



Summer Scoop

Week of February 13 - February 17, 2023



Start Submitting your Associates-In Applications

The IA System is now open for Summer Session 2023 Associates-In applications.

The link to the campaign is:

<https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=4999>

Summer Session 2023 will be paying graduate students at the new rates effective April 1, 2023. [Refer to the Summer Session website under Scales/Rates.](#)

Friendly reminder to please submit your applications as soon as possible. Last summer, we had an all-time record of 234 Associate-In appointments. We are expecting over 200 applications again this summer, so please make sure to give Graduate Division plenty of time to review your applications. Also, remember to allow extra time in case edits are needed.

[See the campaign announcement email from Graduate Division for more policy & process details.](#)

For IA System access, technical support, and system feedback, email ATS at ats@ucsd.edu.

For questions about policy issues, or how to complete the application, contact the Graduate Student Employment Team at <https://support.ucsd.edu/services>.

Ready for Summer Session 2023 Interfolio Appointment Files

Departments may start submitting Lecturer appointment files via Interfolio for Summer Session 2023.

Training materials & tips on submitting your summer files can be found on the [Summer Session website under Staff & Faculty.](#)

- Make sure to use the Summer Session Appointment template, because all Summer Session Interfolio files must route to Dean of Undergraduate Education John Moore for approval. See [Job Aid in Appendix A of the How to Hire Summer Instructors Handbook.](#)
- Use the [7/1/22 Unit 18 salary scales \(Table 15\)](#) when proposing the annual salaries for your Summer Session Lecturers.

Questions? Contact Lisa Bargabus at summer-payroll@ucsd.edu.

Summer Session: Now Hiring - Please help spread the word

Please help by sharing an open position, Student Services Manager, at UC San Diego in the Summer Session office. The role is best suited for proactive problem-solvers in team setting with leadership experience. Check out the full posting and apply now: <https://employment.ucsd.edu/student-affairs-manager-121491/job/23449020>

Summer Course Modality Reminders

Great News regarding REMOTE Instruction APPROVED for Summer Session 2023

Academic Senate has endorsed an exception to the Policy on Distance Education Courses to allow any undergraduate or graduate course to be offered remotely in Summer 2023 without formal approval of the R designation. This means that Summer Session 2023 courses will have varying modalities - remote, in-person, and hybrid. The next scheduling submission window opens on Wednesday, March 15, 2023.

The ISA remains open for course submissions for Summer Session approval. For further information on course modality and scheduling changes, please refer to [the Summer Scoop - Week of February 6](#). Questions can be directed to summer-courses@ucsd.edu.

Summer Session Annual Workflow

October	November	December	January	February	March
Reconciliation of accounts Data reporting continues	Call for Course Proposals Course proposals due Summer Session kickoff meeting	Training: How to hire Summer Instructors Summer Session Advisory Committee meeting Preview of Classes posted	Approved courses scheduled within ISA Schedule builds due to Registrar via ISA	Classroom assignments as needed Faculty teaching appointment letters sent out Approved courses set up in ISIS	Schedule of Classes available on TritonLink
April	May	June	July	August	September
Students begin enrollment	Enrollment management of waitlists Student fees assessed	Tuition & fees due	Session 1 classes begin Students: Add/drop classes Tuition & fees due	Session 2 classes begin Faculty Pay Date (Session 1)	Sessions end Reporting begins Faculty Pay Date (Session 2)

Resources for Summer Session instructors:



2023 Guidebook

The [2023 Guidebook](#) contains policies and procedures pertaining to Summer Session instruction.

Engaged Teaching Hub

All Summer Session instructors are eligible for services at the [Engaged Teaching Hub at the Teaching + Learning Commons](#)



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