



## Summer Scoop

Week of October 25 - October 29, 2021



### Save the Date - How to Hire Summer Session Instructors & IAs

**Tuesday, December 14th**  
**9:00-10:30am**

New to hiring for Summer Session?  
 Need a refresher on how Summer Session compensation works?  
 Want to know what is new for Summer Session 2022?

Please join us for a Zoom training session on how to hire Summer Session instructors and IAs. Lisa Bargabus from Summer Session will talk about hiring faculty and lecturers. Courtney Aguila, Kacy Cashatt, and Laura Jimenez from Graduate Division will talk about hiring graduate students as Associates-In and TAs.

Zoom details coming soon.

### Summer Session 2022 Kick-off Meeting - Coming Soon

The Summer Session office will be hosting a meeting Wednesday, November 10 to give an overview and introduction to this year's planning process for Summer Session. In a constantly changing landscape, the Summer Session office wants to make itself available to provide support and guidance for upcoming tasks.

Meeting Details:

- Wednesday, November 10
- 2pm to 3pm
- Zoom registration link - <https://ucsd.zoom.us/j/9123456789>

Please be sure to send at least one representative from your unit. If you cannot attend this session and are interested in a makeup session, please send an email to Matt Sapien at [msapien@ucsd.edu](mailto:msapien@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 build spreadsheets due to Registrar	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	Session 1 classes begin  Tuition & fees due	Students: Add/drop classes  Faculty Pay Date (Session 1)  Tuition & fees due	Session 2 classes begin	Sessions end  Reporting begins  Faculty Pay Date (Session 2)

### Resources for Summer Session instructors:



2022 Guidebook - Coming in November

### 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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 Visit us at: <https://summersession.ucsd.edu>

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