

UC San Diego Summer Session

Faculty Appointment File Presentation



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Welcome to Summer Session 2015!

Summer procedures for hiring and approving faculty to teach differ slightly from the academic year. Faculty are hired as “by agreement”. An appointment letter is generated by Summer Session after appointments are confirmed to be within campus policy. Please refer to Academic Personnel Manual, APM-661 and APM-662.

The success of summer depends on academic departments, colleges and programs hiring a balanced combination of UC San Diego faculty, Associates-In, and visiting faculty. This handbook is filled with examples of how to hire for summer appointments.

The information provided includes guidelines and procedures outlined in the 2015 Summer Session Guidebook. This document can be found at the Summer Session website under the tab “Staff and Faculty Resources”:

<http://summersession.ucsd.edu>

Faculty Appointment File Flowchart

Since a majority of faculty proposed to teach a course are UC San Diego faculty, they are most likely in the payroll system. With a written endorsement from the Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs), the appointment will be processed without any additional documentation.

Visiting faculty require an endorsement as stated above and an additional approval from the Associate Vice Chancellor and Director of Undergraduate Education (AVCDUE). These files are submitted through the Summer Session SharePoint website.

Graduate students proposed to teach a course as an Associate-In (instructor of record) need to be approved by the Graduate Division Dean. The required paperwork is submitted through the Academic Student Employment System (ASES) and covered under a separate presentation.

