



Summer Scoop

March 31- April 4, 2025

Summer Session 2025

Summer 2025 Dates:

Session 1: June 30 - August 2, 2025

Session 2: August 4 - September 6, 2025

Special Session: June 16 - September 20, 2025

The Schedule of Classes is now live and enrollment will begin **April 14, 2025**. The ISA is still open! Departments can still submit new courses for Summer 2025.

If your department would like to add or cancel courses, you can still enter information in the ISA Summer Session Builder. Summer Session will continue to approve new courses and cancellations in the ISA.

Summer Session will also use the ISA to send faculty appointment letters.

If you have any questions, please contact us at summer-courses@ucsd.edu.

Summer 2025 Associate In Campaign Update

The IA System will open this week for Associates-In applications! All Associate Instructor (teaching a course) requests must be submitted through the IA System. We are expecting a lot of applications for summer 2025, so please make sure to give GEPA plenty of time to review your applications. Also, remember to allow extra time in case edits are needed.

For more information regarding salary, please refer to the [Associate Instructor Summer Session Course Salaries](#).

You can also refer to the [Division of Graduate Education and Postdoctoral Affairs Slides](#) for information on hiring procedures.

If you have any questions, please contact us at summer-courses@ucsd.edu.

Help Grow Summer!

Congratulations to the academic department staff for submitting 20% more courses. With more than 1100 courses on the schedule of classes, the next step is to develop an action plan to promote the courses with intentional effort to increase enrollment. **Continuing students start enrolling in 2 weeks!**

We are asking departments to help increase awareness of summer courses. Consider adding courses to your course offering websites, promote courses on social media and/or let Summer Session promote on their [Instagram account](#), email students about summer courses, etc. Summer Session is also happy to meet with your department to help come up with a plan to promote classes.

You can also check out our [Summer Session 2025 Growth Guide](#) for more ideas!

We also created this flyer and are asking departments to include this in their student newsletter, social media or post in their building.



Summer Session Instructor Lists

Department Summer Session instructor lists are now available. Please review your Summer Session 2025 lists in your department [OneDrive folder](#).

Please email summer-payroll@ucsd.edu with any changes. If everything looks okay, please confirm the list and Summer Session will start sending out contracts to your instructors.

If you need access to your department folder, please email summer-payroll@ucsd.edu.

Revised SB 791 Process for Summer Session Appointees

The SB 791 Compliance Process has been updated and simplified for Summer Session appointees. Review the updated slides on the [Summer Session website](#).

Departments will need to:

1. Determine which of their visiting instructors need SB 791 clearance.
2. Request the misconduct questionnaire for those candidates on the [APS website](#).
3. Final step is to include the clearance notification in the candidate's Interfolio file.

More details are available on the [APS website](#).

Summer Session Resources

If you still have more questions, please feel free to take a look at these resources under the [Staff and Faculty Resource Page](#):

If you missed the How to hire an instructor training, here are the slides and video from the presentation:

- [Instructor Appointment Handbook](#)
- [Video Recording from Training on 1/22/25](#)
- [Summer 2025: How to hire instructors Presentation from 1/22/25](#)
- [GEPA's Presentation from 1/22/25](#)

Here are some other useful information found on our website:

- **NEW** – [Summer Instructor Misconduct Disclosure Process for SB 791 Compliance](#)
- [SB 791 policies and procedures on the APS website](#) (see For Summer Session Appointees under the Disclosure Collection Process)
- [ISA Quick Start Guide](#)
- [Summer Session Guidebook](#)

- [Summer Session Kickoff Meeting Slides](#)
- [Summer Session ISA Training Video](#)

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

Summer Session 2025 Pre-planning

Here's a quick at-a-glance overview of what to expect in the next few months.
Please review the calendar below to see what's to come.

| October | November | December | January | February | March |
|---------------------------|--|--|---|--|---|
| Call for course proposals | Course proposals due | Preview of classes posted | Approved courses set up in system | Classroom assignments Faculty teaching appointment letters sent out | Schedule of Classes available on TritonLink |
| April | May | June | July | August | September |
| Students begin enrollment | Enrollment management of waitlists Student fees assessed Financial Aid app opens | Students: Add/Drop Courses Fees due | Session 1 classes begin Enrollment management for waitlist Fees Due | Session 2 classes begin Faculty Pay Date | Sessions end Reporting begins |

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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