



---

## Summer Scoop

April 7- April 11, 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 ISA will remain open if your department would like to add or cancel courses. Summer Session will continue to approve new courses and cancellations. If you have any questions, contact us at [summer-courses@ucsd.edu](mailto:summer-courses@ucsd.edu).*

---

### Summer 2025 Associate In Campaign Update

The IA System is now open for Associates-In applications! Associate Instructor (teaching a course) requests must be submitted through

the IA System.

### **Campaign Link:**

[https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?  
cid=6021](https://academicaffairs.ucsd.edu/Modules/ASES/Apply.aspx?cid=6021)

### **Deadlines:**

- Upper-Division requests for Winter quarter must be **RECEIVED** in the Division of Graduate Education and Postdoctoral Affairs (GEPA) by **Monday, May 19, 2025.**

- Lower-Division requests for Summer must be **RECEIVED** in GEPA by **Tuesday, May 27, 2025.**

*\*\*Please note, late upper-division requests that are not submitted at least 4 weeks prior to the start of the term (by Monday, June 2, 2025) require an exception request that will route to EPC as per Academic Senate guidelines.*

### **Summer Graduate Teaching Scholars**

GEPA needs to perform a final review of your graduate students participating in the 2025 Summer Graduate Teaching Scholars (SGTS) program. For your convenience, the student SGTS applications have already been automatically copied into the Summer AI campaign. Look for an email notification from the IA System to review the Summer AI applications for your SGTS students and submit for final approval. Please plan to adhere to the deadlines above.

For additional information, please refer to these links:

- [Summer Session 2025 Associate Instructor Campaign](#)
- [Academic Senate Guidelines](#)
- [Department Nomination Template Letter](#)
- [Graduate Financial Support Calendar](#)
- [GEPA Collab Page on AI Process](#)

- [Associate Instructor Summer Session Course Salaries](#).
- 

## **Help Grow Summer!**

### **Continuing students start enrolling next week!**

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!

---

## **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](mailto: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](mailto: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](mailto: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](#)



---

Summer Session  
University of California San Diego  
Phone: 858-534-5258  
Email: [summer@ucsd.edu](mailto:summer@ucsd.edu)

Need more information?  
Visit us at: <https://summersession.ucsd.edu>

To subscribe, please [sign up here](#).

Share this email:



UC San Diego

[Manage your preferences](#) | [Unsubscribe](#)

This email was sent to .

*To continue receiving our emails, add us to your address book.*

[Subscribe](#) to our email list.