



## Summer Scoop

Week of December 5 - December 9, 2022

### Training Session - How to Hire Instructors & Academic Student Employees for Summer Session 2023: NEXT WEEK

Please join us to find out what is new for Summer Session 2023 hiring.

Representatives from Summer Session and The Division of Graduate Education and Postdoctoral Affairs (GEPA) will be presenting the latest and greatest information about Summer Session hiring policies, procedures, and timelines.

**Tuesday, December 13th**

**9:00 am - 10:30 am**

**Zoom Registration Link:**

<https://ucsd.zoom.us/meeting/register/tJEtf-mprjguHdLif9Xe79kGnISAFxCqdll6>

Questions? Contact Lisa Bargabus at [summer-payroll@ucsd.edu](mailto:summer-payroll@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  Summer course schedules 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	Tuition & fees due	Session 1 classes begin  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:

Summer Session 2023  
GUIDEBOOK



UC San Diego



#### 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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