

How to Hire Summer Session Instructors



UC San Diego
summersession.ucsd.edu

Summer Session 2026

February 18, 2026

Agenda

- Welcome
- Summer Session Overview
- What's New for 2026
- Hiring Senate Faculty, Lecturers, Recall Appointees
 - Lisa Bargabus, Summer Session
- Hiring Graduate Students as Associate Instructors
 - Dimple Bhatt, GEPA
- Questions

Summer Session Team

Moved Back under DUE

Lisa Bargabus

Yvonne Wollmann

Paty Macedo

Associate Director

Student Affairs Manager

Program Affairs Manager



summer@ucsd.edu - ServiceNow ticket
summer-payroll@ucsd.edu

summer-courses@ucsd.edu

summersession.ucsd.edu

Thank YOU for a Successful Summer Session 2025!

- Enrollment - 33,598
- 95% of Summer Session students are UCSD Students
 - Supports **Time to Degree** Initiative
- Over 900 Summer Session Instructor Appointments (Undergraduate)

So far, 800+ proposed classes for Summer Session 2026

Summer Session is not a 4th Quarter. How is it Different from the Academic Year?

- Students don't have to attend. Faculty don't have to teach.
- Non-UC San Diego students can take classes.
- Summer Session tuition is charged per unit.
 - \$291/Unit – UC Rate
 - \$400/Unit – Visiting & Grad Student Rate
- Open recruitment not required for instructors.
- Summer teaching appointments are not in AP Data & don't count toward service credit

Residents & Non-Residents pay the same rate.

Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

Article 23 - Summer Session

Unit 18 Lecturers will receive the equivalent of one quarter toward continuing appointment eligibility on the following conditions:

- a. a course taught by a Unit 18 Lecturer during the academic year is moved to Summer Session and the course is no longer offered during the academic year; and
- b. that students are required by their academic program to take such a course(s);
- c. regardless of these provisions, no Unit 18 Lecturer may earn more than a total of 3 quarters of such eligibility credit during any 12 month period.

[Review Article 23 Summer Session](#) of the Unit 18 Lecturer contract.

Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

Article 23 - Summer Session

- Academic Term Count
 - Summer Session teaching will count as **one credit** towards Continuing status provided:
 - the Lecturer has not taught all three quarters in the previous academic year and;
 - the course is in the same department, program or unit and;
 - the Lecturer requests such credit.

Summer Session Teaching Does Not Count Toward Continuing Status for Lecturers Unless...

AFTER Summer Session teaching is complete

Lecturer can make a formal request via memo to their department

Dean endorses the request

Department AP staff enter the summer credit into AP Data.

NEW for Summer Session 2026

50/30/20 Revenue Share Financial Model

NEW for Summer 2026, a 50/30/20 Revenue Share Model will be used.

- **50 % Revenue – Schools** – Schools receive half of the tuition revenue to cover instructional costs, giving them incentive to manage expenses through enrollment, course offerings, and staffing decisions.
- **30 % Revenue – Mandatory Return-to-Aid (RTA)** – Allocated to meet the required RTA funding.
- **20 % Revenue – Central Business Office (CBO)** – Supports the Summer Session office, ITS, SGTS, and other legacy commitments such as Summer Bridge.

NEW for Summer Session 2026 50/30/20 Revenue Share Financial Model

Schools are responsible for covering the instructional costs from their 50% revenue share.

Each course will be net positive/negative, and a department will have an overall net positive/negative.

DEPARTMENT/SCHOOL REVENUE	Minus	INSTRUCTIONAL EXPENSES
50% of Tuition Revenue		Instructor Salary, Instructor CBR, Instructor GAEL, TA/Tutor/Reader Payments, TA/Tutor/Reader CBR, TA/Tutor/Reader GAEL

Remaining revenue after subtracting the instructional expenses goes to the School/Department.

A department net deficit needs to be covered by the School/Department.

CBO will provide backstop funding to cover deficits within 10% of the School revenue share.

This new model is impacting who departments hire to teach in Summer Session.

NEW for Summer Session 2026 Remote Modality if R-Course is Pending in CourseLeaf

Remote modality is allowed for Summer Session 2026 ONLY IF:

1. A course is an approved “R-Course”

OR

2. [Academic Senate Exception](#) - If an R-Course submission is pending review in CourseLeaf at or beyond the **Registrar Level 1** stage **by March 10th**, departments may offer the “non-R version” of that course remotely.
 - a. Example: If COGS 58R is pending in CourseLeaf at Registrar-Level 1, COGS 58 can be remote
 - b.

There is still time to submit R-Courses for summer 2026! Faculty who are interested in consulting with an instructional designer to prepare their course for online delivery can [schedule an appointment](#) with **Digital Learning** at their convenience.

NEW for Summer Session 2026 Exam Options Survey Sent to Faculty

New this summer - There are 3 options for proctored exams in remote courses:

- [Registrar-scheduled classroom space](#) (*summer-specific info is coming soon*)
- Computer-Based Testing Facility (CBTF) in the Triton Testing Center
- [Online proctoring using ProctorU](#)

[A survey was sent to instructors listed in ISA](#). Information will be used for planning purposes to help us support the needs of our summer instructors.

Academic Integrity is working on a PILOT test network with the other UC campuses, so that students in remote courses could have the option to take an in-person exam at a different UC campus. If the logistics are worked out in time for summer 2026, 5 summer courses would participate in a pilot.

Faculty can express interest in participating in the pilot in the Exam Options Survey.

Summer Programs for 2026

Summer Bridge

Summer Engineering Institute

Summer Graduate Teaching Scholars (SGTS)

Grad students attend training at the Teaching + Learning Commons and receive \$500 stipend.

Faculty mentors receive \$200 to discretionary account.

Additional funds awarded to top performers in Fall.

Students will teach in 2026

[More details on the SGTS website.](#)

Global Seminars

24 programs planned for 2026

Subject to change

EVC will cover course deficits for Global Seminars for 2026

How Summer Session Works

OCTOBER

Audit & Reporting

NOVEMBER

Call for course proposals

Course proposals due

DECEMBER

Approve courses

Preview of Classes posted

JANUARY

Summer Session schedule review - January 24th

SCHEDULE BUILDS DUE to Registrar by Jan 29th!

FEBRUARY

Courses Scheduled & Classrooms assigned

MARCH

Schedule goes live

Begin sending summer appointment letters.

APRIL

Students begin enrolling

Goal - Have instructor names on Schedule of Classes.

MAY

Manage waitlists

Students fees assessed

Payroll Training

JUNE

Student fees due

JULY

Students add/drop courses

Session 1 begins

Session 1 pay date

AUGUST

Session 1 & 2 pay dates

Session 2 begins

Fees due

SEPTEMBER

Sessions end

Reporting begins

Summer Session 2026

5-WEEK SESSIONS

INSTRUCTOR PAY DATE

Session 1

June 29 – August 1

7/31/26

Session 2

August 3 – September 5

9/1/26

SPECIAL SESSIONS

INSTRUCTOR PAY DATE

2 Weeks

September 8 - September 19

For Travel Study program; includes weekends

10/1/26

3 Weeks

June 29 – July 18

July 20 – August 8

August 10 – August 29

7/31/26

7/31/26

9/1/26

4 Weeks

August 24 - September 19

For Rady grad program; includes weekends

9/1/26

7 Weeks

July 27 - September 12

For SIO grad program; includes weekends

9/1/26

8 Weeks

June 29 – August 22

7/31/26

10 Weeks

June 29 – September 5

7/31/26

15 Weeks

June 15 – September 19

Restricted Session (year-round programs only)

Varies

How Summer Session Works

ACADEMIC DEPARTMENTS

Decide **WHAT** to teach & **when to cancel for low enrollment**

Propose courses in ISA

Decide **WHO** is teaching

Enter instructor names in ISA

Submit Interfolio & Kualif files

Submit AI applications in IA System

Hire Instructional Support

TAs, Tutors, Readers

Enter positions and hires in UCPath

Instructor onboarding

Process Additional Pay for Instructors & Instructional Support

Support summer students

SUMMER SESSION

Oversight of Schedule of Classes

Approve courses

Monitor enrollment

Oversee DUE approval of Lecturers, Visiting Profs

Create & email appointment letters (*non-grads*)

Check with dept. AP experts first

Schedule of Classes (add instructor names)

Calculate instructor payments (payroll worksheets)

Support/Manage summer programs

Manage TA, instructor & department admin funding

Support summer students

Resources for Summer Session Instructors

Canvas Sites for New Visiting Instructors

Canvas team can help set-up access for new instructors, <https://canvas.ucsd.edu>

Office for Students with Disabilities

<https://osd.ucsd.edu/resources/covid-19.html#Information-for-Faculty>

Academic Integrity

<https://academicintegrity.ucsd.edu/>

Teaching + Learning Commons

<https://engagedteaching.ucsd.edu/>

The Engaged Teaching and Digital Learning staff is available to assist all current faculty and visiting instructors who teach Summer Session.

Individual consultations

Workshops

Slack communities

Examples of topics include, but are not limited to:

- Course Design (10 week course in 5 weeks)
- Practices that Address Equity Gaps
- How to foster student engagement & motivation



Support with in-person, hybrid, hyflex courses

Support with remote and technology-enhanced courses

engagedteaching@ucsd.edu

online@ucsd.edu

Instructor Compensation

Course Salary - 1 per course

1 class - 50% appointment

2 classes - 100% appointment

2 classes max per Session (or
overlapping Sessions)

3 classes max per Summer

Monthly Pay Dates:

Session 1 - 7/31/26

Session 2 - 9/1/26

10/1/26 when needed to spread payments

Instructor Compensation – How Course Salary is Calculated

Course Salary – Always uses AY annual salary in effect on 6/30/26.

*Summer Session 2026 is the end of the 2025-2026 AY.
So we use the annual salary in effect Spring Quarter 2026.*

3-7 Unit Course	1-2 Unit Course	8+ Unit Course
11% of UCSD AY annual salary	5.5% of UCSD AY annual salary	22% of UCSD AY annual salary

Course salary is the same regardless of the class length (3, 5, 8 or 10 weeks).

Courses can be Cancelled for Low Enrollment.

Departments will decide 3-4 weeks before classes begin. This impacts the timing of our UCPath hires.

5 WEEK SESSIONS		Enrollment Checkpoint
Session 1	June 29 – August 1	6/2/26
Session 2	August 3 – September 5	7/7/26
SPECIAL SESSIONS		Enrollment Checkpoint
2 Weeks	September 8 - September 19	8/11/26
3 Weeks	June 29 – July 18	6/2/26
	July 20 – August 8	6/2/26
	August 10 – August 29	7/7/26
4 Weeks	August 24 - September 19	7/7/26
7 Weeks	July 27 - September 12	6/2/26
8 Weeks	June 29 – August 22	6/2/26
10 Weeks	June 29 – September 5	6/2/25
15 Weeks	June 15– September 19	Varies

Instructor Compensation - How it Works

Example - Lecturer Teaching 2 Courses in Session 1



← Course salary for Course A

← Course salary for Course B

One ice cream cone
per position per pay
period.

Lecturer with \$73,107 annual salary, teaching two 4-unit courses

Course salary for Course A = \$8,042 (11% annual salary)

Course salary for Course B = \$8,042 (11% annual salary)

July pay period = \$16,084 as Additional Pay on 7/31 pay date

Instructor Compensation - AP Policy Limitations



Session 1
Pay Date
7/31/26

Session 2
Pay Date
9/1/26

Total + other summer salary cannot exceed $3/9^{\text{ths}}$ (33%) annual salary for July-September.

Maximum earnings for all instructors = $3/9^{\text{ths}}$ (33%) annual salary for the summer period (July, August, September).

[APM-600](#)

Includes Summer Session + any other teaching, research, or admin payments

Senate Faculty - Cannot exceed $1/9^{\text{th}}$ annual salary per month.

Recall appointees cannot exceed 43% of $1/9^{\text{th}}$ per month

[APM-205](#).

Fiscal year appointees (postdocs, research scientists, staff) can receive an additional $1/12^{\text{th}}$ annual salary - need Summer Lecturer appointment. Must reduce FY appointment or use vacation accrual (cannot exceed 100%).

Academic Administrators (Provosts, Deans, etc.) - AP reviews case by case. (Typically use vacation time.)

Instructor Compensation - Limits Require Adjustments

Can Teach **3 Courses Max (33% annual salary) in Summer Term**

Spread payments for Senate Faculty (Ladder-Rank Faculty and Teaching Profs)

If teaching 3 courses - spread payment over 3 months:

One Course (11% annual salary) in July pay period

One Course (11% annual salary) in August pay period

One Course (11% annual salary) in September pay period

Do Not Spread Payments for Unit 18 Lecturers and Graduate Students teaching as Associate Instructors

If teaching 2 courses in the same session - Pay full 22% annual salary on the session pay date.

Instructor Compensation - Limits Require Adjustments

Senate Faculty teaching 2 courses in one Session

- Can earn max of 1/9th per month (11% annual salary)
- Teaching 2 courses in same session = 22% annual salary
- Need to spread their payment over 2 months

Pay 1 Course Salary per Month

Example: Professor Teaching 2 classes in Session 1

AY annual salary is \$125,600

Course salary = \$13,816 ($\$125,600 * .11$)

Total Summer Session payment = \$27,632 ($13,816 * 2$ courses)

Need to spread that payment over 2 months:

Pay \$13,816 in July pay period + \$13,816 in August pay period

Instructor Compensation - Limits Require Adjustments

Recall Appointees - Can teach 1 course. Spread payment over 3 months

Summer Session can only pay them 43% of 1/9th each month (~4.8% annual salary)

Example: Recall Appointee Teaching 1 class in Session 2

Current scale AY annual salary is \$135,300; 1/9th is \$15,033.33

Allowed to pay 43% of 1/9th per month: $\$15,033.33 * .43 = \$6,464.33$

Course salary = \$14,883 ($\$135,300 * .11$)

Need to spread that payment over 3 months:

Pay \$6,464.33 in July + \$6,464.33 in Aug. + \$1,954.34 in Sept. = \$14,883 total

If they want to teach 2 classes, the maximum Summer Session can pay them is:

\$6,464.33 in July, Aug, & Sept = \$19,392.99

Not enough room to pay 22% annual salary, which is \$29,766

Don't Worry, Summer Session Does the Math

Summer Session does the course salary calculations for you.
Payroll worksheets will be provided with the details.

Make sure that your faculty can “fit” Summer Session compensation with their other summer plans (research payments, administrative work, other summer teaching (COSMOS) etc.)

Hiring Summer Session Instructors

Tips & Tricks

1. Find out what courses are approved for Summer 2026 and who will be teaching.
 - Courses have already been submitted in the Instructional Scheduling Assistant (ISA)
 - Schedule changes will be ongoing up until classes begin
2. Organize your instructors into groups and make a plan.
 - Which instructors need an Interfolio file?
 - Which instructors need a summer UCPATH position & hire?
 - Who is hiring the graduate students? Make sure to involve them now.
3. Make sure you understand what documents you need for your Lecturer Interfolio files and Associate Instructor IA System applications
4. Know your deadlines for the different types of files as well as onboarding deadlines for UCPATH.
5. Make sure you have access to all of the systems that you need. Interfolio, Quali, IA System, UCPATH, Summer Session OneDrive
6. Attend the summer session training & ask questions.
7. [Subscribe the the Summer Scoop weekly newsletter](#) to stay informed.

Divide your Instructors into 6 Groups

Different Instructor Types Require Different Processing.

SUN GOD	Ladder-rank Faculty, Teaching Professors, Adjunct Professors, Visiting Professors with appointments in the 2025-2026 AY.
STONEHENGE	Unit 18 Lecturers with active appointments in the 2025-2026 AY (even if just for 1 Quarter)
RED SHOE	Unit 18 Lecturers & Visiting Professors who did not teach in the 2025-2026 AY
BEAR	Recall Appointees (001700 and 001699)
SNAKE PATH	Fiscal Year appointees (postdocs, researchers, staff) & Faculty from other UC campuses
TRITON	Graduate Students teaching as Associate Instructors See GEPA presentation.

SUN GOD Group



Ladder-rank Faculty, Teaching Professors, Adjunct Professors, Visiting Professors with appointments in the 2025-2026 AY.

No appointment file needed.

No summer position & hire needed in UCPath

Additional pay will be issued on their current position

You just need to worry about:

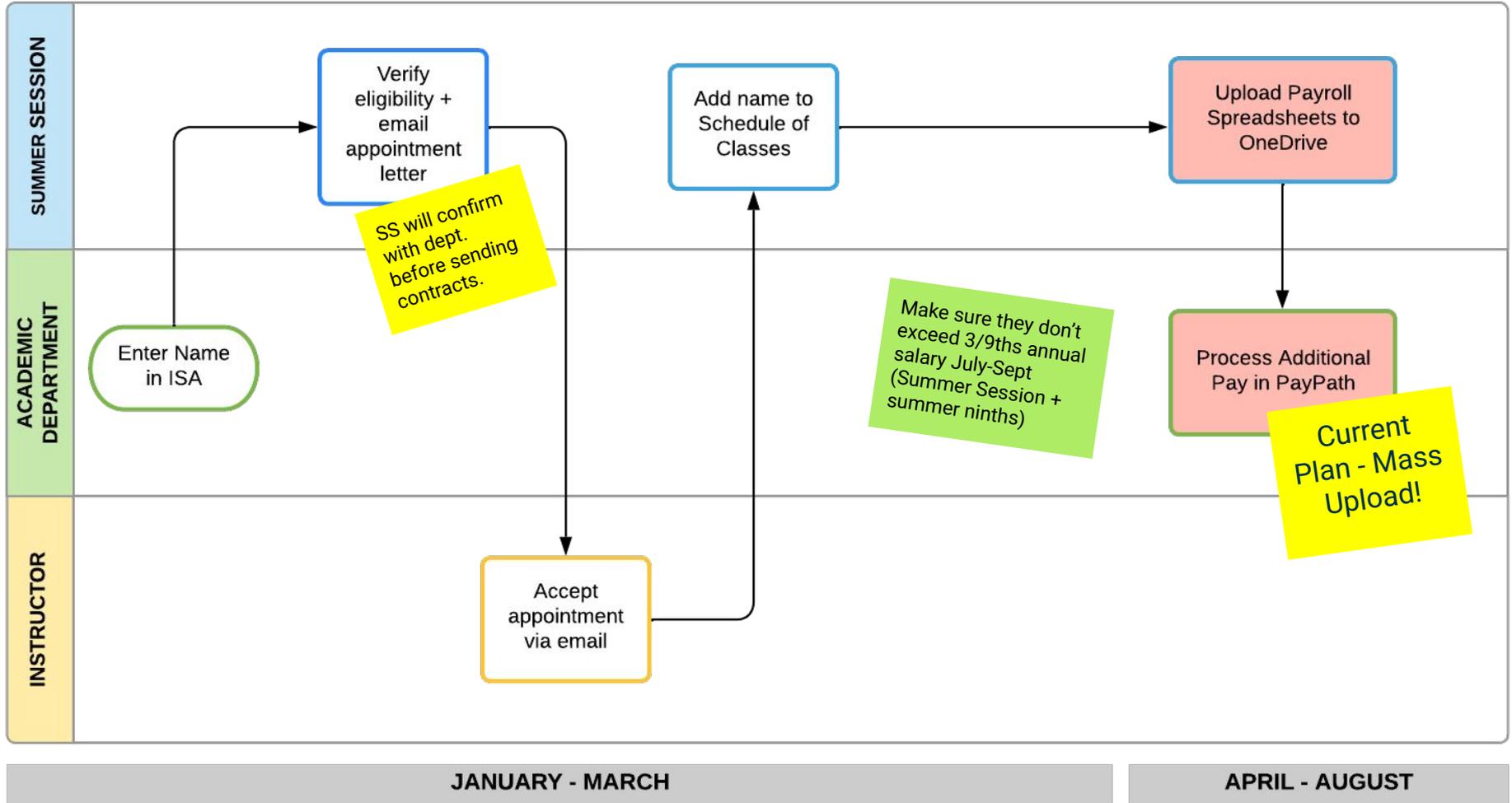
1. Helping Summer Session process the additional pay in July-September (mass upload)
2. Making sure they don't exceed 33% annual salary in the summer



SUN GOD Group

Hiring Ladder Rank Faculty, LSOE, LPSOE, Adj/Visiting Profs Who Taught in the 2025-2026 AY

NO Summer Session Position & Hire Needed in UCPath.



Special Case - Adjunct Professors Without Salary

Adjunct Professors

Can teach Summer Session on their current title/job.

However - Special Handling is required if they are without salary.

You need to change the existing Adj Prof job for the Summer Session pay, and then change it back.

1. Remove the UCWOS comp rate and make it a 0 FTE job
2. After the Summer Session additional pay has processed, you will need to change the title/job back to UCWOS comp rate and the correct FTE.

Special Case - Visiting Professors with appointments ending 6/30/26

Visiting Professors

Eligible to teach Summer Session with a Visiting Professor job code

If they have a Visiting Prof appointment ending 6/30/26:

- Extend the end date
- Change the FTE to 0
(Otherwise they will get paid from your department and Summer Session.)

Appointment Letters will be uploaded to your Summer Session OneDrive department folder.

All appointment letters for non-graduate student instructors will be uploaded to the [Summer Session OneDrive site](#).

Email summer-payroll@ucsd.edu to get access.

Reminder: Graduate student appointment letters are in the IA System.

STONEHENGE Group



Unit 18 Lecturers with
active appointments in
the 2025-2026 AY
(even if just for 1 Quarter)

No Interfolio file needed.

You need to create a **001550
LECT in Summer Session**
position & process the hire in
UCPath for ALL Unit 18
Lecturers.

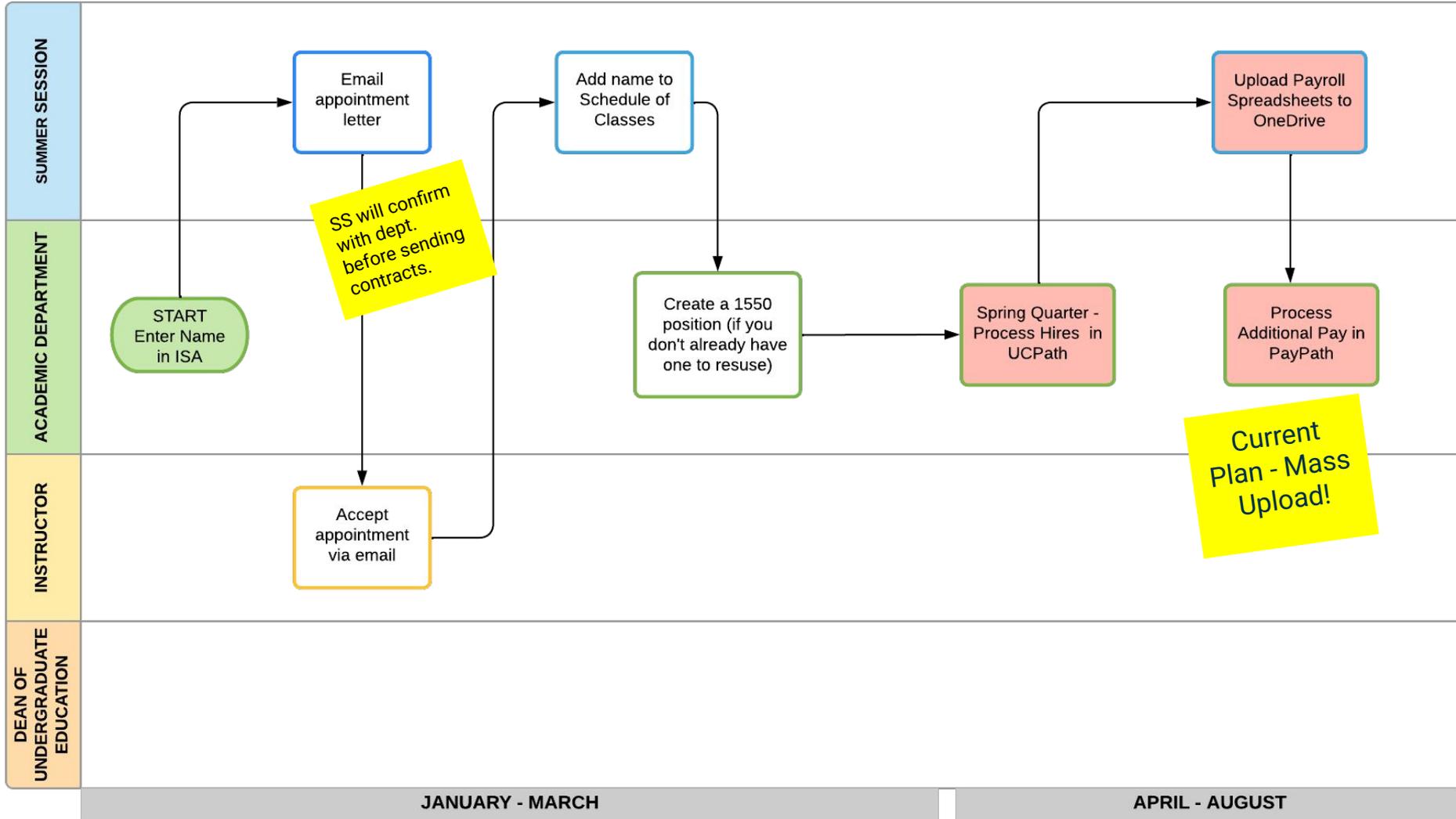
You need to help process the
additional pay in
July-September.



STONEHENGE Group

Hiring Lecturers Who Taught in 2025-2026 AY

1550 LECT in Summer Session Position & Hire Needed in UCPATH



Tips for Summer Session Positions – Lecturers

UCPath Job Aid: How to Process Payments for Lecturers in Summer Session

<https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions>

You can reuse positions from previous summers.

- Be sure to change the funding if it differs
- Make sure to use **ACS Earn Code**

If creating new positions, start the position at least one month before the anticipated hire date. (Need enough effective dated rows if position corrections are required.)

Job Code = 001550

FTE = 0

Leave the Blank Earn Code row and add a new row for the **ACS** Earn Code with your Summer Session funding. (Payment will be issued via additional pay)

Hiring Graduate Students who Graduate Spring 2026 as Lecturers

Graduate Students who complete their PhD in Spring 2026 can be hired to teach Summer Session as an Associate Instructor OR Lecturer.

In case their defense is delayed, the department can submit an IA System application for an Associate Instructor appointment now.

After the student receives their congratulatory letter from the GEPA Dean, the department can submit a Lecturer Interfolio file for review. (Review will be fast.)

After DUE approves the Lecturer appointment, Summer Session will send a Lecturer appointment letter, and the department can cancel the Associate Instructor appointment in the IA System.

Students on a visa who graduate will need an Employment Authorization Document (EAD) card updated to F-1 OPT status before they can teach as a Lecturer.

Have a back-up instructor ready just in case. Plan for Session 2.

HOLD on Processing Summer Session UCPATH HIRES until Spring Quarter

Create positions now - but wait until Spring Quarter training to process hires in UCPATH. (In case course is cancelled for low enrollment.)

We'll have a payroll training in May to go over how to hire Summer Session instructors.

RED SHOE Group



You need to submit an appointment file in Interfolio

You need to create position & process the hire in UCPath

001550 LECT in Summer Session

001108/001208/001308 Visiting Profs

You need to help Summer Session process the additional pay in July-September (mass upload).

Unit 18 Lecturers & Visiting Professors who did NOT teach in the 2025-2026 AY

Tips for Hiring Summer Visiting Instructors.

Formal open recruitment is not required.

Ask your faculty or graduate students if they have anyone to recommend.

Reach out to instructors who have taught for your department previously.

Reach out to recent graduates.

Email listservs to look for candidates

Misconduct Disclosure for Summer Session Instructors

Which Summer Session Instructors Need to complete a Misconduct Disclosure?

- People that are 100% new to the University
- People that are being appointed into a department in which they had not been previously appointed
- People who were previously appointed last summer but have been away from the University since then and are now being appointed again this summer
- People that are being appointed into a new title (GSRs and TA's can go back and forth between titles without having to do a new disclosure)

1. [Complete the JotForm on the APS website.](#)
2. Include the clearance notification email in the Interfolio file.

Misconduct background check

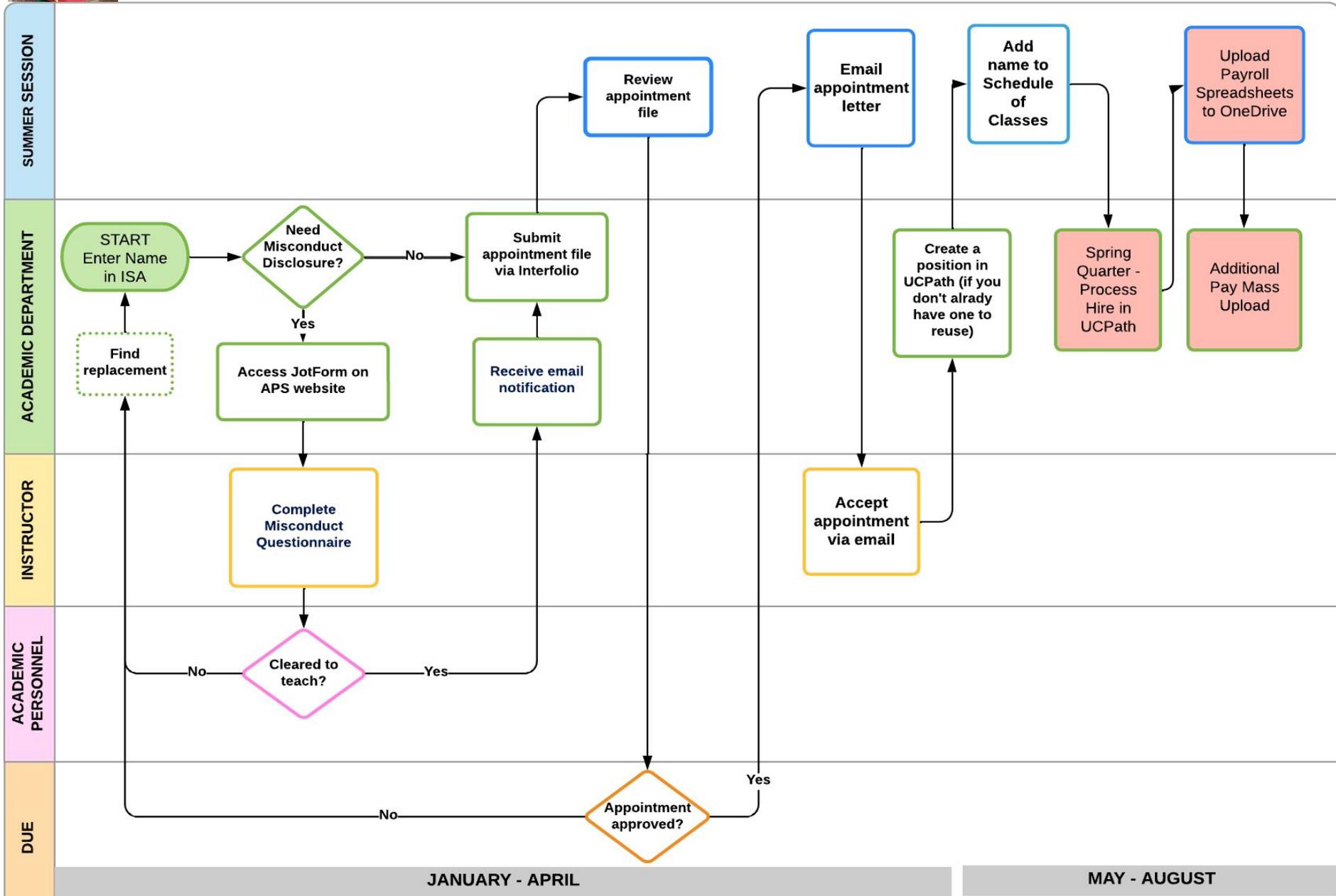
To comply with SB791 and AB810, once the Search Report is approved and the final candidate is chosen please complete the misconduct background check via JotForm.

[ACCESS JOTFORM HERE!](#)



RED SHOE Group

Hiring Lecturers, Visiting Profs, who did NOT teach in 2025-2026 AY Summer Session Appointment File with Misconduct Clearance + Position & Hire Needed in UCPATH

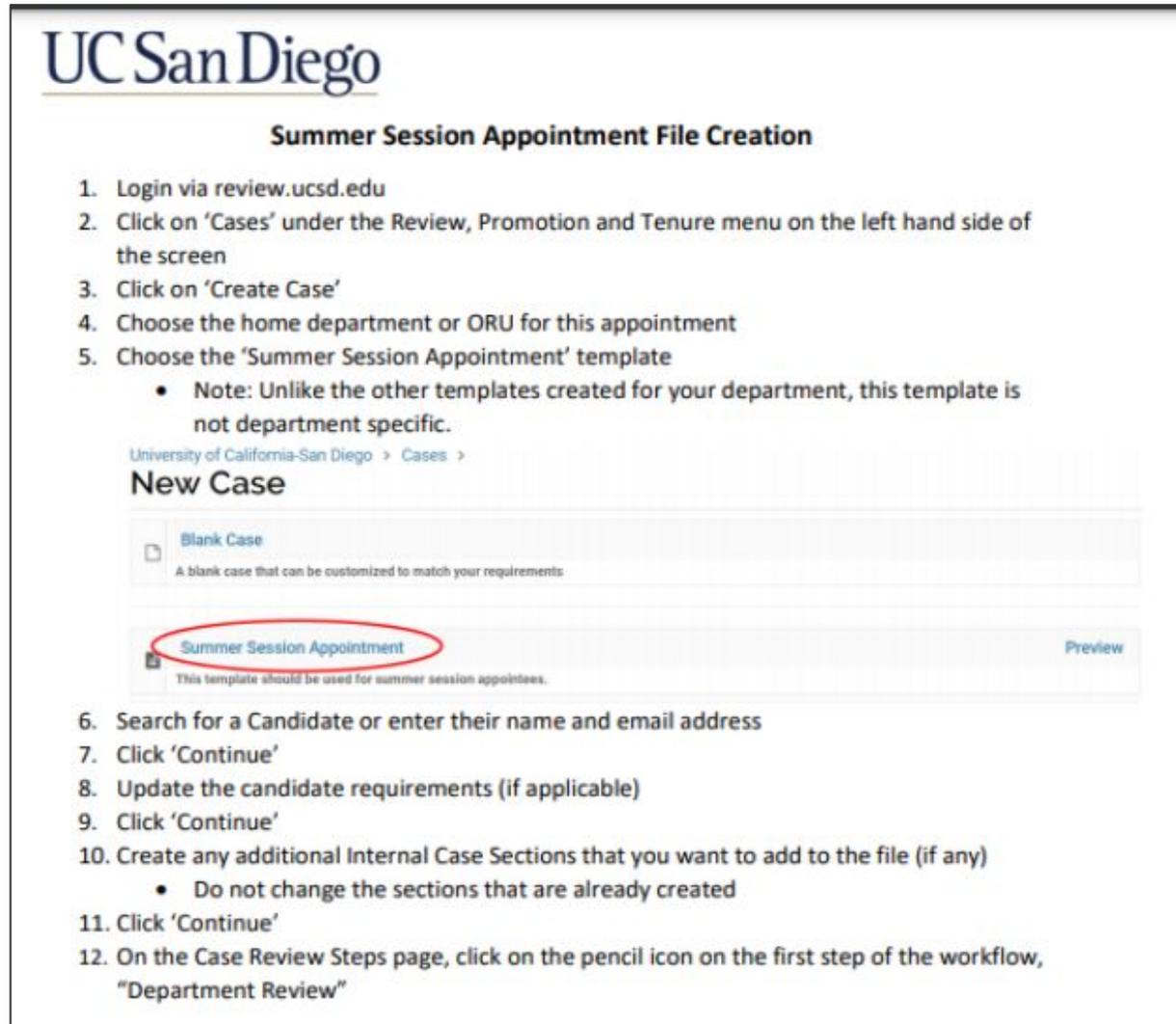


How to Submit Appointment Files in Interfolio

All departments use the “**Summer Session Appointment**” template.

Why? Because DUE approves the appointments not School Deans.

See Job Aid in Summer Session Instructor Appointment Handbook or on the AP SharePoint site.



UC San Diego

Summer Session Appointment File Creation

1. Login via review.ucsd.edu
2. Click on 'Cases' under the Review, Promotion and Tenure menu on the left hand side of the screen
3. Click on 'Create Case'
4. Choose the home department or ORU for this appointment
5. Choose the 'Summer Session Appointment' template
 - Note: Unlike the other templates created for your department, this template is not department specific.

[University of California-San Diego](#) > [Cases](#) >

New Case

Blank Case
A blank case that can be customized to match your requirements

Summer Session Appointment Preview
This template should be used for summer session appointees.

6. Search for a Candidate or enter their name and email address
7. Click 'Continue'
8. Update the candidate requirements (if applicable)
9. Click 'Continue'
10. Create any additional Internal Case Sections that you want to add to the file (if any)
 - Do not change the sections that are already created
11. Click 'Continue'
12. On the Case Review Steps page, click on the pencil icon on the first step of the workflow, "Department Review"

4 Sections in the Summer Session Appointment File Template

Section Name	Document to Include
1. Summary	Appointment Summary Form
2. Recommendations	Dept. Chair memo to DUE
3. Evidence of Teaching Effectiveness	SET/CAPE Evals, or Reference Letter
4. Candidate Documents	CV Misconduct Disclosure Email

After department receives notification of Misconduct Disclosure clearance, please include a PDF of the notification email after the CV in the Candidate Documents section.

Summer appointments are not currently included in AP Data, so please use PDF forms.

SUMMARY: Sample Appointment Summary Form

ACADEMIC APPOINTMENT SUMMARY FORM FOR TEMPORARY EMPLOYEES

Name: Mary Petersen Department: Communication
 Highest Degree/Institution/Year: _____ College of FTE: _____
 PhD/UCSD/2020 _____ Begin Date: 8/5/24 End Date: 9/7/24

Present Status (Date: 1/10/24)
 Institution: San Diego State University
 Title: Lecturer
 Title Code: _____
 % of Time: _____
 Basis: Academic Fiscal

Proposed Status
 Title: Lecturer
 Title Code: 001550
 Salary: \$66,259.00 % of Time: 50
 (7/1/23 Unit 18) Qtr: S224
 Basis: Academic Fiscal
 Funding Source: _____ Current Year Cost: _____

Dept/Div Chair Signature: Sandra Ward Date: 1/25/24

On Leave from Home Institution _____ Merit/Salary Incr _____ Retired Faculty _____
 Registered UC Grad. Student _____ 3-year Appt. _____ Concurrent Appt. _____

Previous UC Experience

Dates	Title	Annual Salary & Salary Scale (Indicate Merits with *)	% Time	Dept/UC Campus
08/01/20	Associate-In	\$54,428	50	UCSD Communication
07/01/19	TA	\$42,546	50	UCSD-Communication

Total Unit 18 Qtrs in dept _____ as of _____ (indicate end date of last Unit 18 Appt)

Proposed Classes

Quarter	Course No.	Course Name	Hours/Week for (P.E.)	Enrollments	
				Projected	Actual (past 2 yrs)
S224	COMM 132	Comm. Poli & Society		30	23,22

Other Duties: _____ Name of Designated Supervisor(s): _____

REVIEW ACTION	Approve	Disapprove	Modify	Date
Reviewing Provost				
Dean-SIO				
Dean-SOM/SSPPS				
Divisional Dean				
Dean UE				

[Download the PDF form here](#) and fill it in.

Use Session dates (not pay period dates)
 Session 1 6/29/26 - 8/1/26
 Session 2 8/3/26 - 9/5/26
 Both 6/29/26 - 9/5/26

Propose annual salary that aligns with what you would pay them to teach Fall/Winter/Spring
 -Place on UC academic salary scale.
 -Don't match home institution salary.

Table 15 - 7/1/2025 scale for Unit 18 Lecturers

You can list Previous UC Experience on a separate page if it doesn't fit into the chart.

RECOMMENDATIONS: Sample Letter to DUE

UNIVERSITY OF CALIFORNIA, SAN DIEGO

UCSD

BERKELEY • DAVIS • IRVINE • LOS ANGELES • MERCED • RIVERSIDE • SAN DIEGO • SAN FRANCISCO



SANTA BARBARA • SANTA CRUZ

DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING
OFFICE OF THE CHAIRMAN
FAX: (858) 822-1559

9500 GILMAN DRIVE
LA JOLLA, CALIFORNIA
92093-0404

DATE: March 27, 2026

TO: John C. Moore
Academic Affairs
Dean of Undergraduate Education (DUE)

FROM: Dean Deborah Davis, Professor and Chair *Deborah Davis*
Computer Science and Engineering Department

RE: Appointment for Steve Software as Lecturer in Summer Session 2026

The Department of Computer Science and Engineering proposes the appointment of Steve Software as a Lecturer for Summer Session 2, 2026 at an annual salary of \$84,752 (7/1/25 Unit 18) to teach the course listed below:

Course Title: CSE 5A. Introduction to Programming I (4) Introduction to algorithms and top-down problem solving. Introduction to the C language, including functions, arrays, and standard libraries. Basic skills for using a PC graphical user interface operating system environment. File maintenance utilities are covered. A student may not receive credit for CSE 5A after receiving credit for CSE 11 or CSE 8B. Recommended preparation: A familiarity with high school-level algebra is expected, but this course assumes no prior programming knowledge. *Prerequisites: restricted to undergraduates. Graduate students will be allowed as space permits.*

Steve Software is the Owner/Software Engineer at Imagine Group, and the San Diego Regional Manager at CODE. Mr. Software received his bachelor's degree in Computer Engineering from the University of California, San Diego (2012) and he received his master's degree in Technology from the University of Advancing Technology (2015). He has several years of industry experience and has previously held other academic titles, including Lecturer at UCSD (Spring 2018) and Adjunct Professor at University of Advancing Technology (2018-2022). Mr. Software's evaluations are included in the file. Although his CAPES were low in 2018, he has since gained more teaching experience. The department has assigned Professor Smith and Professor Gold as joint faculty mentors to support Mr. Software in his teaching. Professor Smith will help him with guidance about

Letter should be addressed to John C. Moore, Dean of Undergraduate Education (DUE)

Tip for Letter to DUE

If proposing an instructor teaching at UC San Diego for the first time, the letter to DUE should include the type of support that will be provided: faculty mentor, Teaching + Learning Commons (highly recommend), other department support.

EVIDENCE OF TEACHING EFFECTIVENESS: Tips for including CAPEs and SET

Download the full CAPE and SET reports with student free-response comments at the Academic Affairs website: <https://academicaffairs.ucsd.edu/Modules/Evals>

Evaluations

EVALUATION TYPE

CAPEs

Student Evaluations of Teaching (SET)

QUARTER(S)

Reports and Administration

Evaluation Reports by Evaluator

View and download evaluation results by class and individual.

CAPE Scatterplots

Download individual CAPE scatterplot reports for your instructors.

Evaluation Summary Report

Create a customized report summarizing scores of all evaluatees for one or more quarters. Report includes a graph and the ability to download the results as a spreadsheet.

If you are not able to log in, you can email Stephen Hamilton in IT to get yourself set up as a user at shhamilton@ucsd.edu.

Tips for including CAPEs

- Suggestion: If SET (or CAPE) results and/or response rates are low, propose action plan to increase responses & address identified issues in the letter to the DUE.
- Tips to increase student SET response rate:
<https://set.ucsd.edu/faculty/tips.html>
- Teaching CAPES/SET evals. are more important than TA evaluations. Plan to include up to 10 CAPEs/SET evals.
- Letter of recommendation will be accepted if there are no SETs/CAPEs or student evaluations from another university.

BEAR Group



You need to submit a summer RTAD in
Kuali

You need to create position & process
the hire in UCPATH

001699 or 001700 - Recall Teaching

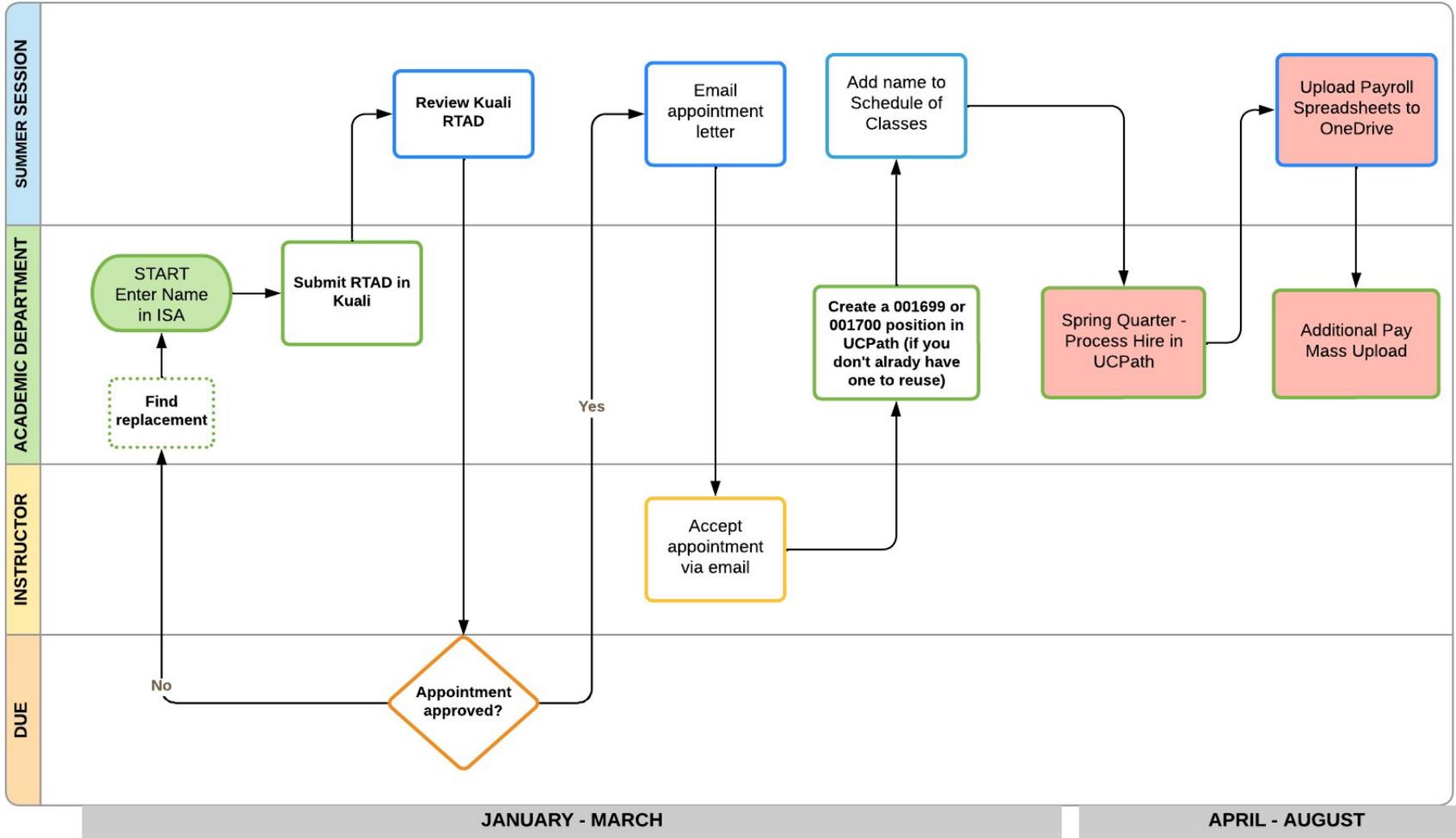
You need to help Summer Session
process the additional pay in
July-September (mass upload).

Recall Appointees



BEAR Group

Recall Appointees (001699 or 001700) Kuali RTAD Form + Position & Hire Needed in UCPATH



Tips for Summer Session Positions – Recall Teaching

Job Aid: How to Process Summer Salary for Professors, LSOE, and Recalls

<https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions>

Must have a 30 day break in service before teaching Summer Session.

Faculty who retire 6/30/25 cannot teach in Session 1 2025 (wait until Session 2).

If creating new positions, start the position at least one month before the anticipated hire date.
(Need enough effective dated rows if position corrections are required.)

Job Code = 001700 (Senate Faculty) or 001699 (Non-Senate Faculty)

FTE = 0 and BYA salary plan

Earn Code for Recall appointments is **ASN**

*Different than
Faculty & Lecturers*

Faculty retiring Spring Quarter 2026 may want to delay teaching Summer Session until 2027.

Starting with 7/1/25 Retirees - If they are recalled to teach within 180 days (26 weeks):

- Their retiree medical benefits will be halted and they will be offered employee benefits during the recall period.
- There is also a downstream Medicare impact (if Medicare-eligible).

To mitigate downstream benefits implications, Rehire should (ideally) be delayed until Retiree has been separated 180 days (26 weeks).

Retirees who are not impacted by this new policy:

- Retirees electing a Lump Sum Cashout at retirement (since they are not eligible for Retiree Health Benefits)
- Faculty members re-appointed into a “Job without Salary” position.

See details in the FAQ - [Returning to work at UC after retirement | UCnet](#)

SUMMARY: Recall Appointees – Use Kualiti RTAD

Submit a Kualiti RTAD form for summer recall teaching:

<https://ucsd.kualibuild.com/app/6340a178f37d0325968fe933/run>

Add 3 SETs/CAPEs:

<p>Will additional documents be added to the case? * ?</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	<p>Select documents to add * ?</p> <p><input type="checkbox"/> Candidate Statement</p> <p><input type="checkbox"/> Funding Documentation</p> <p><input type="checkbox"/> BioBib</p> <p><input checked="" type="checkbox"/> CAPES/SET evaluations</p> <p><input type="checkbox"/> Other</p>
--	--

Be sure to only select **Summer Session Program Teaching** for the recall purpose.

Teaching	Summer Session Program Teaching	Research	Administrative	Other
No	Yes	No	No	No

For additional help, refer to the [Kualiti RTAD Form FAQ](#).

SNAKE PATH Group



Fiscal Year appointees
(postdocs, researchers, staff)
& Faculty from other UC
campuses

You need to submit an appointment
file in Interfolio.

You need to create position & process
the hire in UCPath

001550 LECT in Summer Session
001108/001208/001308 Visiting Profs

You need to help Summer Session
process the additional pay in
July-September.

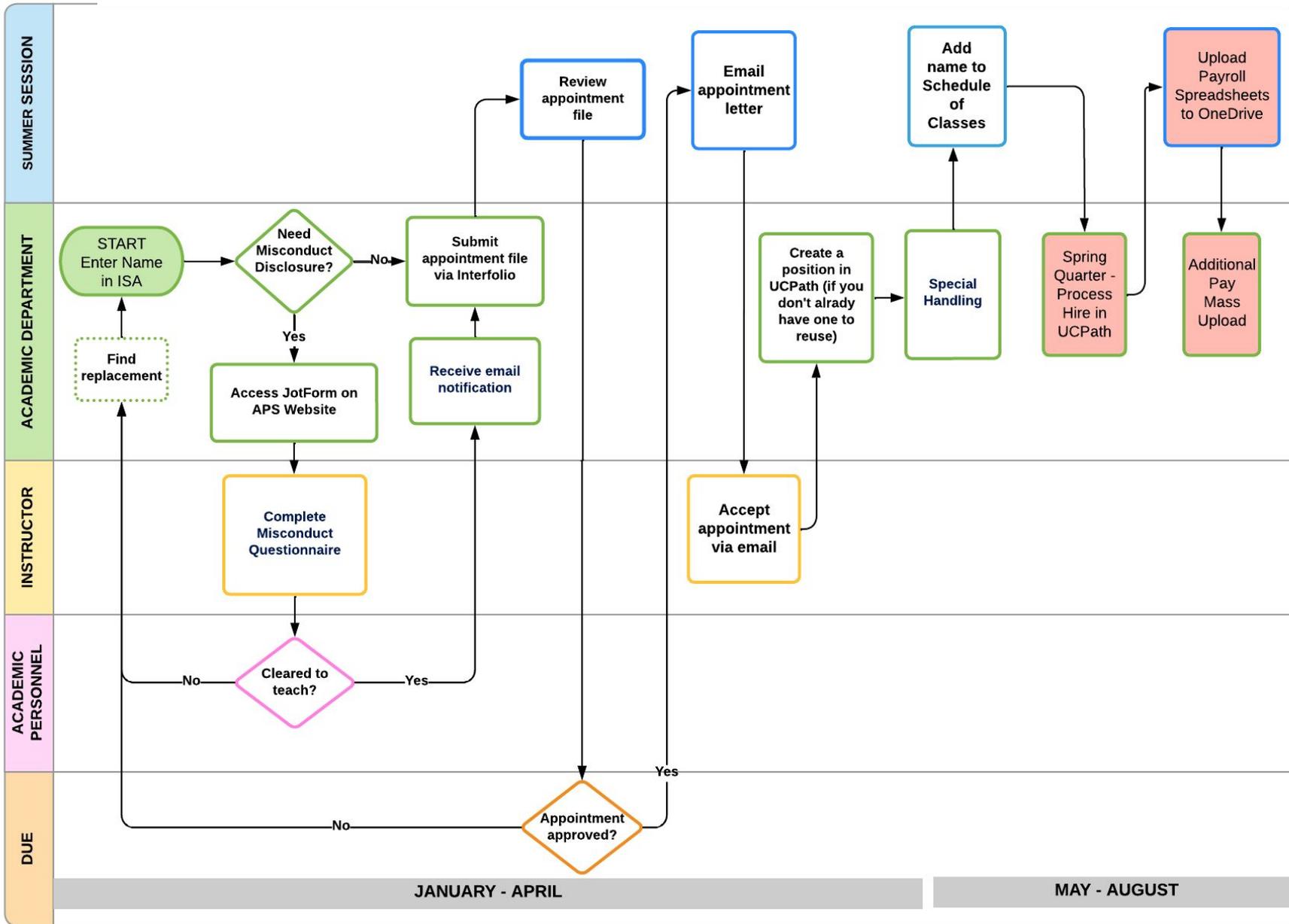
Special Handling is Required



SNAKE PATH Group

Hiring FY Appointees (staff, postdocs, researchers) or Faculty from Other UCs

Interfolio Appointment File with Misconduct Clearance + Position & Hire Needed in UCPATH + Special Handling



SNAKE PATH Group - Special Handling



Fiscal Year appointees
(postdocs, researchers, staff)
& Faculty from other UC
campuses

Fiscal Year Appointees (Staff, Researchers, Postdocs)

Hire on a 001550 Lecturer in Summer Session position.

Reduce FTE on current FY appointment to fit a 50% Summer Session teaching appointment during the July or August pay period.

In some cases, accrued vacation time can be used.

If postdoc is here on a visa, check with Scholar Services at the [International Services and Engagement Office](#).

Certain visas are job specific and do not allow teaching.

SNAKE PATH Group - Special Handling



Fiscal Year appointees
(postdocs, researchers, staff)
& Faculty from other UC
campuses

Fiscal Year Appointees (Staff, Researchers, Postdocs)

EXAMPLE - Need to reduce Postdoc appointment to 50% to fit a 50% Summer Session appointment for Session 1.

50% Postdoc + 50% Summer Session for July pay period

Postdoc will teach 1 Summer Session course in Session 1.

Postdoc FY annual salary is \$77,327

Monthly payment (1/12th) is \$6,443.92

Hire as 1550 LECT in SUMMER SESSION with annual salary \$73,107.

Summer Session payment = \$8,042 (11% of \$73,107)

Payment for July pay period will be:

(50% postdoc) + (Summer Session course salary)

$(\$6,443.92/2) + (\$8,042) = \$3,221.96 + \$8,042 =$

\$11,263.96 payment on 7/31 pay date.

$\$11,263.96 - \$6,443.92 = \$4,820.04$, which is less than an additional 1/12th. Okay per AP policy.

SNAKE PATH Group - Special Handling



Fiscal Year appointees
(postdocs, researchers, staff)
& Faculty from other UC
campuses

Fiscal Year Appointees (Staff, Researchers, Postdocs)

Special Case

How to hire a FY appointee if their **primary appointment is non-exempt FLSA**.

Submit the 001550 LECT in SUMMER SESSION hire as a **non-exempt, biweekly pay frequency** hire. (So that the FLSA status matches the primary appointment.)

Still use
job code 001550
FTE 0
Earn Code ACS

To issue the Additional Pay (in June/July), the department will need to manually process their additional pay as biweekly.

Summer Session cannot process biweekly payments in the monthly pay mass upload.

SNAKE PATH Group - Special Handling



Fiscal Year appointees
(postdocs, researchers, staff)
& Faculty from other UC
campuses

Faculty from other UC Campuses

Both UC campuses must sign a Multi-Location Agreement Form before the appointment begins.

UCSD is the “HOST” location

Other UC campus is the “HOME” location

UCSD department processes a Rehire (if taught at UCSD in this title a previous summer) or Concurrent Hire (if teaching at UCSD for the first summer).

This process can take 2 months so start early!

Job Aid: How to Manage Multi-Location Appointments

<https://ucpath.ucsd.edu/transactors/job-aids.html#Template-Transactions>

Hiring-at-a-Glance

		Need an Appointment File?	Need a Position & Hire in UCPATH	Job Code	Special Handling?
SUN GOD	Ladder-rank Faculty, Teaching Professors (LPSOE, LSOE), Adjunct Professors, Visiting Professors with appointments in the 2025-2026 AY.	no	no	na	no
STONEHENGE	Unit 18 Lecturers with active appointments in the 2025-2026 AY	no	yes	001550	no
RED SHOE	Unit 18 Lecturers who did not teach during 2025-2026 AY	yes (Interfolio)	yes	001550	no
	Visiting Profs who did not teach during 2025-2026 AY	yes (Interfolio)	yes	001108/001208/001308	no
BEAR	Recall appointees	yes (Kuali RTAD)	yes	001699, 001700	no
SNAKE PATH	FY Appointees (Staff, Researchers, Postdocs)	yes	yes	001550	Reduce current appointment to fit 50% Summer Session teaching, or used accrued vacation time.
	Faculty from other UC Campuses	yes	yes	Varies (based on home campus appt.)	Both campuses must sign Multi-Location Agreement Form.

Timeline for Department Action Items

Enter instructor names in ISA	Now
Organize your instructors into groups & make a plan	Now
Submit appointment files in Interfolio	Can start now Target to be submitted by May 8th
Create Positions in UCPATH	Can start now
Process Hires in UCPATH	WAIT until Spring Quarter (in case course is canceled for low enrollment)
Process Additional Pay	WAIT for June-August (Mass upload)

Spring Quarter - Summer Session & Graduate Division will have another training session to cover hiring & additional pay process.

Graduate Student Associate Instructor Applications

2026 Summer Session
Appointment File Preparation

Division of
Graduate
Education
and
Postdoctoral
Affairs
(GEPA)
Contact

Dimple Bhatt

Senior Graduate Fellowship,
Employment & Fiscal Coordinator

For questions, please submit a ticket to
[Services & Support](#)

Agenda

- Brief overview of Academic Senate Policy, GEPA Policy & Academic Eligibility
- Submission guidelines
- Resources

- By the end of the session:
 - Know where to find the policies
 - Understand submission guidelines
- Goal: submit complete files, that meet the requirements, so that candidates can be reviewed and appointments can be made in time for the start of instruction

This info can also be found
in Collab - Chapter 4

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Assoc Instructor files in the
IA System in Summer 2025

Associate Instructors (Teaching a Course): TC 001506

- The Educational Policy Committee (EPC) is the authorized body on policies regarding Associate Instructors

(Where we route certain exceptions such as late upper division files)

Qualifications Required

A student proposed for this appointment must have..

- demonstrated expertise in teaching
- specialized training in the subject matter
- advanced to candidacy at UCSD
- been selected to teach in an area closely related to the area of his or her primary expertise
- at a minimum either:
 - Successfully served as TAs in the department or program area in which they would be appointed as Associate Instructor or,
 - Successfully completed specialized training in instruction (such as that provided by the [Teaching+Learning Commons])



Upper-Division: May 18, 2026

Lower-Division: May 26, 2026

(Applications due to GEPA for timely processing)

GEPA Policy for Associate Instructors

Graduate Student Employment Policy &
Procedures

What are we looking at?

- Advance date
- # of TA quarters as of last Spring
- Spring eval rating
- GPA
- Current registration
- Good Standing
- Total academic employment (over-50%, etc.)
- Completeness of application
- Teaching Evaluations
- Attached documentation

Specifics Regarding Teaching Evals:

- Mainly looking at student teaching evals (last 3 academic years)
- 75% benchmark for CAPE/3 for SET
 - Evals that fall below this criteria should be addressed in the department nomination letter
 - File will be returned to department if low evals/CAPEs are not addressed in the nomination letter

FA23		Teaching Assistant	0.25	Pay		100.0%	Excellent
FA23		Teaching Assistant	0.25	Pay		100.0%	Excellent
WI24		Teaching Assistant	0.5	Pay		100.0%	N/A
FA24		Teaching Assistant	0.25	Pay		4.67	Excellent

Review Process: Department Nomination Letter

To: Dean of Division of Graduate Education and Postdoctoral Affairs

From: Department Chair or Program Director

Include:

- Proposed nominee name and PID, session, course, and pay rate
- Qualifications of the nominee
- How the student will be supported in this role (faculty mentorship, classes/workshops, teaching support)
- Any exceptional circumstances that need to be considered

Advancement to Candidacy Exceptions

EPC Policy: A graduate student must have advanced to candidacy at UC San Diego prior to submission of the request for appointment

Students nominated to teach that have not advanced to candidacy will only be considered if the student has a defense committee set up in the Student Committee Membership App AND has a defense date scheduled.

The student must be scheduled to advance before the start of instruction.

Department must provide the name of a back-up instructor who can teach the course if the student does not advance as planned.

IA System

Completing the Associate Instructor
Nomination Application

Associate Instructor General Questions

Summer

Tip: These questions are to be completed for Lower- and Upper-Division Courses

Tip: “Proposed Supervising Faculty/Faculty Mentor” (#7) is required for all but returning lower-division nominations

Associate-In/SGTS General Questions

1. PROPOSED COURSE *

2. PROPOSED QUARTER *

3. PROPOSED APPOINTMENT PERCENT TIME *

4. PROJECTED ENROLLMENTS FOR THE PROPOSED COURSE *

5. ACTUAL (PAST 2 YEARS) ENROLLMENTS FOR THE PROPOSED COURSE

6. WHAT IS THE MONTHLY ABOVE-SCALE SALARY COMPONENT, IF ANY?

(Optional) Enter a monthly dollar amount (e.g., 2000) only. Leave blank if there is no off-scale salary component.

7. PROPOSED SUPERVISING FACULTY/FACULTY MENTOR

For Summer Graduate Teaching Scholars, a faculty mentor is required. For Associates-In applications, please select a faculty mentor if the student will be teaching an upper-division course.

8. AT WHICH SALARY POINT WILL THE STUDENT BE PAID? *

Please refer to the [Student Academic Title Pay Rates](#) for the selected term.

Associate-In/SGTS Upper-Division Questions

Associate Instructor Upper- Division Questions

Summer

Questions 11 - 17 do not
need to be completed
for Lower-Division
Courses

Associate-In/SGTS Upper-Division Questions

The questions in this section are only required when the student is to be assigned to an upper-division course. You may skip to the next section if the student is being assigned to a lower-division course.

11. TOTAL NUMBER OF UPPER-DIVISION COURSES OFFERED BY HIRING UNIT LAST ACADEMIC YEAR (EXCLUDING 195, 197, 198 OR 199)

Please indicate academic year appointments only.

62

12. TOTAL NUMBER OF UPPER-DIVISION ASSOCIATE-IN APPOINTMENTS IN HIRING UNIT THIS YEAR

Please indicate academic year appointments only.

0

13. DATE APPLICANT COMPLETED TA TRAINING WITH TEACHING + LEARNING COMMONS

FALL 2021

14. PLEASE INDICATE THE APPLICANT'S ACADEMIC BACKGROUND, INCLUDING HIS OR HER RESEARCH/THESIS TOPIC, AND HOW IT RELATES TO THIS COURSE.

My research interests center around a

15. LIST ALL COURSES THE STUDENT HAS SERVED AS TA IN, INCLUDING COURSE SUBJECT CODE/NUMBER, QUARTER TAUGHT, AND SUPERVISING FACULTY.

SP19: Reader,
FA19: Teaching
WI20: Teaching
SP21: Teaching
WI22: Reader,
SP22: Teaching

16. LIST ALL COURSES TAUGHT BY THE STUDENT AS ASSOCIATE-IN, INCLUDING LOWER DIVISION COURSES AND COURSES TAUGHT IN SUMMER SESSION.

N/A

17. PLEASE INDICATE BELOW WHICH OF THE FOLLOWING POLICY STATEMENT(S) IS/ARE THE PRIMARY REASON(S) FOR THE REQUEST.

The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.

Required Documentation

Documents

18. TO UPLOAD ALL REQUIRED DOCUMENTS AS ONE PDF FILE, PLEASE UPLOAD THEM HERE. YOU WILL THEN NEED TO COMPLETE THE APPLICATION AND CLICK "SUBMIT APPLICATION" IN ORDER TO ROUTE THE APPLICATION FOR REVIEW AND APPROVAL.

You may upload a single document containing all of the required documents, or you can submit them individually using the following questions.

19. PLEASE UPLOAD THE DEPARTMENT CHAIR/PROGRAM DIRECTOR NOMINATION MEMO PROVIDING THE RECOMMENDATION

20. PLEASE UPLOAD A DEPARTMENTAL EXCEPTION LETTER FOR THIS APPLICANT (IF APPLICABLE).

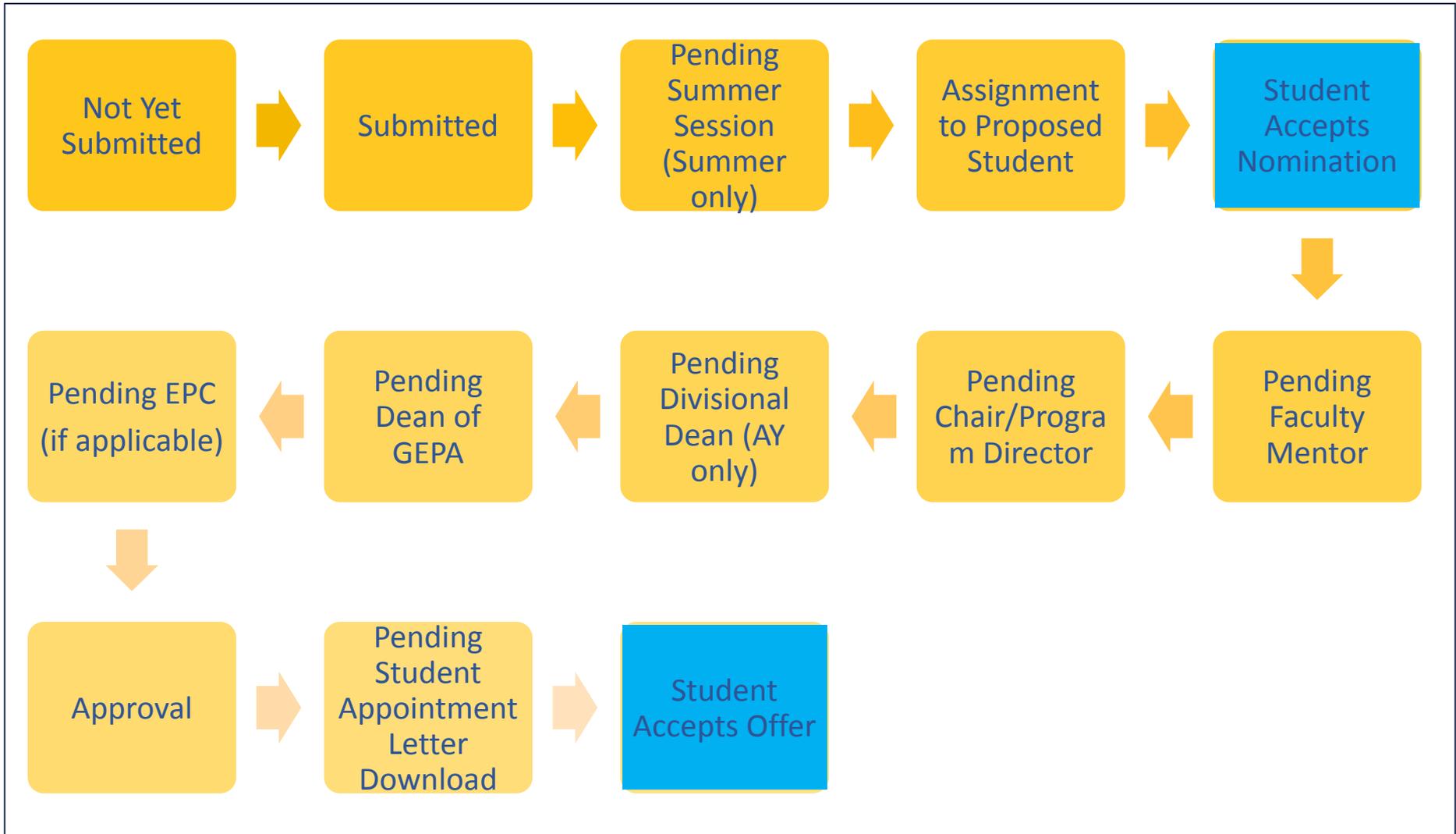
21. PLEASE UPLOAD THE STUDENT'S CV/ACADEMIC BIOGRAPHY.

22. IF NO CAPES ARE AVAILABLE FOR THIS STUDENT, PLEASE UPLOAD A LETTER OF SUPPORT AND ANY RELEVANT TEACHING EVALUATIONS.

You can view this student's CAPE reports, if any, [here](#).

You can combine department nomination letter, CV, and any supporting documents into one PDF and upload in this space (instead of individually uploading docs)

Approval Routing:



Corrective Actions

Return to Department for Quick Edits

- Clerical errors (typos in the rate, name, faculty mentor, question responses)
- PDF errors (additional blank pages; NOT all blank pages)
- File will be returned to GEPA queue as soon as edits are submitted

Return to Department for Revisions

- Material information related to the student's teaching eligibility, experience, and expertise
 - Required documents missing
 - Letters of exception missing
- Change to Course
- Change in the number of sections of the same Course

Contacts

- IA System access, technical support, system feedback:
 - ATS, ats@ucsd.edu
- Policy, appointment files, payroll data entry:
 - Graduate Student Employment team, grademployment@ucsd.edu or [Services & Support](#)

Microsoft Teams

Join us for conversations, quick questions, moral support, and more on Microsoft Teams!

[Click this link to join the Graduate Student Employment Team!](#)



Web Links

- Engaged Teaching Hub
 - <https://commons.ucsd.edu/educators/grad-student-programs/index.html>
- GEPA Confluence for Campus Partners
 - [Graduate Student Employment Policy & Procedure](#)
 - [Guide for Associates](#)
- Policy for Associates-In to Teach Upper-Division Courses
 - <http://senate.ucsd.edu/media/67798/Associates-In-to-Teach-Upper-Division-Courses.pdf>

Questions?

Summer Session

Lisa Bargabus, lbargabus@ucsd.edu

summer-payroll@ucsd.edu

summer-courses@ucsd.edu

summer@ucsd.edu (submits a ServiceNow ticket)

GEPA

Dimple Bhatt, grademployment@ucsd.edu

Thank you!

See you for payroll training in Spring Quarter.