 403(b) Plan. That means Summer Session faculty (contributing 3.5%) and the University (contributing 3.5%) are now required to make pre-tax contributions (7% total) to the 403(b) Plan. Because summer salary contributions are required, they do not reduce the limit on voluntary pretax contributions to the 403(b) Plan (or the 457(b) Plan). More information can be found at: <http://www.ucop.edu/academic-personnel-programs/academic-personnel-policy/policy-issuances-and-guidelines/revised-apm-190-appdx-g.html>

Benefits

Summer Session appointments are not considered benefits-eligible appointments. The hours worked during Summer Session do not contribute towards the hours required to maintain benefits eligibility. Faculty with a regular, ongoing benefits eligible appointment will continue to receive benefits during the summer. Lecturers hired to only teach in the summer are not eligible for benefits. Lecturers who teach Spring quarter will continue to receive benefits if they teach in

the summer. If a Lecturer only teaches part of the summer, they can pay the employer cost of their benefits during the time they are not teaching, or they can go on short work break with no benefits if they are returning Fall quarter.

For more information on benefit eligibility, please contact the [benefits representative](#) assigned to your vice chancellor area.

Faculty Payroll Training Session

Summer Session will hold a Payroll training workshop in May 2021. All departments are encouraged to send a representative(s). Support and training materials are also available on the Summer Session website at <http://summer.ucsd.edu/documents/index.html#Appointment-&-Payroll-Documents> , and on the UCPATH Training Hub at <https://ucpath.ucsd.edu/training/training-hub.html>.

Questions about Summer Session payroll?

Please contact Lisa Bargabus, Summer Session Business Affairs Analyst, at x25064 or summer-payroll@ucsd.edu.

Faculty - Instructional Guidelines

Resources for Remote Teaching

- Strategies and resources to support remote teaching can be found at keep-teaching.ucsd.edu.
- Instructors have access to several technologies for remote teaching, including Canvas, Zoom, Kaltura, and podcasting. More information is available at keep-teaching.ucsd.edu/technology/index.html.

Canvas for New Instructors – Temporary logins are available.

Canvas is the Learning Management System available to UC San Diego instructors. New instructors cannot access campus systems until they are fully hired in UCPATH, which can take several days or even weeks to complete. In order to allow new instructors to create their Canvas class sites before they are fully processed in payroll, the Canvas team can issue temporary accounts.

The Dean or Chair's office can send an email to canvas@ucsd.edu with the following information for each new instructor:

1. First and Last Name
2. A direct email to send the instructor their Canvas account credentials
3. Course department, Course number(s), and Sections (if using sections)

Important points to note about temporary Canvas accounts:

- Any Canvas content created with the temporary login will stay with the instructor.
- Third-party tools that integrate with Canvas (Kaltura, Zoom, etc.) may have data loss or errors when the temporary login expires.
- This temporary login will expire.
- Important to start using official AD credentials as soon as they are available.

Contact the Canvas team for more information at canvas@ucsd.edu.

Course Syllabus

- Faculty are expected to prepare course materials at least one week prior to the first day of the class. Preparation includes a syllabus, course outline, and handouts ready to distribute to students at the first class meeting.
- Summer Session courses are governed by the same academic policies and requirements as those offered during the Fall, Winter, and Spring quarters. Summer Session publications emphasize that courses taught in Summer Session are academically rigorous and presented at an accelerated pace. Summer Session and the Academic Senate EPC rely on faculty to uphold the same academic standards for Summer Session courses as they do for the same courses taught during the regular academic year.
- Plan for the Independence Day and Labor Day holidays, if appropriate. Campus closed, no class meetings. Makeup sessions must be posted to the Schedule of Classes prior to student enrollment.

Course and Professor Evaluations (CAPE)

- Course and professor evaluations are managed online by the CAPE office. CAPE is a student-run organization. Faculty are encouraged to remind their students to participate. Goal – achieve a minimum response rate of 40%.
- Please visit the CAPE website or email the CAPE director for more information. Tips on how to increase student response rate can be found at: <https://cape.ucsd.edu/faculty/tips.html>.
- The CAPE dates for student access are the last week of a 5-week session. More information can be found at <https://cape.ucsd.edu/faculty/index.html>.

Course Enrollments and Class Lists

- Student enrollments by course are available on the Schedule of Classes on [TritonLink](#).
- Faculty can view course enrollment lists, download information, and send e-mail messages to class lists (rosters) and wait lists by logging onto [Blink Instruction Tools](#). All users must log on using their ISIS or Single Sign-On user ID and password.
- To obtain a user ID and password, contact your department security administrator. *Visiting faculty and Graduate Students are not eligible for a user ID and password, and therefore need to contact their department for assistance.*

Course Prerequisites

- Course prerequisites help guide students on choosing the appropriate level course. Summer Session recommends that faculty make clear at the first course meeting the specific approved requirements for the course, the level at which the course will be taught, and the grading policy.
- Non-UCSD (visiting) students are held to the same standards and are required to meet the prerequisites for each course. To obtain preauthorization from the department to enroll in the course, students should submit an online request via the Enrollment Authorization System (EASy). Refer to the steps on the [Summer Session website](#).

Additional Meetings

Required discussion or lab meetings per the EPC course approval and make-up meetings due to holidays (Independence Day/Labor Day) or missed classes need to be scheduled and provided to the Office of the Registrar so they are available on the Schedule of Classes when enrollment begins.

Final Examination

- Students may not be excused from an assigned final examination if it is a course requirement.

- Midterms and final examinations must be given according to the published date and time on the TritonLink Schedule of Classes. The final exam schedule is available on the Schedule of Classes when enrollment begins; however, the classroom location for in-person final examination is not posted until the fourth week of each session.
- The Office of the Registrar sets the schedule for final examinations, which cannot occur during the last class period, or on the same day of the class. See the [Policy on Final Examinations](#) for more information.

Office Hours

Office hours are required of Summer Session instructors. Summer Session recommends faculty make an announcement to students during the first class meeting regarding the hours and location of official office hours.

Waitlists

Note: Summer Session is considering two possible 2021 Waitlist strategies:

1. *Continue the process as described below.*
2. *New idea of a second cancellation deadline.*

This section will be updated pending approval of the Registrar's Office.

- Waitlists are created when student enrollment exceeds classroom capacity or if a course has limited enrollment.
- Students on waitlists are not charged fees until they are enrolled. There is an automated procedure that enrolls a waitlisted student in a course when a space becomes available.
- Students must remove themselves from the waitlist if they are no longer interested in enrolling in the course.
- Course fees are automatically assessed to student accounts once they are added from the waitlist.
- If course is not dropped by the refund deadline, students are held responsible for fees.

Summer 2021 Waitlist Schedule. Process is subject to change, pending approval of the Registrar's Office.

Session 1

Waitlist begins –	Monday, April 12, 2021
Waitlist suspends starting –	Monday, June 21, 2021
Waitlist resumes –	Friday, June 25, 2021
Waitlist ends after final run on –	Wednesday, June 30, 2021 at 10pm

Session 2

Waitlist begins –	Monday, April 12, 2021
Waitlist suspends starting –	Monday, July 26, 2021
Waitlist resumes –	Friday, July 30, 2021
Waitlist ends after final run on –	Wednesday, August 4, 2021 at 10pm

Special Session

Waitlist begins –	Monday, April 12, 2021
Waitlist ends after final run on –	Sunday, June 20, 2021

- For Sessions 1 and 2, a week prior to the start of the session, the automated waitlists will be turned off. This is to ensure students have time to pay their fees and are not cancelled from their classes before the session begins.
- Academic departments will need to manually handle their waitlisted students until the automated feature is turned back on.
- The automatic waitlist will restart on Saturday before the session begins, and remain open until the Wednesday of the first week of the session. This process reduces the number of manual add cards and to allow students time to drop the course and obtain a course refund.

Grading

FERPA Training for Faculty

Summer Session faculty with access to student records must comply with the Federal Family Educational Rights and Privacy Act (FERPA) by taking an online FERPA course. The FERPA course is offered via UC Learning Center, takes about 30 minutes to complete, and is valid for 3 years. More details about the FERPA training requirement can be found at:

<https://blink.ucsd.edu/instructors/advising/confidentiality.html>

<http://adminrecords.ucsd.edu/Notices/2018/2018-2-15-1.html>

Grading Policy

Students are expected to complete all assignments, take all examinations, regularly attend classes and submit all work by the end of the session.

eGrades

Summer Session grades will be submitted using eGrades. For additional information regarding the eGrades tool and process, visit the [eGrades page](#) on Blink (blink.ucsd.edu).

Grade entry for Summer Session opens at 8 a.m. on July 30 for Session 1 and September 3 for Session 2 and closes at 11:59 p.m. on the Tuesday after the last final for Summer Session. Since grade entry and grade changes submitted by 11:59 p.m. are processed overnight, grades and grade changes will be visible to students on [TritonLink](#) the next day.

If you have any questions or need further information, contact Academic Records at (858) 534-3144 or egrades@ucsd.edu.

Student work will be reported in terms of the following grades:

Grade	Grade Points per Unit	Interpretation
A+, A, A-	4.0, 4.0, 3.7	Excellent
B+, B, B-	3.3, 3.0, 2.7	Good
C+, C, C-	2.3, 2.0, 1.7	Fair
D	1.0	Poor (barely passing)
F	0.0	Fail
Blank Entry		See Blank Entry info below
I	Incomplete	See Incomplete info below
IP	In Progress	See In Progress info below
NP	Not Pass	See Not Pass info below
P	Pass	C- or better, assigned to undergraduate students only
S	Satisfactory	B- or better, assigned to graduate students only
U	Unsatisfactory	Below B-, assigned to graduate students only
W	Withdraw	See Withdraw info below

The grades A, B, and C may be modified by plus (+) and minus (-) suffixes. A blank entry signifies the faculty did not assign a grade.

The blank grade must be resolved before the end of the next quarter or the grade will become a permanent F, NP, or U.

The 'I' or Incomplete grade may be assigned to a student's work when the work is of non-failing quality, but is incomplete for valid cause (illness, for example). The deadline for filing a request for an Incomplete shall be no later than the first working day after the final examination date.

The faculty shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than the last day of the finals week in the Fall quarter. If not replaced by this date, the 'I' grade will lapse into an 'F' grade. The faculty may neither agree nor require that the student wait until the next time the course is offered in order to make up incomplete work, but must make individual arrangements for the timely completion of the work.

The "IP" grade signifies classes that extend over more than one quarter. The "NP" or Not Pass is assigned if a student does not pass a class.

The "W" or Withdraw is assigned if a student drops a class or withdraws from Session 1 between July 10 – July 16, 2021 and Session 2 between August 14 –August 20, 2021 (equivalent to the start of the fifth week and the end of the sixth week of classes during Fall, Winter, and Spring quarters). The "W" is also assigned if a student drops certain labs after the second scheduled meeting. A student may receive a maximum of one "W" per course, per Academic Senate Regulations.

Please contact Renee Lee, Student Affairs Manager, with any student affairs questions or concerns at 858-534-8277, or summer@ucsd.edu.

Academic Integrity Standards

Academic Integrity is essential for our University community. The University has an Academic Integrity Office to assist students and faculty in upholding academic integrity.

The Executive Vice Chancellor – Academic Affairs has asked that all faculty and instructors talk about academic integrity in their classes, clarifying their expectations for how students can complete their assignments, tests, projects, and exams with integrity. Please review the [academic integrity tips for faculty](#).

All UC San Diego undergraduate students are asked to complete the [Integrity Tutorial](#). Students are expected to act in ways at all times to ensure that the academic learning experience for themselves and each other will be honest, respectful, fair, responsible, and trustworthy. Remind students to review the [academic integrity tips for students](#).

For more information, please visit the [Academic Integrity website](#).

Materials & Support Services

Computer Time/Lab Facilities

More information is available through ServiceNow at <https://support.ucsd.edu/its>.

Copyright Policy

See [Reproduction of Copyrighted Materials for Teaching and Research](#).

Instructional Supplies

Support for course materials/supplies is block-funded to the department. If the department approves the expense(s), they will provide a department index number.

Library Course Reserves System

The Library Course Reserve system typically has Summer Session courses available after Week 8 of Spring Quarter. Contact reserves@ucsd.edu for more information.

Media Services

Classrooms and lecture halls are equipped with technology to meet the needs of the educational experience, and on-demand support during instruction. See

https://support.ucsd.edu/its?id=kb_article_view&sys_kb_id=3c8f7b0ddbe63fc0bd30f6e9af9619e7 for details.

Office Space

Office space needs should be discussed with the academic department.

Printing and Duplication Services

Duplicating services are available to reproduce course materials. Photocopiers are available in academic departments. Imprints, an on-campus service, can handle a wide variety of copy needs. Faculty members work with their department to determine the preferred way to obtain photocopy services.

Textbooks/Course Materials

The [UC San Diego Bookstore](#) will contact departments in April for course material adoptions (textbook requisitions). Requests are due April 16, 2021. Note: The bookstore will accept adoptions after April 16th. However, they need adequate time to research titles as necessary, seek as many used copies as possible (including student Buy-Back during finals), work with publishers to lower textbook costs, and resolve out-of-stock and out-of-print problems. Please submit course materials adoptions as early as possible. For more information, contact Leslie Verfaillie at textbooks@ucsd.edu, or Sara Thoreson at custom@ad.ucsd.edu.

Teaching + Learning Commons

The Teaching + Learning Commons helps instructors become better teachers through seminars, workshops and discussions about effective teaching methods and new instructional technologies. Find out more about the Teaching + Learning Commons services and programs at: <https://engagedteaching.ucsd.edu/> and <https://kepteaching.ucsd.edu/>.

INSTRUCTIONAL SUPPORT

Teaching Assistants (TAs), Tutors and Readers

Summer Session 2021 Academic Student Employee pay rates can be found on the Graduate Division website: <https://grad.ucsd.edu/financial/employment/Student-Academic-Title-Rates-2020-2021>.

See the [Faculty Compensation section](#) for 2021 pay rates for graduate students hired as Associates-Ins (Instructors of Record).

Teaching Assistant (TA) - \$34.20/hr

Tutor – Grad Student - \$21.29/hr (single session), \$25.54 (group session)

Tutor – Undergrad Student - \$16.40/hr (single session), \$19.64/hr (group session or Teaching Apprentice)

Reader – Grad Student - \$17.26/hr

Reader – Undergrad Student - \$16.40/hr

- Each department takes responsibility to recruit, select, and allocate TAs, Readers, and Tutors.
- Departments are notified in July of their allocation from Academic Affairs. The allocation is fungible to use for TAs.
- Departments need to electronically submit the required paperwork for proposed students through the IA System (formerly ASES) for Graduate Division approval. Appointment letters are the department's responsibility.

Please note: All students planning to be employed by Summer Session must be registered in the preceding spring quarter at UC San Diego. Enrollment confirmation is required before the appointment may be entered in the payroll system. If a student was not enrolled in Spring quarter at UC San Diego, they cannot be employed by Summer Session.

Student Federal Insurance Contributions Act (FICA)-Defined Contribution Plan (DCP)

To remain exempt from Student FICA (DCP/Medicare deductions) during the summer, a student employee (non-career) who is a U.S. citizen, permanent resident or resident alien must be employed less than 80% time for the month or any partial period within the month and meet the minimum unit requirement of six units for an undergraduate student; three units (5-week session) or six units (10-week session) for a graduate student. A student must be registered in the minimum unit requirement for at least one day of the pay period to remain exempt.

- Only graduate students can be hired as Teaching Assistants (TA).
- Undergraduates may be hired as a Reader, Tutor, or Tutor serving as a Teaching Apprentice.
- Non-UCSD students or others may be recommended for instructional support positions, provided the faculty member has first utilized all available on-campus resources. A department must have approval from the Graduate Division prior to making an offer to a visitor. A formal written request from the faculty, endorsed by the Chair, addressed to the Dean of the Graduate Division must include the justification for exception to hire. A current Curriculum Vitae (CV) must be attached to the letter of exception for non-students.

How TA Allocation is Calculated

TA/Reader/Tutor support will be block-funded to departments from the Summer Session office. Typically, 20 hours per week is considered a 50% time appointment, and 40 hours per week is considered a 100% time appointment. The methodology for the TA allocation is approved by the PRC and is explained below.

For each department, Summer Session counts the number of courses where enrollment is projected to be greater than 10 students (Variable C). Then, for those courses, count the total projected enrollments (Variable E). It is assumed that for each course, an instructor can teach 10 students before a TA is needed. A "course debit" is calculated, which then gives the number of enrollments where a TA would be needed $[E - (C \times 10)]$. Each department has an approved student-to-TA ratio called the PRC ratio (Variable R). It is assumed a full-time (100%) TA teaches 4 sections.

The calculation of TA FTE is:

$$\text{TA FTE} = [E - (C \times 10)] \div (4 \times R)$$

where

E = projected enrollment

C = number of courses

R = student-to-TA ratio

To calculate the dollar value associated with the FTE, it is assumed that the workload for a summer session course is 75% of the workload for a course offered during the regular academic year. The annual salary for one TA FTE is multiplied by 75% and then divided by 3 because summer is treated as one quarter. So, the dollar amount is:

$$\text{TA Allocation} = \text{TA FTE} \times (45,138 \times 75\% \div 3)$$

- Or -

$$\text{TA Allocation} = \{[E - (C \times 10)] \div (4 \times R)\} \times (45,138 \times 75\% \div 3)$$

An official employment offer/appointment letter is available to the student (and department) at the ASES website upon Graduate Division approval for TAs, Tutors, and Readers.

Undergraduate Instructional Apprentice (UGIA)

The Undergraduate Instructional Apprentice Form is required for all students appointed as UGIAs, regardless of whether the student will earn course-unit credit or receive compensation.

Strategies/best practices to accommodate growing needs for instructional assistants

Providing sufficient TA coverage for the classes needed to serve our rapidly increasing undergraduate student population is becoming more challenging for departments. The following is a list of strategies/best practices to cover teaching needs.

- Within reason, section sizes can be increased to reduce the number of TAs needed, while remaining mindful of workload limitations
- It is not necessary to assign TA's to a course in a manner that is consistent with the formula used to "earn" TA positions. Some courses may need fewer TAs than the formula implies; others may need more. It is at the discretion of the department to make these decisions about allocations, in consultation with the instructor.
- With permission from the Dean of the Graduate Division, graduate students who are US citizens or permanent residents and who are making good academic progress can be appointed by exception to teach at 75% time.
- Many departments successfully employ TAs from outside their department to teach in their courses, particularly in lower division offerings. In this regard, there are large numbers of self-funded masters students in certain departments who would welcome the opportunity to serve as a TA for one or more quarters. Please note, however, that any employment outside of the student's academic (home) department must have prior approval from the student's home department. The Teaching + Learning Commons is available to consult on training that could be provided to non-departmental TAs.
- Undergraduate students can serve as teaching/instructional apprentices in areas where shortages of graduate students exist, for up to one course per quarter. The first service quarter usually requires an apprentice teaching course (DEPT 195), while subsequent quarters include an hourly pay rate.
- The Dean of the Graduate Division will entertain requests for exceptions to appoint non-students in instructional roles, such as non-student tutors, provided they are suitably qualified. Recent graduates (graduate and undergraduate degree recipients) are often interested in such positions to bolster their teaching credentials while on the job market.

Any questions about these strategies can be directed to James Antony, Dean of the Graduate Division (graduatedean@ucsd.edu), or John Moore, Dean of Undergraduate Education (due@ucsd.edu).

DEPARTMENT SUPPORT

Instructor Salaries & Benefits

Summer Session tuition covers the cost of instructor salaries and benefits.

TA Allocation

Summer Session block-funds departments for TAs/Tutors/Readers. The TA allocation funds may be used at the discretion of each department. For more information on how the TA Allocation is calculated, please [refer to the Instructional Support section of the Guidebook](#).

Academic Unit Administrative Services for Summer Session

Summer Session funds academic units to provide administrative services for their summer courses, including:

- Human Resources to confirm eligibility to teach, the maximum amount of payment, and if any changes to salary occur by June 30, 2021
- Input appointments into UCPATH.
- Coordinate media, computing, and textbook orders
- Prepare reimbursement requests for faculty “out of pocket” expenditures
- Work directly with Summer Session and Office of the Registrar for classroom scheduling
- Assist faculty with other course-related needs
- Coordinate accommodations for OSD students
- Management of course waitlists to improve student enrollment

In 2021, academic units have an opportunity to replace their standard Department Administrative Services Program funding with the 2021 Incentive Pilot Program model.

2021 Incentive Pilot Program

Academic Affairs has announced the continuation of the Incentive Pilot Program for Summer Session 2021. The Incentive Pilot Program was created to incentivize academic units to offer more Summer Session courses and achieve higher student enrollments. The overall goal is to help more students use Summer Session to improve their time to degree.

Standard DASP Funding Model		2021 Incentive Pilot Program	
Courses	\$500/course	Courses	\$1,000/course
Enrollments	\$13/student (A&H, SS, Related Programs & Units)	Enrollments	\$25/student (A&H, SS, Related Programs & Units)
	\$33/student (Bio, PS, JSOE, Related Programs & Units)		\$50/student (Bio, PS, JSOE, Related Programs & Units)

Eligibility

To qualify for the new 2021 Incentive Pilot Program, academic units must expand their Summer Session offerings by:

1. Offering more classes than in 2018*
AND
2. Enrolling more students than in 2018

Key Dates

Number of courses and student enrollments will be measured using end of Summer Session term dates.

2018 Courses and Enrollments - 9/8/2018

2021 Courses and Enrollments – 9/7/2021

**Courses not eligible for this incentive include Independent Study courses, and special programs including AESE, EAP, FPM, HLAW, IGERT, LCHO, MAS-CLRE, SOMI, WES.*

EXAMPLE: A department in the Division of Social Sciences offers Summer Session courses as shown below.

	Standard DASP Model (Enrollment Growth only)	2021 Incentive Pilot Program (Growth in BOTH Courses & Enrollments)
Courses	2018 – 5 courses 2021 – 5 courses	2018 – 5 courses 2021 – 9 courses
Enrollments	2018 – 400 students 2021 – 450 students	2018 – 400 students 2021 – 500 students
2021 Funding for Courses & Enrollments	Courses - \$2, 500 (paid at \$500) Enrollments - \$5,850 (paid at \$13)	Courses - \$9,000 (paid at \$1,000) Enrollments - \$12,500 (paid at \$25)
Total Department Funding	\$8,350	\$21,500

Note: If a unit increases courses but does not increase enrollments, the unit is not eligible for the new incentive rates and will be funded using the standard DASP model. The requirement for the 2021 Incentive Pilot Program is to increase BOTH courses and enrollments – summer growth compared to 2018.

Tips for Increasing Student Enrollments

Manage Waitlists

- For courses with large waitlists, determine if a larger classroom is available.
- If there is enough student demand, offer the course in the other session if a larger classroom is unavailable.

Monitor EASy (Enrollment Authorization System) to process student pre-authorization requests in a timely manner.

Marketing Summer Session to students with a major or minor in your unit.

- Add a link to Summer Session on your website: <https://summersession.ucsd.edu>
- Send an email blast to students about your Summer Session courses.
- Use social media posts to promote your courses.

Summer Scoop

The Summer Scoop is a weekly newsletter to our campus faculty and staff, keeping them apprised of Summer Session-related updates, reminders, trainings, and deadlines. Email summer@ucsd.edu to subscribe.

STUDENTS

Important Dates for 2021 Summer Session Students

Schedule of Classes goes live (viewable on TritonLink)	March 20, 2021
UC San Diego student enrollment begins	April 12, 2021
Non-UC San Diego student enrollment begins	April 19, 2021

See the Calendar on the Summer Session website for other student-related deadlines, <https://summersession.ucsd.edu/calendar/index.html>. Note that dates are subject to change.

Visiting Student Preauthorization

Students enrolled in courses must have the proper prerequisites and class standing for enrollment in that course.

All visiting students are categorized as “freshmen.” This means visiting students have no prerequisites on file and do not have upper division standing. Visiting students must request preauthorization with the academic department offering the course prior to enrolling in upper division courses (course #100-199) or courses with prerequisites. The department determines whether a visiting student is eligible to enroll in a course which has prerequisite requirements. Refer to the [Summer Session website](#) for more information on the Preauthorization process using the Enrollment Authorization System (EASy).

International Students

International students that are not currently matriculated at UC San Diego are required to pay additional fees and apply for an F1 Visa. Visit the [Summer Session website](#) for more information.

All matriculated students, even those who are international or non-resident may enroll in Summer Session directly through WebReg. For more information please contact the Summer Session Student Affairs Manager, Renee Lee, at renee@ucsd.edu.

Add, Drop, and Withdrawal

The Add, Drop and Withdrawal policies for students follow the same rules as during the Fall, Winter, and Spring quarters and are adjusted to a five-week calendar. It is helpful to students if you remind them of the policies and the deadline dates at the first course meeting. Refer to the Calendar on the [Summer Session website](#) for more information.

Refunds

Summer Session students are eligible for a refund for courses dropped prior to the refund deadline. No refunds for courses dropped or withdrawals made *after* the refund deadline, which varies by session. Refer to the deadline Calendar on the [Summer Session website](#) for more information..

Auditing

Auditing is discouraged and may only occur with permission of the instructor. Students auditing a class do not contribute to enrollments for contingency-based compensation to the faculty member. The faculty member is not obligated to devote time to the work of individuals not officially enrolled in the course. All persons auditing are required to abide by University policies and campus regulations.

Cancellation for Non-Payment

Students who do not pay fees by the deadline may be cancelled for non-payment. Students are strongly encouraged to drop their courses via WebReg should they change their enrollment decision. Students who add a course late are expected to pay fees in full immediately upon enrollment.

Financial Aid

Students receiving financial aid are required to enroll in a minimum of 6 units total throughout the summer term. Some students might enroll in alternate courses while waiting for an open seat in their preferred course. This situation has an impact on course enrollment because it creates a false demand for a course. All students enrolled in Summer Session are reviewed for aid without filing a separate Financial Aid application.

Student Fees

2021 Tuition Fees

Students pay a per-unit fee per course. Fee levels are determined by the University of California Office of the President and the Board of Regents. In addition to the standard per unit fee, fees may be charged to cover other expenses as approved through the course proposal review process.

In accordance with University policy, summer unit fees must be equal to the fee charged in the subsequent academic year. The fees for Summer Session 2021 are subject to change.

Projected tuition fees for 2021 (Fees are not changed after April 12, 2021.)

UC Undergraduate Students:
\$279 per unit (*subject to change*)

UC Graduate Students:
\$349 per unit (*subject to change*)

All Other Students:
\$349 per unit (*subject to change*)

Campus Fees

The following campus-based fees are passed by referendum by the general student body and the Associated Students council. Campus-based fees are mandatory for all students and can be charged for a maximum of two sessions per summer. The fees for Summer Session 2021 have not been determined at the time of this publication, and may be available in March.

Projected fee rate for 2021:

University Center Fee: \$46.56/session (*subject to change*)

Recreation Facility Fee: \$53.50/session (*subject to change*)

ICA Student Activity Fee: \$65.73/session (undergraduates only, *subject to change*)

Application Fee

UC San Diego students do not pay an application fee. Application fees are paid by all non-UCSD students. Visiting students from other UC campuses pay a \$50 application fee. All other non-UC visiting students pay a \$100 application fee. The application fee is non-refundable.

Program Fees

Students pay additional fees for special programs and/or professional school programs. Students should visit specific program websites and refer to the Schedule of Classes for fee information.

Students enrolled in study abroad programs pay an additional program fee. Students should visit the Travel Study and Global Seminar Program websites for fee information.

Instructional Materials/Laboratory Fees

Course Materials Fees are established to recover the costs of materials to be consumed, retained or used by the students, the special costs associated with use of University-owned tools, musical instruments, or other equipment, or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student. Classes with assessed fees are noted in the [Schedule of Classes](#).

Below is a sampling of departments with approval to charge for instructional materials or laboratory supplies:

- Anthropology
- Bioengineering
- Division of Biological Sciences
- Chemical Engineering
- Chemistry and Biochemistry
- Computing and the Arts
- Electrical and Computer Engineering
- Mechanical and Aerospace Engineering
- Music
- Physics
- Theater and Dance
- Visual Arts

Campus Services

Technology Support and Services

Information regarding email accounts, Canvas course sites, computer labs on campus, printing services, wireless service, and equipment checkout can be found at <https://students.ucsd.edu/campus-services/technology/index.html>.

Bookstore

The [Bookstore](#) is an academic resource for the students, faculty, staff, and guests of the University. It is located in the center of campus in the Price Center. For more information call (858) 534-7326.

Campus ID Cards

A card enables faculty to check out materials from the library, purchase items using an index number at the Bookstore, use photocopier machines, and receive discounts on various cultural and recreational activities. UC San Diego faculty may continue to use their permanent picture ID cards for the summer. New or replacement cards are available at <https://sfs.ucsd.edu/campus-cards/your-student-id.html#Summer-Session>.

Career Services Center

[The UC San Diego Career Services Center](#) offers a variety of services to help our students determine and fulfill their career goals. The UC San Diego Career Services Center is located on the west-side of Library Walk, southwest of the Price Center. Students can access [Handshake](#), a centralized online job listing database for off-campus jobs, internships, volunteer opportunities and on-campus jobs (including work-study). Departments can hire students over the summer in conjunction with the UC San Diego Career Services Center.

Food Service

Food service is available at several on-campus cafeterias and snack bars. Please visit the Housing, Dining and Hospitality website for a current listing.

In addition, the Cecil and Ida Green Faculty Club, located just east of the Muir campus, provide a lively atmosphere for faculty and staff to exchange new ideas or simply enjoy a tasty meal. Non-members may be issued a temporary card by declaring their Summer Session status. Payment for meals is made by cash, credit card or Dining Dollars. For additional information call (858) 534-0876.

Housing

Housing on or near campus is available to faculty. Visit the Housing Resources webpage or call (858) 822-4987. The Off-campus Housing website offers information and listings on homes and apartments to rent in the surrounding community.

Insurance Programs

Insurance programs continue in the summer for faculty enrolled in the University of California health and life insurance programs during the Fall, Winter, and Spring quarters. International visitors and those who are not members are encouraged to seek health insurance coverage during the summer. Contact UC San Diego Human Resources Employment Insurance (858) 534-2816.

Library

To reserve classroom materials or for more information, call (858) 534-3336. The libraries are closed on university holidays (July 3). Visit the Libraries website for more information.

Media Services

Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and

wired microphones. Laptop computers can be connected to the system with VGA audio and network cables. For more information, call (858) 534-8265.

Office of Students with Disabilities (OSD)

UC San Diego students with documented learning, physical, and psychological disabilities, as well as chronic health conditions and temporary disabilities may be eligible to receive accommodations such as note-taking, extended test time, sign language interpreting, alternative formats, etc. The OSD is responsible for reviewing documentation and determining reasonable accommodations.

If a student requests accommodations, modifications, or adjustments for your course, the student must present you with an Authorization for Accommodation (AFA) letter from the OSD for the specified quarter or period of study. If the student does not have an AFA letter, please refer the student to the OSD.

If you have a syllabus for your course, the OSD encourages you to provide a statement regarding requests for accommodations due to a disability. Language may be found on the OSD website.

Should you have any questions or concerns, please contact the OSD at (858) 534-4382 or osd@ucsd.edu. Additional information may be found on the [OSD website](#).

Parking and Transportation Services

Permits may be purchased at the Parking/Transportation Services Office. Parking rates for summer will be available June 2021. Permits are sold by session dates. Faculty may purchase a permit for Session I and/or Session II. Please note that each permit has an expiration date.

For parking permit information, contact a service representative (858) 534-4223 or visit the UCSD Transportation Services website at <https://transportation.ucsd.edu/>.

Price Center

The Price Center is located south of the Geisel Library and provides many resources and services for faculty. The center offers several fast food restaurants, coffee shops, salon, bank, meeting space, Box Office, UC San Diego Bookstore, and Amazon Package Center. Outdoor seating is available.

Recreation

Recreational opportunities are available at the Recreation, Intramural and Athletics Complex (RIMAC). Other sports facilities at UC San Diego are scheduled for use by recreation programs and for unstructured open recreation. These include two gymnasiums, multipurpose rooms, exercise rooms, sauna, hot tub, tennis courts, indoor rock climbing facilities, sand volley ball courts, weight training rooms, a 25-yard indoor pool, two 50-meter outdoor pools, competitive diving facilities, an all-weather track and field stadium, and track and cross-country fields. Remote recreation activities are also available at <https://recreation.ucsd.edu/>.

Student Health Services (SHS)

Student Health Services (SHS) is located in the center of campus, just west of Library Walk and the Price Center Bookstore. All students paying registration fees have access to SHS. SHS provides quality primary medical care, including urgent care and support services such as laboratory, pharmacy, and x-ray. For more information, please call (858) 534-3300.

Academic Integrity

Students are expected to act in ways at all times to ensure that the academic learning experience for themselves and each other will be honest, respectful, fair, responsible, and trustworthy. Students should review the [academic integrity tips for students](#). Additionally, all UC San Diego undergraduate students are asked to complete the [Integrity Tutorial](#). For more information, please visit the [Academic Integrity website](#).

Teaching + Learning Commons

Summer Session tutoring is available at the Teaching + Learning Commons. The Teaching + Learning Commons is located on the first level of Geisel Library. Check the website for schedules at commons.ucsd.edu. You can also find strategies for success in a remote learning environment at <https://digitalllearning.ucsd.edu/learners/learning-remotely/index.html>.

Services and Resources for Educators and Students Teaching + Learning Commons



Services for Educators		
Service	Description	Contact
CDIIP Support	Get consultation and assistance throughout all stages of CDIIP (Course Development and Instructional Improvement Program) , from program proposal scoping to course redesign .	Teaching + Learning Commons
Course-Specific Active Learning Support	Explore the use of course-specific peer learning assistants to facilitate active learning and engagement in discussion or lab sections.	Academic Achievement Hub
Curriculum Design and Classroom Teaching Methods	Get support in course design and redesign; feedback on designing effective, well-aligned learning outcomes and course assessments, and on creating active learning opportunities.	Engaged Teaching Hub
Digital Learning	Get support for digital course development and production, including instructional design, online pedagogy, and platform delivery.	Digital Learning Hub
Engaged Learning Tools (ELT)	Post research and internship opportunities on the REAL , and officially recognize your students on the Co-Curricular Record .	Engaged Learning Tools
Faculty Development	Request confidential consultations, classroom observations, small group evaluations, new faculty support and help facilitating learning communities.	Engaged Teaching Hub
Faculty Writing Retreats	Enjoy distraction-free writing time in the supportive company of other faculty writers, along with brief reflective activities and discussions focused on making your writing process more efficient and effective.	Writing Hub
Writing Pedagogy Consultations	Request consultations writing assignment design, providing effective feedback on student writing, designing peer review activities, and using writing to promote student engagement, reflection, and learning.	Writing Hub
ILTI Support	Get innovative Learning Technology Initiative (ILTI) proposal support and instructional design and course development for ILTI funded projects.	Digital Learning Hub
Program Assessment	Get assessment support at all levels (assessment framework, learning outcomes, instrument development, assignment design, data collection and analysis, evidence-based teaching and learning improvement).	Education Research + Assessment Hub
SAPD Support	Get support on your SAPD (Strategic Academic Program Development) projects, from proposal development through course implementation.	Teaching + Learning Commons
Scholarship of Teaching and Learning	Explore teaching as a scholarly endeavor; develop hypotheses on teaching methods and create experimental design and data gathering instruments to prepare manuscripts for publication in scholarly, peer-reviewed journals.	Engaged Teaching Hub
Syllabus Guidance	Develop effective graphic and electronic syllabus for effective teaching. Find guiding questions and a syllabus template	Engaged Teaching Hub
Writing in the Disciplines	Get support for integrating writing into and across any degree program: writing-intensive course design, scaffolding writing skills across the curriculum, and faculty professional development for assigning and assessing writing for learning.	Writing Hub

Academic Support Services for Graduate Students		
Activity	Description	Contact
Dissertation Writing Support	An immersive workshop and work-time experience designed to demystify the dissertation and help graduate students make tangible progress toward their defense.	Writing Hub
Graduate Writing Retreats	A combination of workshops, support, and dedicated writing time that give students the tools, time, and space to make progress on a writing project.	Writing Hub
Graduate Writing Room	Dedicated time and space to write in the supportive presence of similarly-focused peers. Participants set daily goals and receive accountability to assist their writing progress.	Writing Hub
Graduate Writing Workshops	Workshops introduce students to many facets of the writing process, build in time for independent work, and create opportunities to connect with peers.	Writing Hub
Writing Consultations	Meet one-on-one with graduate writing mentors for in-depth conversations, guidance, and reader-response feedback.	Writing Hub
EAL/ESL Writing Discussion Groups	Designed for graduate students whose first language is not English, writing discussion groups help writers discover strategies for clarity in academic writing.	Writing Hub

Questions? Contact the Teaching + Learning Commons at commons@ucsd.edu or visit <http://commons.ucsd.edu>.

Services for Teaching Assistants (TAs) and Instructional Assistants (IAs)		
Activity	Description	Contact
English Language Testing and Classes	International graduate students must pass an oral English language test to TA. We test students and provide language classes.	Engaged Teaching Hub
Introduction to College Teaching	Develop knowledge and skills in evidence-based effective teaching practices that support student learning through a quarter-long course designed for advanced grad students.	Engaged Teaching Hub
Summer Graduate Teaching Scholars (SGTS) Program	Graduate students are mentored through their first undergraduate teaching experience, having completed an intensive Course Design Studio for New Instructors-of-Record.	Engaged Teaching Hub
Teaching Consultations and Observations	Voluntary, confidential, personalized. Meet one-on-one to talk through questions and strategies for success as a TA, IA, or Instructor of Record. Sign up on the teaching consultation form .	Engaged Teaching Hub
Curriculum Design and Classroom Teaching Methods Workshops	Support in course design, creating an active learning environment, assessment, and more. Visit commons.ucsd.edu for a full list of offerings.	Engaged Teaching Hub
Writing Pedagogy Consultations, Trainings, and Workshops	Learn principles and practices for writing assignment design, providing effective feedback on student writing, grading student writing, guided peer review, and write-to-learn pedagogies.	Writing Hub

Services for Undergraduate Students		
Activity	Description	Contact
Academic Internship Program	Enrich learning with hands-on theory-to-practice academic internships, earning course credit while gaining professional experience.	Academic Internship Program
Co-Curricular Record (CCR)	Document your non-class-based UC San Diego learning experiences and the competencies developed to better position yourself for internships, jobs, and grad school.	Engaged Learning Tools
Learning Skills (Metacognitive) Tutoring & Workshops	Achieve greater understanding of how you learn and gain strategies to be successful in time management, test performance, reading comprehension, concentration/memory, and stress reduction.	Academic Achievement Hub
REAL Portal	Find internships, research positions, and community partnerships. Create a profile so faculty and employers can contact you with opportunities.	Engaged Learning Tools
Supplemental Instruction (SI)	Deepen learning & improve performance in challenging courses in peer-led collaborative learning sessions; SI sessions integrate how-to-learn with what-to-learn, fostering active student involvement.	Academic Achievement Hub
Tutoring	Connect with one-on-one and small group tutoring in a variety of subject areas through the Triton Achievement Hub.	Academic Achievement Hub
UCDC	Spend a quarter interning and studying in Washington, DC while earning UC credit.	Academic Internship Program
Writing Tutoring	Meet one-on-one with well-trained and supportive peer writing consultants for in-depth conversations, guidance, and feedback on any writing project, at any stage in the writing process.	Writing Hub
Writing Workshops	Workshops on key writing skills and genres.	Writing Hub



Questions? Contact the Teaching + Learning Commons at commons@ucsd.edu or visit <http://commons.ucsd.edu>.

PROGRAMS

Special programs are offered during Summer Session for various student groups.

Undergraduate Programs

Study Abroad

Programs such as Travel Study and Global Seminar are UC San Diego faculty-led study-abroad courses. Study Abroad opportunities are currently on-hold, pending Covid-19 travel restrictions.

For more information, see the following handbooks:

[Global Seminar Handbook](#)

[Travel Study Handbook](#)

Summer Success Programs

Summer Success Programs (SSP) are developed for freshmen, sophomore, and transfer students to improve their time-to-degree at UC San Diego. These programs aim to jumpstart student success with enrollment in popular courses offered in a structured and supportive learning environment. The learning outcomes and program components are designed by UC San Diego academic departments.

For information about SSPs, refer to the [Summer Success Programs Overview](#).

If you have questions regarding Summer Success Programs, please contact Jonathan Vega, Special Programs Manager, at summer-programs@ucsd.edu.

Enrichment and Internship Programs

Academic Enrichment Program (AEP), Academic Internship Program (AIP), and Education Abroad Program (EAP) offer undergraduate courses. Enrollments in these programs are based on department approval.

Graduate Programs

Graduate programs such as Rady Flex MBA, Education Studies, Master of Advanced Study (AESE, WES, CLRE, HLAW, LHCO), School of Medicine, and Scripps Institution of Oceanography offer closed courses for specific cohorts. Course scheduling is managed between the program and scheduling office.

GLOBAL SEMINARS HANDBOOK

Summer Session 2021

Note: 2021 Global Seminars are currently on-hold, pending Covid-19 travel restrictions.

Session 1: June 28, 2021 – July 31, 2021

Session 2: August 2, 2021 – September 4, 2021



Global Seminars Overview

Note: 2021 Global Seminars are currently on-hold, pending Covid-19 travel restrictions.

UC San Diego Global Seminars are five-week long summer study abroad experiences led by a UCSD professor. Students enroll in a package of two courses for a total of eight UCSD quarter units. Class sizes are between 15–28 students, so there are excellent opportunities for one-on-one interaction with some of the best faculty at UCSD. All courses are taught in English.

The Global Seminar programs are created and managed by Study Abroad, which is part of [UC San Diego Global Education](#). Study Abroad manages all aspects of Global Seminars such as contract negotiations, processing of liability waivers, purchasing of international travel insurance, student recruitment via Info Sessions, etc.

Global Education and Study Abroad work with faculty on course and program development, and ensure all international travel paperwork is in place prior to students, staff (when applicable) and faculty going abroad. Review of proposed courses by advisory committee is two years in advance of the program offering.

Steps for Faculty Who Want to Teach a Global Seminar

Faculty who are interested in teaching a Global Seminar should begin the process by contacting Global Education and their Department Chair to discuss details of the program. Global Seminar programs take 1.5 years to prepare. Global Education sends out a call for proposals in April for the following summer.

2021 Global Seminars have already been approved.

April 2021 – Faculty Proposals are due for Summer 2022 Global Seminars.

Instructions on how faculty can submit a Global Seminar proposal are on the Study Abroad website:

<https://studyabroad.ucsd.edu/faculty/global-seminars.html#faculty-proposal>

Faculty Proposals must include the following items:

1. Cover letter
2. Both course syllabi or course descriptions
3. List of excursions
4. Course Information Form
5. Department Approval Form
6. College Approval Form (If teaching a College core course.)
7. Faculty Information Form
8. Course Compliance Form
9. Curriculum Vitae (CV)

Faculty Compensation for Global Seminar Appointments

- Faculty are compensated at a flat rate of \$15,000 and required to teach two 4-unit courses in one session. For ladder-rank faculty, LSOE, and LPSOE, payment will need to be spread over two months if \$15,000 exceeds 1/9th annual salary.
- If the program has previously been taught and the enrollment is less than 15 students, the program may be cancelled, or Global Education may offer a contingent agreement to the faculty member. If the faculty member accepts the contingent agreement, the amount is set at \$1,000 per enrolled student.
- The relevant compensation policies for Summer Session teaching are set forth in [Academic Personnel Manual \(APM\) 661](#) and [APM 662](#) and [PPM 230-43](#).

Department Steps

There are several general steps departments should follow to ensure a Global Seminar program can be offered during Summer Session:

1. Courses must be approved by Academic Senate and Department Chair.
2. Department should submit a course proposal for Global Seminar courses along with their regular Summer Session courses to Summer Session by November 12, 2021. This will ensure courses are added to the Schedule of Classes on TritonLink.
3. Departments will follow standard Summer Session procedures for Global Seminar faculty.
 - Submit appointment files for any Emeriti (recall) faculty teaching Global Seminar courses.
 - Enter payroll in UCPATH for all department faculty teaching Global Seminars.
4. Departments will preauthorize students to enroll in Global Seminar courses.

Timeline for Global Seminars

	Summer 2021 Global Seminars	Summer 2022 Global Seminars
May 2020	Faculty Proposals Due.	
June 2020	Global Seminar Review Committee Reviews/Approves Proposals. DUE Reviews/Approves Global Seminar Proposals	
June-Sept 2020	Study Abroad secures Vendors Departments submit eCourse approvals to Senate	
October 2020	Global Seminar courses submitted to Summer Session for approval Study Abroad begins student recruitment	
Oct.-Nov. 2020	Study Abroad finalizes contracts and budgets	
November 2020	Approval routing of Program Fee Requests. Sign-off required from: VCSA Department Chair Summer Session Director DUE CBO	
Dec 2020-Jan 2021	Departments notified of fee approvals Summer Session coordinates with Registrar to post Program Fees	
March 2021	Global Seminars with low enrollment will be cancelled.	
April 2021	Students enroll in courses Fees are posted to student accounts	Faculty Proposals Due
June 2021	Financial Aid disbursement begins	Global Seminar Review Committee Reviews/Approves Proposals
July – August 2021	Global Seminars are held during Session 1 and Session 2	DUE Reviews/Approves Global Seminar Proposals Study Abroad secures Vendors Steps continue as shown for 2021 Global Seminars

- Summer Session serves as liaison with central administrative offices such as CBO, Vice Chancellor office, Student Business Services, General Accounting, and Office of the Registrar.
- Once the program fee is approved, Summer Session will coordinate with Office of the Registrar to ensure the program fee is posted to the Schedule of Classes on TritonLink and attached to the course enrollment.
- Both the tuition and program fees will be assessed together onto student accounts.

Student Payments

Deposits

Students may be required to submit a \$250 non-refundable deposit payment prior to enrollment. Global Education must create deposit headers for all deposits received. This process is required to allow the student accounts to accept the deposits and ensure payment is credited to Global Education.

(For the deposit header, **do not** enter a minimum balance or release date. Neither is necessary due an automatic application of payments after Global Seminar program fees assessment.)

Once Summer tuition and program fee assessment occurs in individual student accounts, the deposits will automatically release into the student accounts to offset a portion of the \$500 Administrative Fee. This action will essentially move funds from the clearing account and into the department account.

Student Enrollment and Payment

1. Student applies to Global Seminar program.
2. Student is accepted.
3. Student pays the deposit to Global Education/Study Abroad.
4. Global Education/Study Abroad updates the student records by creating deposit headers.
5. Departments will pre-authorize students to enroll in the courses.
6. Once enrollment opens for Summer in mid-April, the preauthorized students may enroll.
7. Students must pay the Summer tuition and program fee balance on their accounts before billing due date.
8. Summer Session communicates with Global Education/Study Abroad prior to program departure if there are open student balances.

For questions about Travel Study or Global Seminars, please contact Kelly O’Sullivan Sommer, Study Abroad Director, at kosullivan@ucsd.edu.

Note: 2021 Global Seminars are currently on-hold, pending Covid-19 travel restrictions.

TRAVEL STUDY HANDBOOK

Note: 2021 programs are currently on-hold, pending Covid-19 travel restrictions.

Field Research School - Summer Session 2021

Session 1: June 28, 2021 – July 31, 2021

Session 2: August 2, 2021 – September 4, 2021



Travel Study Overview

Travel Study programs are UC San Diego faculty-led programs that allow students to experience field research techniques domestically or internationally in a hands-on environment.

The academic department and faculty manage all aspects of a Travel Study program, including

- Trip itinerary and arrangements
- Contract negotiations (transportation, accommodations, tours, etc.)
- Program application and promotional materials
- Student Handbook (transportation, accommodations, safety protocols, emergency contacts, etc.)
- Student Recruitment
- Processing of liability waivers
- Purchasing International travel insurance
- Adhering to all campus policies (risk management, contracts and procurement, travel rules, AP policy, etc.)

Courses

Courses in Travel Study programs must be approved by the Academic Senate, endorsed by the Department Chair, and submitted to Summer Session for approval.

Students

Students are required to enroll in one or two courses. Students have the option to enroll in independent studies to increase the total number of units.

In addition to Summer Session tuition and campus-based fees, students participating in Travel Study programs are assessed additional program fees. The Campus Budget Office must approve Travel Study program fees.

Students may be required to submit a deposit payment of the Travel Study program fee prior to enrolling in courses. Students can pay deposits as check payments, which departments should send to the Central Cashier's Office. Students are still responsible for paying the standard Summer Session tuition and campus-based fees once those charges post to their student accounts.

Faculty

Travel Study Faculty are compensated following the standard Summer Session two enrollment snapshot model, with full compensation of 8.5% annual salary. All UC San Diego Academic Personnel policies and restrictions apply. See the [Faculty Compensation](#) section for details.

Graduate Students as Staff Volunteers

Some programs may have a graduate student serve as an "unofficial chaperone," accompanying large groups on their travels. The instructor may ask the graduate student to help with undergraduate students in various capacities required for travel (ex: help students change money, making international calls, communicate with local guides, or assist with cultural differences between American students and locals). Due to the risks and liabilities involved, all graduate students accompanying Travel Study groups will officially be appointed as Staff Volunteers and registered for the University's travel insurance.

*** No academic duties are involved ***

Appointment: Staff Volunteer

Required: Business Travel Accident Insurance

Timeline Overview

How Departments/Programs Can Set-Up a Travel Study Program

SEPTEMBER	Facilitate Discussion between Faculty, Department Admin and Chair.
OCTOBER	Propose Courses to Summer Session
NOVEMBER	Submit Program Documentation <ul style="list-style-type: none"> • Program Fee Proposal Form • Field Operational Planner • Student Handbook • Staff Volunteer Appointment Form • Vendor Contracts
DECEMBER + JANUARY	Recruit Students
FEBRUARY + MARCH	Prepare for Student Payments Coordinate Faculty Training (with Global Education/Study Abroad)
APRIL	Remind Students to Enroll Confirm Vendor Contract(s)
MAY	Financial Aid Disbursement Begins
JUNE	Audit Student Payments and Enrollment
JULY - SEPTEMBER	CAPES + Audit + Reconciliation

Travel Study - Department Checklist

SEPTEMBER – Planning your Travel Study Program(s)

- Facilitate conversations between faculty, department admin and department Chair.

OCTOBER – Propose Courses

- Faculty should finalize course concept and get Department Chair endorsement.
- Submit Travel Study courses to Summer Session for approval.

These courses should be part of your Summer Session Schedule Build Sheet that contains all the courses your department is proposing for Summer 2021.

NOVEMBER – Program Documentation & Required Forms

1. Complete your Travel Study packet for Summer Session to review. It should include the following items:

1. **Program Fee Proposal Form**, which is an Excel file that can be found here:

<http://blink.ucsd.edu/files/finance-tab/cbo/ProgramFeeTemplate-November-2008-Revised.xls>

The Program Fee Proposal Form Excel file has 3 Worksheets:

Worksheet 1 - Program Fee Form with Department Chair signature. (Exhibit A)

Worksheet 2 - Budget Page with Department Business Officer (formerly “MSO”) signature. (Exhibit B)

- The Budget Page outlines the process to create a Program Fee.
- Summer Session pays the faculty salary to teach a Travel Study program. The students via a Program Fee pay all other faculty costs for the Travel Study trip.
- The **Faculty Costs** portion of the program fee should include the total cost to accommodate the faculty. That total cost is divided by the projected number of students enrolled to determine a per student cost.
- The **Faculty Costs - Per Diem** line item is not the official per diem rate for university business travel. Instead, accurate projections for faculty transportation, meals, accommodations and any other trip costs should be included. The goal is to keep program fees as low as possible for students, while accurately projecting the cost of the program.

Worksheet 3 – Instructions on how to complete Exhibits A and B.

Refer to Special Program Fee Guidelines for Faculty-Led Summer Study Abroad Opportunities:

<http://blink.ucsd.edu/files/finance-tab/cbo/ProgramFeeCampusGuidelines-Final-4-21-09.pdf>

2. **Field Operational Planner** – There are two different versions, depending on whether your Travel Study program is domestic or International.

Domestic Travel Study Programs:

- a) Complete the online Field Operation Planner here: <http://blink.ucsd.edu/sponsor/EHS/forms-ehs/domestic-fop.html>
- b) Risk Management will respond to the Field Operation Planner via email. Please forward that email to Summer Session.

International Travel Study Programs:

- a) Download the PDF Field Operational Planner here:
PDF version - http://blink.ucsd.edu/files/safety-tab/risk/fo_planner.pdf
Word version - http://blink.ucsd.edu/files/safety-tab/risk/fo_planner.doc
- b) Submit the completed Field Operational Planner to an EH&S Field Safety coordinator (ehsrisk@ucsd.edu or gensafety@ucsd.edu) for review.
- c) Forward the response from Risk Management to Summer Session.

More information on the Field Operational Planner can be found at:

<http://blink.ucsd.edu/safety/risk/field-safety-plan.html#UC-San-Diego-contacts-and-resou>

3. **Student Handbook** - Include the information below.

- Program outline and Schedule
- Course Syllabus
- Accommodations & Dining
- Transportation
- Medical Facilities, Health Insurance Info, etc.
- Safety Precautions
- Packing Recommendations – Money, Clothing, Suggested Items
- Drafts of Student Forms:
 - Program application
 - Waiver of liability
 - Agreement to release Dept.
 - Physician’s medical exam
 - Student payment agreement for program fee and tuition

4. **Vendor contracts** (if applicable)

Submit any vendor contracts to Procurement for review and approval.

<https://blink.ucsd.edu/sponsor/BFS/divisions/ipps/procurement-contracts/index.html>

5. **Staff Volunteer Appointment Form** (if applicable)

A Staff Volunteer Appointment Form is required for any individual who will accompany faculty and students on the trip.

<http://www-hr.ucsd.edu/qwl/policies/pdf/sp3vol.pdf>

DECEMBER – Course Approvals & Student Recruitment

- Verify course approvals (from Summer Session)
- Begin recruiting students.
 - Complete course syllabus, trip itinerary, and student program application (pending program fee approval by CBO)
 - Consider using: Info Sessions, Website, Advising

JANUARY – More Student Recruitment

- Continue recruiting students.
Summer Session routes final Program Fee Proposal Form to Dean of Undergraduate Education (DUE) for approval.

FEBRUARY – Prepare for Student Payments

- Create detail code (new programs only)
 - Request detail code setup with Student Business Services (SBS)
 - Confirm fund & acct info with General Accounting Office
 - Instructions on how to create an ISIS Detail Code can be found at:
<http://blink.ucsd.edu/finance/accounting/accounts-receivable/detail-code.html>
- Create deposit header codes (new programs only)
 - Contact Central Cashier to create deposit header code
- Establish and collect program prepayment from students
 - Students pay via check at Cashier's Office

Summer Session will deliver Program Fee Proposal Form to Campus Budget Office (CBO) after DUE approval.

Deadline: February 21, 2021.

MARCH – Fee Approval & Faculty Training

- Training program for faculty conducting fieldwork (i.e.: emergency protocol, student management while off campus, etc.)
 - Work with Global Education/Study Abroad to create training session (optional)

CBO approves Program Fee by end of March.

APRIL – Students Enroll & Pay

- Preauthorize students for course(s)
- Remind students to enroll in the course(s)

CBO will notify department of Fee Approval

Registrar will attach and post program fee to the course

Students pay program fee via check to Cashier's Office

MAY – Financial Aid

- Financial Aid disbursements begin.
- Ensure vendor payments are made according to contract.

JUNE – Audit Tuition Payments

- Audit and confirm student tuition payments

JULY - SEPTEMBER – CAPES and Program Audit

- Ensure students complete course evaluations (CAPE and/or Dept. evaluation)
- Audit payments and expenses for the program

Note: 2021 programs are currently on-hold, pending Covid-19 travel restrictions.

SUMMER SUCCESS PROGRAMS

2021 Program planning is pending assessment review.

2020 Review

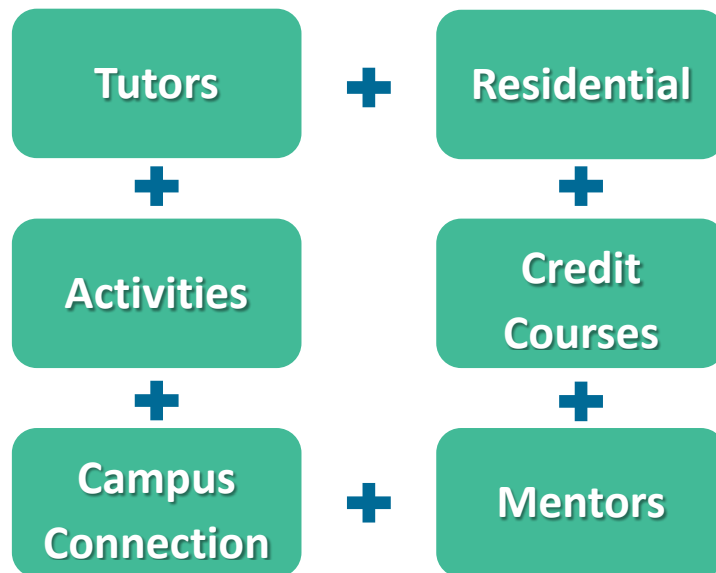
Summer Success Programs (SSPs) are institutional, academic programs specifically designed to advance students' educational success at UC San Diego. SSPs provide high-touch programming for selected incoming freshman, rising sophomores, and transfer students with a focus on academic achievement, retention, and time-to-degree. Please contact Jonathan Vega for more information, jonvega@ucsd.edu.

Due to Covid-19, two Summer Success Programs were offered in 2020 in a remote format:

- PATH Summer Academy
- Summer Bridge

Summer Success Programs – Administrative Structure

Summer Success Programs enlist service units from across the campus to offer UC San Diego credit courses in a structured and supportive learning environment.



1. After admission to UC San Diego, students that meet specific criteria are invited to apply to Summer Success Programs. (Criteria vary by SSP.)
2. Students complete an online SSP application.
3. SSP leadership review the applications and select program participants.
4. Students enroll in specific Summer Session courses that are part of their SSP.
5. Some SSPs provide partial or full student scholarships. Scholarships are processed through the Financial Aid office.
6. Housing & Dining contracts with each program to provide summer housing for the SSP students.
7. SSPs support their students via program staff, the Teaching + Learning Commons, and/or OASIS.

Department Responsibilities for Summer Success Programs (SSPs)

1. Submit SSP Courses to Summer Session

All SSP courses/classes must be scheduled in the same manner in which standard Summer Session courses are scheduled. ([See the Courses Section for more details on scheduling Summer Session courses.](#))

- Courses must be approved by the Academic Senate.
- Courses are managed the same as all Summer Session courses listed on the Schedule of Classes.
- Jonathan Vega, Special Programs Manager, will work with SSPs and academic departments to align enrollment procedures with Registrar campus policies as students are accepted into the Summer Success Programs.
 - In some cases, enrollment may be managed by the EASy preauthorization process to limit which students are enrolled to offer a course as open enrollment (any student can enroll) or closed enrollment (restricted enrollment).

2. Instructor Hiring and Payroll

Instructors teaching credit-bearing courses during the summer will receive compensation consistent with standard Summer Session policies. [See the Faculty section for more details on standard Summer Session compensation.](#)

In addition to the standard Summer Session course salary, a Success Bonus of \$500 per week is paid to instructors of courses that are part of a Summer Success Program.

- The Success Bonus requires faculty to perform additional responsibilities for the program.
- Specific duties vary by SSP. Additional services can include participation in orientation and closing sessions, workgroups, tutoring sessions, team meetings, group sessions, or mentor training.
- Program assessment reporting for each course is required by all SSP faculty.

3. Hiring Instructional Support: TAs, Tutors, Readers, Mentors

Academic departments are responsible for hiring the instructional support for SSP courses.

The standard Summer Session TA allocation model also applies for SSP courses. [See the Instructional Support section for more details.](#)

If a Summer Success Program requires additional instructional support for their courses, the expense beyond the standard Summer Session TA allocation will be paid by the SSP.

For more information about Summer Success Programs, see <https://summersession.ucsd.edu/success/ssp/index.html>.

For questions about the administrative aspects of Summer Success Programs, please contact Jonathan Vega, Special Programs Manager, at jonvega@ucsd.edu.

2020 SUMMER SESSION REVIEW

UC San Diego Summer Session is proud to begin its 49th year of offering a rich academic program for incoming, continuing, and visiting students.

Summer Session works with academic departments and campus student services to ensure a wide selection of courses is offered during optimally scheduled times and in appropriate campus classrooms.

Students enjoy a small-campus environment while completing courses required for graduation, enriching their education by exploring new subjects, or making up course deficiencies. Most students enjoy the accelerated pace, evaluate the faculty positively on CAPEs, and expect to graduate in a timely manner.

Summer Session 2020 concluded with 14,869 students and 34,293 enrollments in over 800 courses from more than 40 departments and programs. Summer students use WebReg (TritonLink) to enroll in courses. Non-UCSD students used the online application through the Summer Session website to obtain enrollment access to WebReg.

Remote Instruction for Summer Session 2020

As a result of the COVID-19 pandemic, Summer Session 2020 shifted to all remote instruction. The result was significant growth in the number of courses offered and the number of students enrolled.

Several factors contributed to the increased student demand, including:

- Students were not able to travel this summer.
- Internships and job opportunities for students were limited.
- Students were able to take courses from home, saving money on housing and dining.
- Students who would normally attend Summer Session at a UC campus near their home were able to take UC San Diego classes online instead.
- Spring quarter was taught remotely so students had an opportunity to gain experience.

Observations based on what we heard from students:

- could no longer crash a course
- could not go to an office for service – financial aid.
- enrolled in more courses
- could not understand why virtual courses had an enrollment limit

Additional support was available to help instructors with remote teaching.

- Classroom space was available for podcasting by request.
- Academic units could request funding for a Senior TA Lead to act as a technology lead for instructors and TAs.
- Teaching + Learning Commons created strategies and resources for faculty, <https://keepteaching.ucsd.edu/>.

Summer Session Staff began Working Remotely Starting March 18, 2020.

- The staff made a smooth transition to working remotely using their existing campus laptops.
- Zoom allowed for continued collaboration with other campus units.

2020 Summer Programs

Summer Success Programs

Summer Success Programs (SSP) are institutional programs for pre-matriculated incoming UC San Diego students in the fall quarter. For Summer 2020, there were two Summer Success Programs that provided students with an opportunity for academic and social experiences in a remote format.

PATH Summer Academy – Academic transition for transfer students with Arts & Humanities majors from San Diego Community College Districts to UC San Diego.

Summer Bridge – Summer Bridge was significantly changed in 2020, combining the Triton Freshman Scholars program with Summer Bridge. The program consisted of Math, Analytical Writing, and Education Studies courses for incoming first-year students.

For more information about Summer Success Programs, please see the [Summer Success Programs Overview](#).

Study Abroad

Global Seminars and Travel Study programs were cancelled in 2020 due to COVID-19 travel restrictions.

Summer Scoop

The [Summer Scoop](#) continued as the weekly newsletter to our campus faculty and staff, keeping them apprised of Summer Session-related updates, reminders, trainings, and deadlines. Email summer@ucsd.edu to subscribe.

Campus Services

Due to Covid-19, campus services were limited, and many were only available online. Housing was limited to students who met at least one of the following conditions:

- Students without stable housing
- Students from housing/food insecure households
- Students who were unable to travel home due to COVID-19 restrictions
- Students who were unable to relocate without high risk to their safety
- Students from homes that lacked infrastructure to accommodate virtual instruction.

The Teaching + Learning Commons offers year-round services for students and faculty. To help the campus navigate remote instruction, The Teaching + Learning Commons created resources and strategies for faculty at <https://keep Teaching.ucsd.edu/>, and students at <https://digitallearning.ucsd.edu/learners/learning-remotely/index.html>.

Course Scheduling

Courses were delivered remotely, either synchronously or asynchronously. Courses were still scheduled during the standard teaching times. Podcasting classrooms were available for faculty.

SUMMER SESSION CONTACTS

Thank you for your participation in Summer Session 2021.
The Summer Session team looks forward to working with you.

Summer Session Administrative Office

Office Hours: 8:00a.m. - 4:30p.m., Monday-Friday
Staff will continue to work remotely until further notice.

Email: summer@ucsd.edu

Website: <http://summersession.ucsd.edu>

Staff Working Remotely

Becky Arce, Director	barce@ucsd.edu
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