

Summer is Coming.

2019 FACULTY APPOINTMENT PROCEDURES

12/5/18



Summer Session Team

Becky Arce, Director (x47074)

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Agenda

Welcome

2018 Recap

What's New for 2019

How Summer Session Works

Instructor Compensation

How to Hire Summer Session Instructors

Questions

Thank YOU for a Successful Summer Session 2018

Headcount– 11,037

Enrollment- 22,759

95% of Summer Session students are UCSD Students

- Time to degree!

550 Summer Session Instructor Appointments

We appreciate all your efforts to make Summer Session a success!

What's New for 2019?

Departments submitted courses to Summer Session using the Instructional Scheduling Assistant (ISA).

ISA was created by the Distributed Application Development (DAD) team.

<http://academicaffairs.ucsd.edu/resource-admin/dad/isa/>

Currently - The ISA is used to:

- Schedule classes & manage instructor preferences Fall/Winter/Spring/Summer.
- Approve proposed Summer Session courses.
- Create a properly formatted Excel spreadsheet for the Registrar.

Future – Registrar will use ISA for scheduling, or the ISA will have a “live” connection with ISIS – or new Student Information System.

What's New for 2019?

No course salary maximum.

- Maximum course salary cap of \$12,000 has been removed.
- Still have to follow or $\frac{3}{9}^{\text{th}}$ annual salary ($\frac{1}{9}$ per month) for the entire summer July-Sept.
 - Note: Instructors teaching 4 courses will need to reduce course salaries by 1% to meet the 33% ($\frac{3}{9}^{\text{th}}$) maximum allowed.

What's New for 2019?

Summer Session Appointment Files

Pilot for current Interfolio users?

- More details to follow in February.

SharePoint will continue for everyone else.

What's New for 2019?

Teaching + Learning Commons

Engaged Teaching Hub

Services are available to Summer Session instructors.

- Summer Teaching Community Workshop Series
- Teaching consultations
- Classroom observations

Summer Programs for 2019

Summer Success Programs will include:

- Summer Academy in the Arts & Humanities
- Summer Bridge
- Summer Engineering Institute
- Triton Edge
- Triton Freshman Scholars
- Triton Sophomore Scholars

Summer Programs for 2019

Summer Graduate Teaching Scholars (SGTS) is continuing for 1st time Associates-In.

- Grad students are nominated by Academic Departments in November. SGTS committee selects participants.
- Grad students attend training at the Teaching + Learning Commons and receive \$1,200 stipend
- Faculty mentors receive a \$500 research account payment.
- Grad students teach Summer Session courses as Associates-In.

Summer Programs for 2019

Summer Session is supporting the Strategic Academic Program Development Initiative (SAPD)

<http://academicaffairs.ucsd.edu/sso/SAPD/>

- Departments can propose academic summer programs that follow a revenue sharing model.
- Summer Session will support the campus as new programs are designed and launched.

Summer Programs for 2019

Website redesign – Coming Soon

summer.ucsd.edu

All UC San Diego summer programs, not just Summer Session.

summersession.ucsd.edu

Summer Session specific information.

How is Summer Session Different from the Academic Year?

- Summer Session tuition is charged per unit.
- Faculty are not required to teach in Summer Session.
- No service credit for Summer Session.
- Summer Session appointments are not benefits eligible.
- Open recruitment not required.
- Summer Session pays for faculty and instructional support.
- Summer Session pays departments \$500 per course and \$13/\$33 per student for administrative support.

How Summer Session Works

OCTOBER Call for course proposals	NOVEMBER Course proposals due	DECEMBER Advisory Committee Mtg. Approved courses - 12/17/18	JANUARY Preview of Classes posted Begin appointment letters
FEBRUARY Classrooms assigned	MARCH Courses on TritonLink	APRIL Students begin enrolling	MAY Manage waitlists Students fees assessed
JUNE Student fees due	JULY Session 1 begins Students add/drop courses	AUGUST Session 2 begins Fees due Session 1 pay date	SEPTEMBER Sessions end Session 2 pay date Reporting begins

How Summer Session Works

ACADEMIC DEPARTMENTS	SUMMER SESSION
Propose courses & instructors	Approve courses
Submit appointment files	Manage DUE approval of Lecturers
Submit Associates-In applications	Create & email appointment letters
Instructor onboarding/hiring process	Schedule of Classes (add instructor names asap)
Hire instructional support	Calculate instructor payments (payroll worksheets)
Enter appointments into PPS	Support/Manage special summer programs
	Block-fund TA allocation (summer formula)

Summer Session 2019

5 Week Sessions

Session 1	July 1 – August 3
Session 2	August 5 – September 7

1 Course – 50% appointment
2 Courses – 100% appointment

See 2019 [Summer Session Guidebook](#) for Operational Calendar.

Special Sessions

3 Weeks	July 1 – July 20 July 22 – August 10 August 12 – August 31
8 Weeks	July 1 – August 24
10 Weeks	July 1 – September 7
14 Weeks Restricted Session (<i>year-round programs only</i>)	June 17 – September 20

Faculty Compensation

Final Dates to Determine Salary

Session 1 – July 8, 2019

Session 2 – August 12, 2019

MAX ALLOWED for ALL SUMMER COMPENSATION

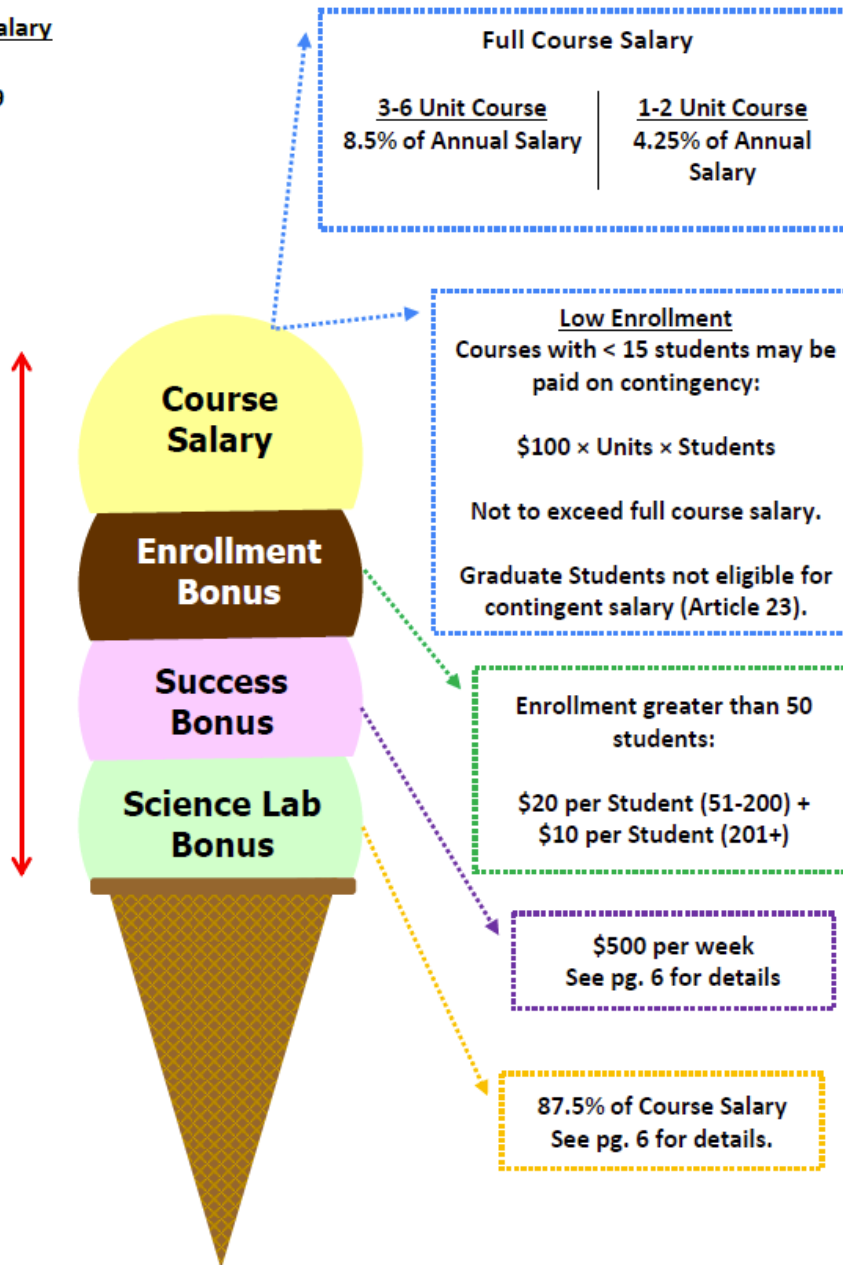
33% of UC Annual AY
Salary
(1/9 for 3 summer mos.=3/9)
[See APM-600](#)

43% limit for Emeriti
(Recall faculty)
[See APM-205](#)

Academic Administrators
(Ex: Provost, Dept. Chair)
AP reviews case by case

Note

Instructors who teach 4
courses in Summer Session
will require a 1% course
salary reduction to comply
with the 33% (3/9) UC
annual salary maximum.



2019 Faculty Appointment
Handbook – See Pg. 4

1 Course – 50% appointment
2 Courses – 100% appointment

Compensation - Example 1

UCSD Professor – 4 Unit course

\$98,700 annual salary

Summer Session Course Salary: \$8,390 (8.5% of \$98,700)

Teaching Session 1

July 1st – August 3rd

Pay date 8/1/19

1st Snapshot - 6/5/19

12 students enrolled

Paid on Contingency:

$\$100 \times 4 \text{ units} \times 12 = \$4,800$

2nd Snapshot - 7/8/19

15 students enrolled

Increase to Full Course Salary: \$8,390

Compensation Example 2

Visiting Lecturer – 4 Unit course

\$54,738 UCSD annual salary

Summer Session Course Salary: \$4,653 (8.5% of \$54,738)

Teaching Session 2

August 5th – September 7th

Pay date 8/30/19

1st Snapshot - 7/10/19

50 students enrolled

Full Course Salary: \$4,653

2nd Snapshot - 8/12/19

65 students enrolled

Enrollment Bonus: \$300 ($\20×15)

Full Course Salary + Bonus
\$4,953 ($\$4,653 + \300)

4 Faculty Groups



SUN GOD - UC San Diego Faculty

Have 2017-2018 AY Teaching Appointment

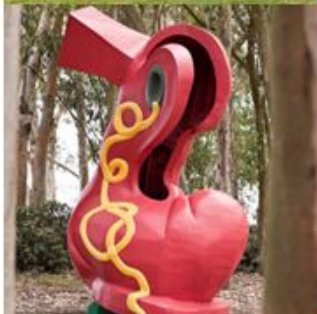
Professor AY/Associate Prof. AY /Assistant Prof. AY
Professor AY BEE/Associate Prof. AY BEE/Assistant Prof. AY BEE
Lecturer SOE & PSOE
Lecturer AY, Teaching Current Year
Adjunct Professor AY



STONEHENGE - UC San Diego Faculty & Staff

Do Not Have 2017-2018 AY Teaching Appointment

Recall (Emeriti), Teaching Only
Recall (Emeriti), Teaching & Research, Clinical and/or Administrative
Fiscal Year Appointments – Researchers, Postdocs, Provost



RED SHOE - Visiting Instructors

Visiting Professor
Visiting Lecturer



TRITON - Graduate Students

Associates-In

Reminder: Fiscal year appointments must be reduced to accommodate a 50% Summer Session appointment.

How to Hire: Sun Gods



Summer Session will start sending appointment letters January 9, 2019.

- Copies uploaded to SharePoint.

UCSD Annual Salary as of 6/30/19

- (Not July 1, 2019 increases)

Department Action Item:

- Please review list of courses and salaries from Summer Session.

How to Hire: Stonehenge & Red Shoes



Departments: Upload Appointment files to SharePoint by 2/15/19

<https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/>

Appointment Files approved by:

John C. Moore, Dean of Undergraduate Education



Summer Session creates appointment letters.

Departments manage hiring paperwork and enter PPS appointments.

How to Hire: Stonehenge & Red Shoes

1	2	3	4	5	6	7	8	9	10
Faculty Type & Academic Year Title Code	Summer Session Title Code	No Documents Required	Appointment Summary Form	Dept. Chair Memo	Teaching Evaluations (CAPE) or Reference Letter	CV ¹	BIO/BIB signature dates Jan 2016-June 2018	Recall Form (UCSD)	Exception Letter to Reduce Appt% and/or use Vacation
UC San Diego Faculty (Dept. Chair and Summer Session Approval Required) - APM-661 SUN GOD GROUP									
Prof AY-1100 Assoc Prof AY-1200 Asst Prof AY-1300	1103,1203,1303	X							
Prof AY BEE-1143 Assoc Prof AY BEE-1243 Asst Prof AY BEE-1343	1143,1243,1343	X							
Lect SOE 1603,1604,1607,1608	1603,1604,1607,1608	X							
Lect PSOE 1600,1602,1605,1606,1680	1600,1602,1605,1606,1680	X							
Lect AY Teaching Current Year 1630,1631,1632	1550	X							
Adjunct Professor AY 3258,3268,3278	3258,3268,3278	X							
UC San Diego Faculty (Dept. Chair and Summer Session, and AVCDUE Approval Required) - APM-662 STONEHENGE GROUP									
Recall (Emeriti) Faculty Teaching Only 1700	1700				X			X	
Recall (Emeriti) Faculty Teaching and Research, Clinical, &/or Administrative 1702	1702			X	X			X	
Fiscal Year Appointments- Researchers-3200,3210,3220 Postdocs-3252,3253	1550 ³		X	X	X	X			X
Fiscal Year Appointments- Provost-1047	Use Underlying Prof Appt. title code as listed above in Sun God Group - Column 2. No documents required. Need AP compensation review & approval.								
Health Compensation Plan (HCOMP) Faculty ⁴ 1712-1734	1712-1734		X	X	X	X	X		X
Visiting Faculty (Dept. Chair and Summer Session, and AVCDUE Approval Required) RED SHOE GROUP									
Visiting Professor	1108,1208,1308		X	X	X	X	X		
Lecturer	1550		X	X	X	X	X		

2019 Faculty Appointment Handbook

Chart – Pg. 12

How to Name Files – Pg. 13
Last, First-Dept-V1-MM_DD_YY

Sample Forms – Pgs. 21-39

Appointment File Tips

- * Propose annual salary that aligns with comparable faculty & fits a 7/1/18 UC academic salary scale. (Don't match home institution salary.)
- * Suggestion: If CAPES are below 70% rating with 40% response rate, propose action plan to increase responses.
<https://cape.ucsd.edu/faculty/tips.html>
- * Teaching CAPES are more important than TA evaluations. Two sets of CAPES are usually sufficient – don't need all CAPES.

Appointment File Tips

- * If proposing a first-time instructor, the letter to DUE should include the type of support that will be provided: faculty mentor, Teaching + Learning Commons, other department support.
- * Please include an email from the instructor after the Bio/Bib page in the appointment file to act as an electronic signature.

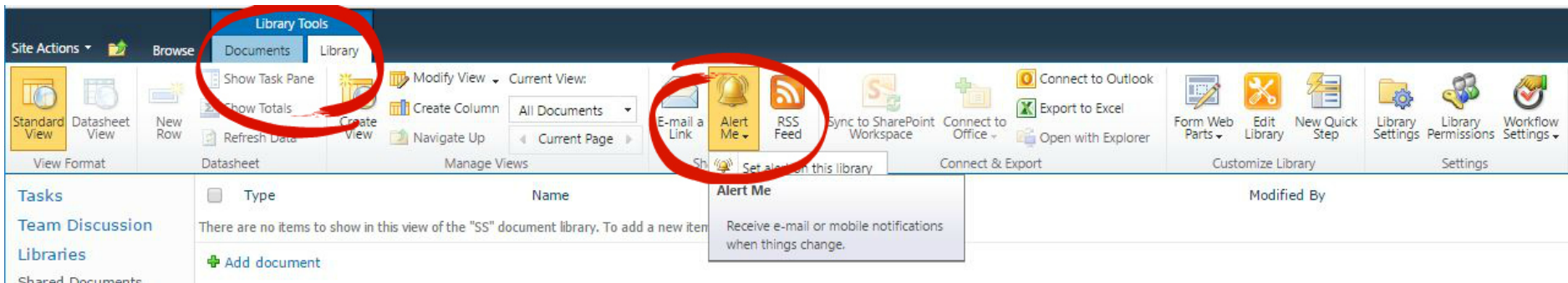
Using SharePoint

<https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/>

For SharePoint access, email summer-payroll@ucsd.edu or call Lisa at x25064.

Using SharePoint

Get email alerts when an appointment letter is uploaded to SharePoint.



1. Log into SharePoint (with your email username & password)
<https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/>
2. From your department folder, select **Library Tools – Library**
3. Select **Alert Me – Set alarm on this library**

You can set one or more people to receive email when an appointment letter is uploaded.

SS - New Alert

OK Cancel

Alert Title
Enter the title for this alert. This is included in the subject of the notification sent for this alert.

Summer Session Payroll Worksheet

Send Alerts To
You can enter user names or e-mail addresses. Separate them with semicolons.

Users:
you@ucsd.edu; lbargabus@ucsd.edu

Delivery Method
Specify how you want the alerts delivered.

Send me alerts by:
☒ E-mail lbargabus@ucsd.edu
☐ Text Message (SMS)
☐ Send URL in text message (SMS)

Change Type
Specify the type of changes that you want to be alerted to.

Only send me alerts when:
☒ All changes
☐ New items are added
☐ Existing items are modified
☐ Items are deleted

Send Alerts for These Changes
Specify whether to filter alerts based on specific criteria. You may also restrict your alerts to only include items that show in a particular view.

Send me an alert when:
☒ Anything changes
☐ Someone else changes a document
☐ Someone else changes a document created by me
☐ Someone else changes a document last modified by me

When to Send Alerts
Specify how frequently you want to be alerted. (mobile alert is only available for immediately send)

☒ Send notification immediately
☐ Send a daily summary
☐ Send a weekly summary

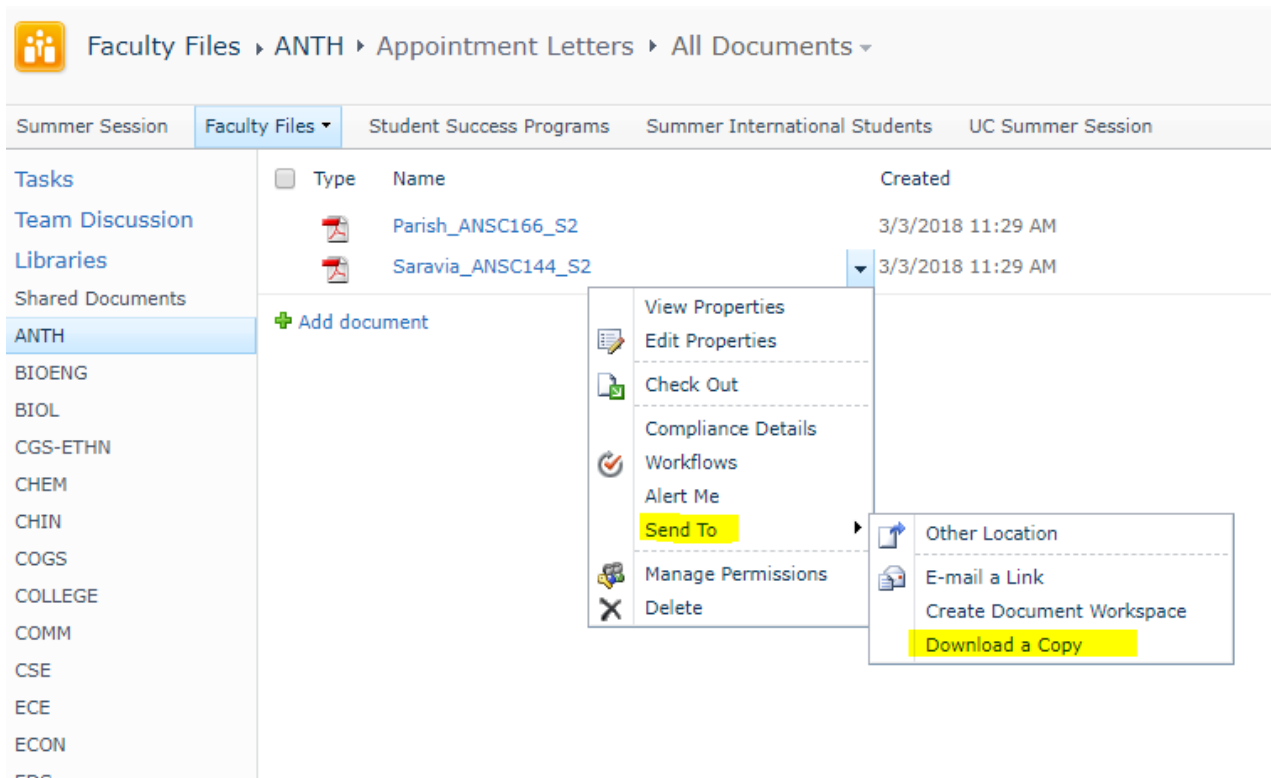
Time:
Monday 1:00 PM

OK Cancel



Using SharePoint

Tip – Hover your mouse on a file name to download a copy of a file.



The screenshot displays a SharePoint web interface. At the top, a breadcrumb trail reads: Faculty Files > ANTH > Appointment Letters > All Documents. Below this is a navigation bar with tabs: Summer Session, Faculty Files (selected), Student Success Programs, Summer International Students, and UC Summer Session. On the left, a sidebar lists various categories: Tasks, Team Discussion, Libraries, Shared Documents, and a list of departments including ANTH (selected), BIOENG, BIOL, CGS-ETHN, CHEM, CHIN, COGS, COLLEGE, COMM, CSE, ECE, ECON, and EDC. The main content area shows a table of files with columns for checkboxes, Type, Name, and Created. Two files are listed: 'Parish_ANSC166_S2' and 'Saravia_ANSC144_S2', both created on 3/3/2018 at 11:29 AM. A context menu is open over the 'Saravia_ANSC144_S2' file, showing options like View Properties, Edit Properties, Check Out, Compliance Details, Workflows, Alert Me, Send To (highlighted), Manage Permissions, and Delete. A sub-menu is open for 'Send To', showing options: Other Location, E-mail a Link, Create Document Workspace, and Download a Copy (highlighted).

Faculty Files > ANTH > Appointment Letters > All Documents

Summer Session Faculty Files Student Success Programs Summer International Students UC Summer Session

Tasks
Team Discussion
Libraries
Shared Documents
ANTH
BIOENG
BIOL
CGS-ETHN
CHEM
CHIN
COGS
COLLEGE
COMM
CSE
ECE
ECON
EDC

	Type	Name	Created
<input type="checkbox"/>		Parish_ANSC166_S2	3/3/2018 11:29 AM
<input type="checkbox"/>		Saravia_ANSC144_S2	3/3/2018 11:29 AM

+ Add document

- View Properties
- Edit Properties
- Check Out
- Compliance Details
- Workflows
- Alert Me
- Send To
- Manage Permissions
- Delete

- Other Location
- E-mail a Link
- Create Document Workspace
- Download a Copy

How to Hire: Tritons

2019 Course Salary for Associates-In:

- 3-6 Unit Course - \$4,492
- 1-2 Unit Course - \$2,246

Associate-In Appointments are approved by Graduate Division.

Courtney Aguila, x46562

Graduate Student Associate-In Appointments

2019 Summer Session Appointment File Preparation

Graduate Division Contacts

Courtney Aguila

Graduate Employment Coordinator

(858) 534-6562, claguila@ucsd.edu

General Information

- All Summer Session Associate-In requests must be submitted through the IA System
 - Includes SP19 graduates (be sure to note the student's graduation status in IA System Comments when submitting)
 - Includes Summer Graduate Teaching Scholar appointments
- The Summer Session campaign link will be sent to the GradEmp@ listserv in January

Deadlines

- Students must be approved to teach before they can begin instruction
- Lower-Division courses (Summer Session I, II, III): two weeks before start of classes
- Upper-Division courses (Summer Session I, II, III): four weeks before start of classes
 - Educational Policy Committee (EPC) deadline for requests for graduate students to teach upper-division courses; LD courses do not require EPC approval
 - **May 24, 2019**

Eligibility

- **Students must be advanced to candidacy at the time of file submission in order to be eligible to teach**
 - A letter of exception is required if the student has not advanced (LD course – LOE addressed to Dean of Graduate Division; UD course – LOE addressed to EPC)
- A current (AY 2017-2018) academic Spring Evaluation is required for Associate-In requests
 - Excluding: students who advanced to doctoral candidacy or MFA candidacy during Winter 2019 or Spring 2019; or were on a leave of absence for Spring 2019
 - After the end of Spring 2019, June 15th, an AY 2018-2019 Spring Evaluation will be required
- Must be registered for Spring 2019 or Fall 2019
 - Students expecting to graduate in Spring should be submitted as an Associate-In through the IA System first. If they do graduate, an appointment file must be submitted through SharePoint for approval as a Lecturer.

Lower- Division Courses

- **Students must be advanced to candidacy in order to be eligible to teach**
- Complete Position Details
- Answer questions 1-5 on the application
- Attach documents

Upper- Division Courses

- **Students must be advanced to candidacy in order to be eligible to teach**
- Answer questions 1-13 on the application
- Attach documents

Lower-Division Questions

Complete Position Details and Questions 1-5.

Questions 1-5 are required for Lower-Division and Upper-Division appointments

Position Details

Unit: Cognitive Science

Position: Associate-In [Associate (teaching a course)]

Associate-In General Questions

1. Proposed course
COGS 107B - Systems Neuroscience
2. Proposed quarter
S215
3. Proposed appointment percent time
50
4. Projected enrollments for the proposed course
50
5. Actual (past 2 years) enrollments for the proposed course
WI15-203, WI14-232

Upper-Division Questions

Complete Position Details and Questions 1-13.

Questions 1-5 are required for Lower-Division and Upper-Division appointments

Associate-In Upper-Division Questions

6. Proposed supervising faculty
NITZ, DOUGLAS A
7. Total number of upper-division courses offered by hiring unit last academic year (excluding 195, 197, 198 or 199)
94
8. Total number of upper-division Associate-In appointments in hiring unit this year
57
9. Date applicant completed TA training with CTD
Fall 2011
10. Please indicate the applicant's academic background, including his or her research/thesis topic, and how it relates to this course.
See attached letter from chair of department.
11. List all courses student has served as TA in, including course subject code/number, quarter taught, and supervising faculty.
WI13: Teaching Assistant, COGS 107B - Systems Neuroscience (Nitz, Douglas A.)
WI14: Teaching Assistant, COGS 176 - From Sleep to Attention (Nitz, Douglas A.)
S214: Teaching Assistant, COGS 17 - Neurobiology of Cognition (Johnson, Christine M.)
SP15: Teaching Assistant, COGS 8 - Hands-On Computing (Karnowski, Jeremy Benjamin)
12. List all courses taught by student as Associate-In, including lower division courses and courses taught in Summer Session.
13. Please indicate below which of the following policy statement(s) is/are the primary reason(s) for the request.
The appointment provides an opportunity for undergraduate students to benefit from the unusual talents or unique expertise of the graduate student.
The appointment provides the graduate student with an opportunity to obtain supervised teaching experience within his or her field of expertise.

Summer Graduate Teaching Scholars

- **Students must be advanced to candidacy in order to be eligible to teach**
- Students must be advanced to candidacy by **February 1, 2019**
- SGTS nominations also need to be submitted through the IA System
- Complete position details section
- Answer questions 1-5 for LD courses; answer questions 1-13 for UD courses
- Attach SGTS nomination packet under question 14

Required Documents

- List of required paperwork for a Graduate Student Associate-In appointment file; scan documents (portrait orientation) in order as listed
 - Department or Program nomination letter, addressed to Dean of Graduate Division, Paul Yu (should be formal)
 - Exception letter (if applicable)
 - Current Curriculum Vitae (CV) or Academic Biography
 - Current Teaching Evaluations or Letter of Support (only needed if no CAPEs appear)
- Faculty and student signatures are not required on uploaded documents since their electronic approval replaces the need for signatures

Required Documents

Department nomination letter

LOE (if applicable)

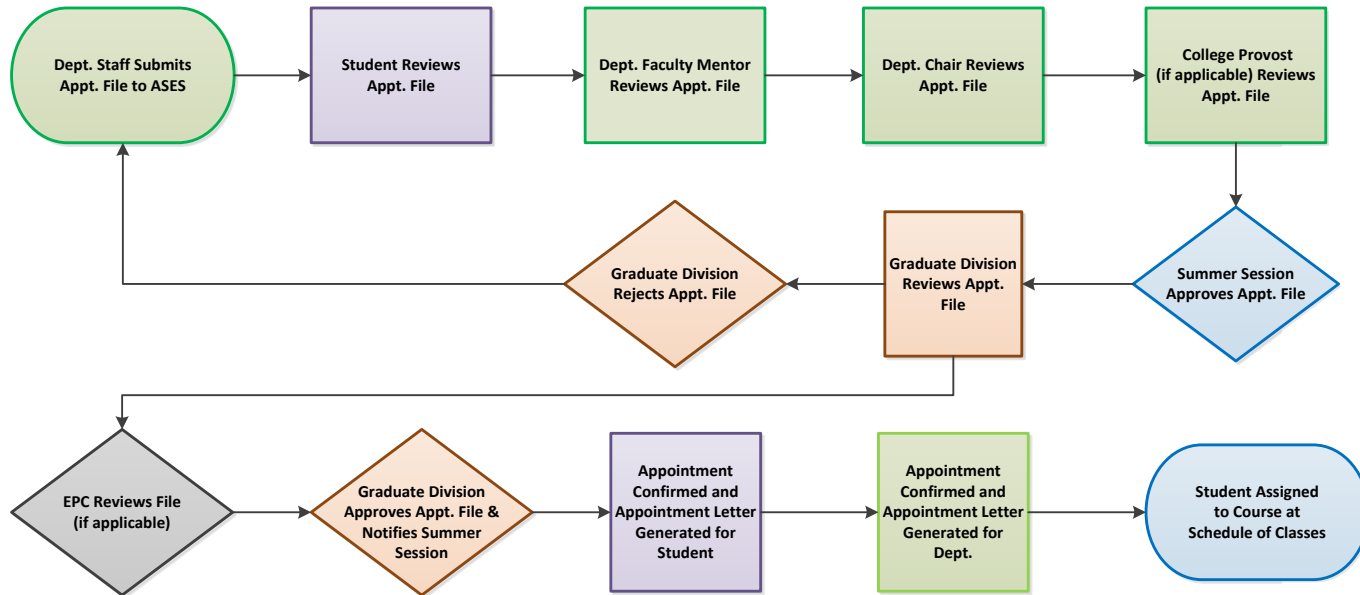
CV or Academic Biography

TA Evals or CAPEs

Documents

14. 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.
15. Please upload a memo providing the recommendation justification for this request.
[AlexanderLtr.PDF](#)
16. Please upload a departmental exception letter for this applicant (if applicable).
17. Please upload this applicant's Academic Biography.
[CV_SP15.pdf](#)
18. If no CAPEs are available for this applicant, please upload a letter of support.
[TAEvaluations.pdf](#)

Graduate Student/Associate-In Appointment File Flowchart



Color Legend:

Academic Department/College
 Graduate Student/Associate-In
 Summer Session
 Graduate Division
 Educational Policy Committee (EPC)

"Pending Review by Graduate Division"

Files must have the status "Pending Review by Graduate Division" by the **May 24, 2019** deadline for Upper-Division Courses.

Files must have the status "Pending Review by Graduate Division" by the end of Spring quarter, **June 15, 2019**, to make use of the AY 2017-2018 Spring Evaluation.

Applicants

<input type="checkbox"/>	PID	Name	Assigning Unit	Assignments	Level	Application Status
<input type="checkbox"/>			Psychology	WI19 - POLI 104L, Dionne, Lee Elton - Associate-In, 50%	Doctoral 2	Pending Review by Graduate Division
<input type="checkbox"/>			Psychology	WI19 - COGS 100, Leonardis, Eric Jeffrey - Associate-In, 50%	Doctoral 2	Pending Review by Graduate Division
<input type="checkbox"/>			Chinese Studies	WI19 - CHIN 100BN, Wang, Chuchu - Associate-In, 50%	Doctoral 2	Pending Review by Graduate Division

* Assigned to unit different from the one defined in this campaign

Graduate Division Review

- Support Time Limit (1-2 quarters away)
- Overall GPA
- Registration Status (Registered)
- Academic Status (Good Standing)
- Applicant Assignment History & Student Teaching Evaluations (75%<)
- Applicant CAPEs (75%<)
- Applicant Course History

IA System Processes

- Approval status may be tracked under Application Status on the Applicants page of the IA System
- If you have started a file but not yet completed it, you can click the “Save” button; do not click the “Submit” button until the application is complete
- Technical or access issues should be directed to ats@ucsd.edu

Reminders

- Remind your students to download their Appointment Letter once you receive email notification of final approval
- Written assessments of Upper-Division Associate-In appointments are required at the end of the quarter and should be sent via email to Academic Senate with a copy to the Graduate Division

Web Links

For your reference if you forget this training ☺

- Education Policy Committee – Student Instructional Support:
<https://senate.ucsd.edu/operating-procedures/educational-policies/student-instructional-support/>
- Graduate Division: <http://grad.ucsd.edu/>
- Graduate Division Confluence for Campus Partners (Guide for Associates):
<https://collab.ucsd.edu/display/GDCP/Chapter+11%3A+Guide+for+Associates>
- IA System:
<https://academicaffairs.ucsd.edu/Modules/ASES/Default.aspx>
- Summer Graduate Teaching Scholars:
<http://undergrad.ucsd.edu/programs/sgts.html>


Questions?

- * Live chat feature on summersession.ucsd.edu.
- * Staff & Faculty – Lots of helpful information.

SUMMER SESSION UC San Diego

Calendar Enrollment & Registration Courses Summer Success Program Tuition & Payment Housing **Staff & Faculty** Campus Services Contact Us Q ▾

HOME / Staff & Faculty


UC San Diego

Staff & Faculty Resources

+ Expand All

- Appointment & Payroll Documents
- Calendars
- CAPE
- Course Scheduling Documents
- eGrades
- Enrollment Reports
- Employee Educational Benefits
- Guidebook 2018
- Summer Success Programs
- Summer Scoop

+ Expand All

Summer Session

Calendar

Enrollment & Registration

Courses

Summer Success Program