

SUMMER SESSION 2019



UC San
Diego
Faculty

Visiting
Instructors



Graduate
Students



12/5/18

FACULTY APPOINTMENT HANDBOOK



Lisa Bargabus, summer-payroll@ucsd.edu

Matt Sapien, summer-scheduling@ucsd.edu

Becky Arce, Director, x47074

Welcome to Summer Session 2019!

The Faculty Appointment Process is Different for Summer Session

Summer procedures for hiring and approving faculty to teach differ slightly from the academic year. Faculty are hired as “by agreement”. Open recruitment is not required for Summer Session appointments. An appointment letter is generated by Summer Session or ASES after appointments are confirmed to be within campus policy. To verify that an instructor is eligible to teach, please refer to Academic Personnel Manual, APM-661 and APM-662.

Faculty Appointment Goal: To list as many instructors as possible in the Schedule of Classes when it goes live on March 21, 2019.

Historical data shows that students are hesitant to enroll in Summer Session if they don't know who is teaching a course. Summer Session wants to avoid cancelling courses due to low enrollment, so getting instructors assigned to the Schedule of Classes as soon as possible is important. Summer Session cannot add a visiting instructor to the Schedule of Classes until they accept their Appointment Letter and their appointment is active in PPS. We need your help to make that happen.

Using this Handbook

The information provided in this handbook includes sample appointment documentation, as well as guidelines and procedures outlined in the 2019 Summer Session Guidebook. Both this handbook and the 2019 Summer Session Guidebook can be found at the Summer Session website under the tab “Staff and Faculty Resources” at summersession.ucsd.edu.

Thank YOU for Making Summer Session a Success!

The success of Summer Session depends on academic departments, colleges and programs hiring a balanced combination of UC San Diego faculty, Associates-In, and visiting instructors. We appreciate your spirit of teamwork to make Summer Session 2019 a success!

SUMMER SESSION ANNUAL WORKFLOW

OCTOBER	NOVEMBER	DECEMBER	JANUARY
Call for Course Proposals	Course Proposals Due	Advisory Committee Meeting Courses approved	Preview of Classes posted Approved courses set-up in system Faculty appointment letters begin
FEBRUARY	MARCH	APRIL	MAY
Classrooms assigned	Courses available on TritonLink	Students begin enrollment	Enrollment management of waitlists Student Fees assessed
JUNE	JULY	AUGUST	SEPTEMBER
Student fees due	Session 1 classes begin Students add/drop courses	Session 2 classes begin Fees Due Session 1 - Faculty pay date	Sessions end Session 2 – Faculty pay date Reporting begins

WHAT'S NEW FOR SUMMER 2019

Courses

- Departments will use the Instructional Scheduling Assistant (ISA) to schedule Summer Session 2019 courses.
- Reminder to plan ahead – campus is closed on the Independence Day (July 4th) and Labor Day (September 2nd) holidays. Please schedule any make-up sessions before your courses are posted on the Schedule of Classes.

Faculty

- Effective 2019, course salaries are no longer capped at \$12,000.
- ASES has been renamed the IA System. Departments will submit Associates-In appointments through the IA System for approval.

Programs

- Summer Session is supporting the campus-wide Strategic Academic Program Development (SAPD) initiative.
- 2019 Success Programs are pending EVC approval.

Students

- Applications for enrollment in Special Studies Courses will use EASy (Enrollment Authorization System).
- New deadlines for dropping Summer Session courses with a “W” will be set at third week. A “W” will now be assigned if an undergraduate student drops a Summer Session class between the following dates:
Session 1: July 13-19
Session 2: August 17-23

Administrative Info

- The Summer Session office has moved to the SERF (Science and Engineering Research Facility) building. The SERF building is EAST of the Price Center, and Summer Session is located on the first floor (Rooms 120-122).
- Summer Session 2019 reports will use third-week enrollment data. Previously, Summer Session reports used end-of-term data. You will see this change reflected in the Five-Year Enrollment Report.
- Coming soon – a new summer.ucsd.edu website. To support all of the summer programming offered by UC San Diego faculty, the current Summer Session website, summer.ucsd.edu, will be redesigned with a broader focus. The new website will include information for Summer Session, as well as Success Programs, SAPD programs, and enrichment (non-credit) programs. The Summer Session specific website will be relocated to summersession.ucsd.edu.
- Keep up with the latest Summer Session news in the Scoop. Stay up-to-date with deadline reminders and any updates by subscribing to The Summer Scoop – a weekly newsletter sent out by the Summer Session office.

[Click here to view past versions of The Summer Scoop on the Summer Session website](#)

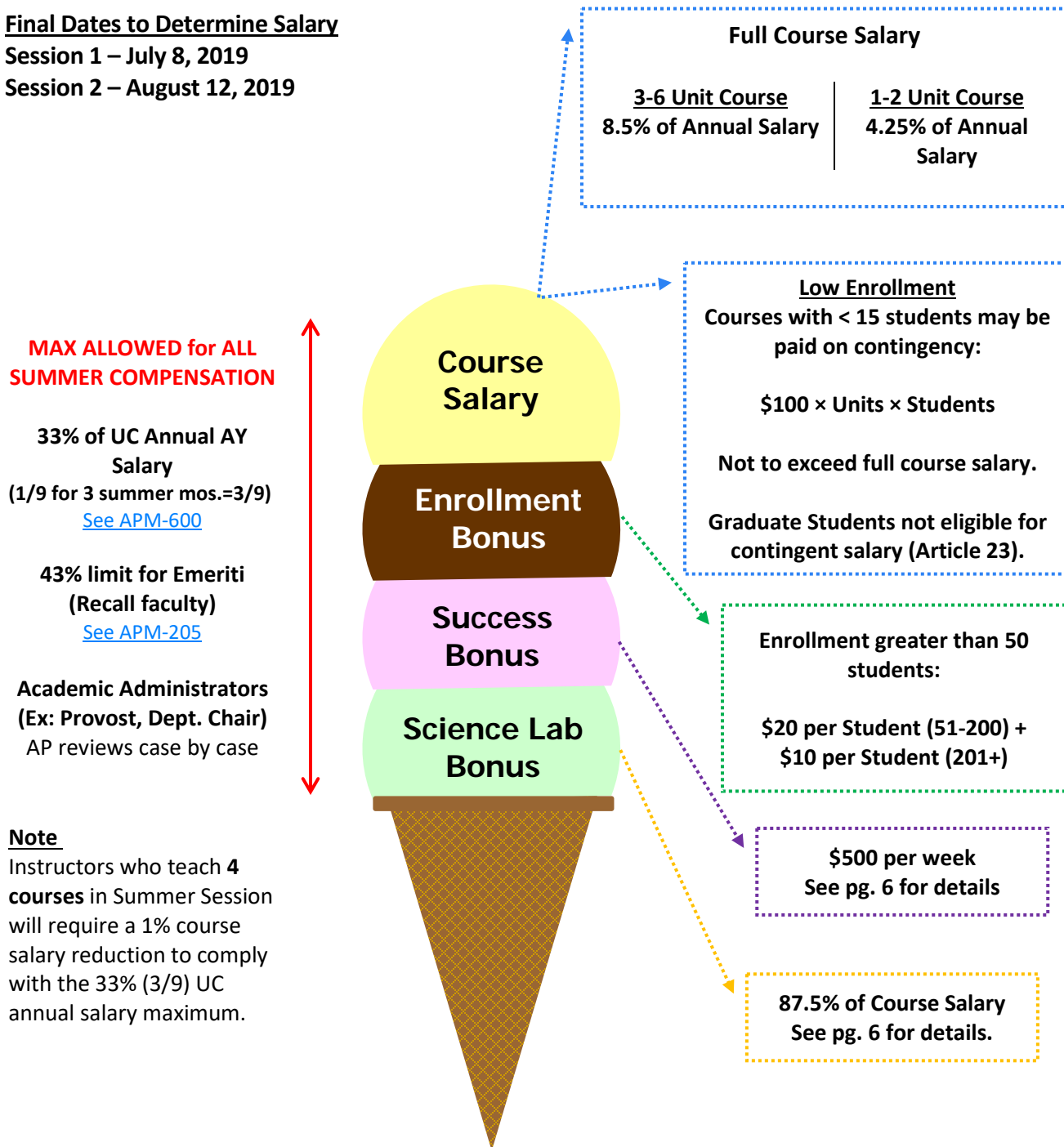
[Click here to subscribe to the SCOOP](#)

SUMMER SESSION COMPENSATION

One Summer Session course is a 50% appointment.
 Maximum of 2 courses per session, 4 courses for the entire Summer Session.

Total salary for each session, including course salary and any bonuses, will be determined **after** the student refund deadline to drop courses. (2nd Enrollment Snapshot)

Final Dates to Determine Salary
 Session 1 – July 8, 2019
 Session 2 – August 12, 2019



SUMMER SESSION COMPENSATION ~ CONTINUED

Pay Dates for Summer Session 2019

Session 1 – 8/1/19

Session 2 – 8/30/19

Special Session – Either 8/1/19 or 8/30/19

Eligibility Criteria

Departments are required to verify eligibility for each proposed instructor. Please review Academic Personnel Manual, APM-661 and APM-662 (See pgs. 12-17).

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-661.pdf>

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-662.pdf>

Annual Salary on June 30, 2019

Even though Summer Session courses are taught July-September, all Summer Session instructors are paid based on their **annual salary on June 30, 2019**.

Visiting Instructors

Summer Session must pay visiting instructors an annual salary that corresponds to UC San Diego faculty with comparable experience.

Departments recommend an annual salary that aligns with UC San Diego salary scales and is consistent with other department faculty with similar experience and degrees. The pay rates in effect as of **June 30, 2019** must be used - NOT July 1, 2019.

Visiting Lecturer (1550): Use the Unit 18 Salary Scale, **7/1/18**.

<https://www.ucop.edu/academic-personnel-programs/files/1819/2018-19-adj-scales/t17.pdf>

Visiting Professor: Use the Professor Salary Scales, **7/1/18**.

<https://www.ucop.edu/academic-personnel-programs/files/1819/2018-19-adj-scales/t1.pdf>

<https://www.ucop.edu/academic-personnel-programs/files/1819/2018-19-adj-scales/t3.pdf>

[Additional academic salary scales are located here.](#)

FERPA Training for Instructors

Summer Session faculty with access to student records must comply with the Federal Family Educational Rights and Privacy Act (FERPA) by taking an online FERPA course. This includes visiting Summer Session instructors. The FERPA course is offered via UC Learning Center, takes about 30 minutes to complete, and is valid for 3 years.

More details about the FERPA training requirement are at:

<https://blink.ucsd.edu/instructors/advising/confidentiality.html>

<http://adminrecords.ucsd.edu/Notices/2017/2017-2-15-1.html>

SUMMER SESSION COMPENSATION ~ CONTINUED

Fiscal Year Employees Cannot Exceed 100% Appointment

Fiscal year academic and staff employees may teach in Summer Session by exception only. An exception memo must state how the employee's primary appointment will be adjusted so that the Summer Session course(s) do not cause him/her to exceed 100% appointment.

Two options are:

1. Use vacation days
2. Reduce current fiscal year appointment to 50% during the course dates.

Fiscal year appointees may earn a maximum of 1/12th additional compensation to teach Summer Session. ([See APM 600.](#))

Reducing a fiscal year appointment will impact an employee's retirement and benefit accruals. Summer Session recommends consulting with HR to understand the consequences of reducing a fiscal year appointment before accepting a Summer Session teaching appointment.

Science Lab Bonus – Biological Sciences Division & Physical Sciences Division

On a per course basis, faculty teaching wet lab science courses (2 or more Units) with enrollment of 20 or more students may be eligible for a Science Lab Bonus of 87.5% of their Summer Session Course Salary.

Special Compensation for Summer Programs

Summer Success Programs – Success Bonus

Instructors of record teaching courses for Summer Success Programs may be eligible for a Success Bonus of \$500 per week, at the discretion of the Success Program Director. In Summer 2018, Success Bonuses were paid for the following programs:

- Summer Bridge
- Summer Engineering Institute
- Triton Freshman Scholars

Summer Graduate Teaching Scholars (SGTS)

The Summer Graduate Teaching Scholars (SGTS) is an Academic Affairs program that provides graduate students with faculty-mentored teaching experience and professional development training through the Teaching + Learning Commons. Departments nominate graduate students in November to teach the following summer. An interdisciplinary selection committee reviews the nominations and award recipients are announced at the end of fall quarter.

Graduate students selected for the SGTS program are awarded extra compensation for their participation in mentor sessions with a faculty mentor, the Center for Engaged Teaching, and former SGTS scholars. SGTS faculty mentors also receive a \$500 stipend to their research fund. The total payments to program participants are:

SGTS Graduate Students	Faculty Mentor
1. Regular Summer Session course salary through Department payroll	\$500 transferred to a research fund – NOT paid as payroll.
2. \$1,200 award, processed through Graduate Division	Departments - Please forward the research account index to Denise Christensen (dchristensen@ucsd.edu) in VC-AA by March 8, 2019.

Summer Session Instructional Support

Teaching Assistant (TA) Allocation

Departments will continue to receive block funding for TA/Reader/Tutor instructional support. Please see the [Summer Session Guidebook](#) for details regarding the TA Allocation formula.

Department Administrative Support Program (DASP)

Departments will also receive \$500 per course (for courses with enrollment of 10 or more students) \$13 (Arts & Humanities, social sciences) or \$33 (engineering, Biological and Physical Sciences) per student.

The entire TA Allocation and DASP amount will be transferred to departments for the November Ledger period.

Four Main Types of Summer Session Instructors



SUN GOD - UC San Diego Faculty

Have 2018-2019 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 2018-2019 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

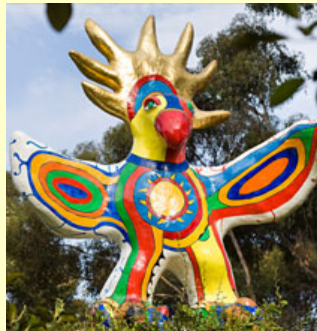
Visiting Professor
Visiting Lecturer



TRITON - Graduate Students

Associates-In

Hiring Target Dates by Faculty Type

	Academic Departments	Summer Session/Grad Division
<p>SUN GOD</p> 		<p>SS - Create and email appointment letters. Begin 1/9/19.</p> <p>SS - Upload appointment letters to SharePoint.</p>
<p>STONEHENGE</p> 	<p>Create appointment files & upload to SharePoint by 2/15/19</p> <p>Interfolio Pilot – TBD</p> <p>Manage hiring process & coordinate fiscal year appointment reductions (as needed)</p>	<p>SS - Create and email appointment letters after DUE approval.</p> <p>SS - Upload appointment letters to SharePoint.</p>
<p>RED SHOE</p> 	<p>Create appointment files & upload to SharePoint by 2/15/19</p> <p>Interfolio Pilot – TBD</p> <p>Manage hiring process after accept appointment</p>	<p>SS - Create and email appointment letters after DUE approval.</p> <p>SS - Upload appointment letters to SharePoint.</p>
<p>TRITON</p> 	<p>Submit applications to IA System by 3/15/19.</p> <p>Manage hiring process after graduate student accepts the appointment.</p> <p><i>Note: 2019 Spring eval not required if application is approved before end of spring quarter.</i></p>	<p>Grad Div – Review applications. Grad Division Dean reviews/approves.</p> <p>Appointment letters created in the IA System.</p>

Operations Calendar for Summer Session 2019

	SUN GOD UCSD Faculty	STONEHENGE UCSD Faculty	RED SHOE Visiting Instructors	TRITON Associates-In
November 2018	Course Proposals Due 11/16/18			
		Email summer-payroll@ucsd.edu for SharePoint Access	Email summer-payroll@ucsd.edu for SharePoint Access	SGTS Nominations Due 11/14/18
December 2018	Departments Notified of Approved Courses by 12/17/18			
January 2019	Submit Instructor Names to Summer Session by 1/31/19			
	1/9/18 - Summer Session begins Appointment Letters	1/30/19 - Begin uploading PDF appointment files to SharePoint (see pg. 10) Note: Be sure to adjust FY appointments so they don't exceed 100%	Verify eligibility to teach (see pgs. 12-17) Recommend annual salary that aligns with 7/1/18 academic salary scales & other department faculty.	Grad Division will email departments when IA System Associates-In campaign for Summer Session 2019 is open.
February 2019			Upload appointment files to SharePoint by 2/15/19 After approved, enter appointment in PPS to get EID/PID for Schedule of Classes	Submit IA System application Grad Students must advance to candidacy by 2/1/19.
Payroll Training –TBD				
March 2019				SGTS – Email faculty research account index to Denise Christensen (dchristensen@ucsd.edu) by 3/8/19 3/15/19 - Submit Associate-In appointment files through IA System.
	3/15/18 - Last day for course schedule change requests 3/21/19 – Schedule of Classes goes LIVE			
April 2019	ENROLLMENT BEGINS 4/15/19 – 7,000 Enrollments in April! Waitlist begins – Please manage and get as many students enrolled.			
May 2019				Grad Division ASES deadline (EPC approval required) 5/23/19
	Enrollments continue at about 500 per day			
June 2019	1 st Enrollment snapshot for Session 1 - 6/5/19 Look for contingent salaries or course cancellations			
	Course Cancellations for Session 1 – 6/10/19			

	<p>Departments notified of funding/allocation for TAs/Tutors/Readers – 7/3/19</p> <p>Waitlist suspended for Session 1 – 6/23/19</p> <p>Waitlist resumes for Session 1 – 6/29/19</p> <p>Please manage and get as many students enrolled.</p>
July 2019	<p>Session 1 Begins – 7/1/19</p> <p>2nd Enrollment snapshot for Session 1 – 7/8/19</p> <p>Contingency vs Couse Salary Decided & Bonuses Calculated</p> <p>1st Enrollment Snapshot for Session 2 – 7/10/19</p> <p>Course Cancellations for Session 2 – 7/15/18</p> <p>Session 1 Payroll Worksheets – Enter into PPS by 7/25/19</p> <p>Session 1 CAPES – 7/26/19 – 8/2/19</p> <p>Waitlist suspended for Session 2 – 7/28/19</p>
August 2019	<p>Session 1 Pay date – 8/1/19</p> <p>Session 1 Ends 8/3/19</p> <p>Session 2 Begins – 8/5/19</p> <p>Waitlist resumes for Session 2 – 8/3/19</p> <p>Please manage and get as many students enrolled.</p> <p>2nd Enrollment snapshot for Session 2 - 8/12/19</p> <p>Contingency vs Couse Salary Decided & Bonuses Calculated</p> <p>Session 2 Payroll Worksheets – Enter into PPS by 8/22/19</p> <p>Session 2 CAPES – 8/30/19 – 9/6/19</p> <p>Session 2 Pay date – 8/30/19</p>
September 2019	<p>Session 2 Ends 9/8/18</p> <p>Reporting begins</p>
October 2019	<p>Call letter for Summer Session 2020 course proposals</p>

Faculty Appointment File Chart

Required documentation for faculty is listed below. First select the appropriate faculty type and title code in Column 1. Reading from left to right, boxes with "X" indicate the required document.

Note: Associates-In, Title Code 1506, (Triton Group) are not included in this chart. The processing of their appointment files through the Academic Student Employment System (ASES) is not included.

			Required Documentation for Appointment File Files Must Be Submitted Electronically to SharePoint						
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 2017-June 2019	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 ² 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		

¹A current CV is not required for repeat Visiting Faculty who have taught for Summer Session on a continuous basis. A current CV is required if there is a break in summer teaching or if the instructor is new and has never taught for Summer Session.

²Full-time HCOMP faculty are not eligible to receive additional compensation for teaching Summer Session courses per APM-662.

³If Researcher has an underlying professorial appointment, use the corresponding Summer Session Title Code from Sun God Group, Column 2.

Appointment File Process ~ Red Shoe & Stonehenge Groups

Creating Summer Session Appointment Files

1. Use the chart on page 11 to identify which documents are required for your instructor.
2. See Appendix B on page 20 for sample completed forms. Download blank forms at: <https://academicaffairs.ucsd.edu/aps/advance-train/forms.html#Appointments>
3. Address Department Chair Memo to:

John C. Moore, Dean of Undergraduate Education

4. Save all required documents into one PDF file. Name the file as shown on page 13.

Example:

TWAIN, MARK-LIT-V1-02_18_16

Last Name (CAPS), First Name (CAPS) - Dept. Abbrev. (CAPS) - V (for Version) # (1 for initial submittal)-MM_DD_YY

Note: The Version# will change upon re-submittal, i.e. V2, V3 (same instructor). Processing of late submittals and re-submittals will occur after files that were submitted before the deadline.

Submitting Appointment Files through SharePoint

1. Click on the SharePoint link: <https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/>
2. Login using your AD username and password (which is your UCSD email username and password.)
3. Click **Add document**, and select the PDF appointment file to upload.

Please contact Lisa at summer-payroll@ucsd.edu (x25064) if you need SharePoint access.

SharePoint Appointment File Protocol

#	Department	Dept. Abbreviation	Example of File Name
1	Anthropology	ANTH	TURNER, MARY-ANTH-V1-2_18_16
2	Biological Sciences (four sections)	CDB,EBE,MB,NEURO	JACKSON, BEN-CDB-V1-2_4_16
3	Chemistry and Biochemistry	CHEM	SMITH, FRANK-CHEM-V1-1_21_16
4	Chinese Studies	CHIN	LIPTON, MYA-CHIN-V1-2_18_16
5	Cognitive Science	COGS	LANSING, STEVE-COGS-V1-2_4_16
6	Computer Science and Engineering	CSE	MARSIN, BETH-CSE-V1-2_18_16
7	Economics	ECON	CRUISE, TIM-ECON-V1-1_21_16
8	Education Studies	EDS	WARREN, PAM-EDS-V1-2_4_16
9	Electrical and Computer Engineering	ECE	CALE, KYLE-ECE-V1-2_4_16
10	Entry Level Writing Requirement	ELWR	COHEN, PAT-ELWR-V1-2_18_16
11	Environmental Systems	ESYS	POWERS, MICHAEL-ESYS-V1-2_18_16
12	History	HIST	SANDERS, SHEILA-HIST-V1-2_4_16
13	Humanities	HUM	PETERS, SAM-HUM-V1-1_21_16
14	Literature	LIT	VINE, BARBARA-LIT-V1-2_4_16
15	Mathematics	MATH	JONES, JENNIE-MATH-V2-2_18_16 ¹
16	Mechanical and Aerospace Engineering	MAE	ROBLES, ENRIQUE-MAE-V1-1_21_16
17	Music	MUS	BACH, JOE-MUS-V1-2_18_16
18	Political Science	POL	CLINTON, MEL-POLI-V1-2_4_16
19	Psychology	PSYC	FREUD, MARK-PSYC-V1-2_4_16
20	Rady School of Management	RSM	ROBBINS, TINA-RSM-V1-1_21_16
21	Structural Engineering	SE	BALDWIN, ERIC-SE-V3-2_18_16 ²
22	Theatre and Dance	THEA	HILTON, TONY-THEA-V1-2_4_16
23	Urban Studies and Planning	USP	WOLFE, SANDY-USP-V1-1_21_16

¹ V2 - Initial appointment file was rejected. This is a re-submission. *Note: This is an example only.*

² V3 - The re-submission appointment file was rejected. This is the third submission. *Note: This is an example only.*

Note: Please contact Summer Session, x25064, if your department is not on this list and you have a visiting faculty appointment file to submit.

APPENDIX A

Excerpts from Academic Personnel Manual

APM-661

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-661.pdf>

APM-662

<http://www.ucop.edu/academic-personnel-programs/files/apm/apm-662.pdf>

661-0 Policy

Academic appointees may receive additional compensation for Summer Session teaching. For Additional Compensation: Additional Teaching, see [APM - 662](#) and for Additional Compensation: University Extension (UNEX), see [APM - 663](#).

661-14 Eligibility

Only the following academic appointees may receive additional compensation for Summer Session teaching:

- a. Academic-year appointees;
- b. Appointees holding split appointments partly on an academic-year basis and partly on a fiscal-year basis, provided the fiscal-year portion of the appointment is less than half-time during the Summer Session period;
- c. Full-time fiscal-year faculty appointees who are granted a temporary reduction in their percentage of appointment or those who relinquish outside professional activity days or vacation days equal to one day for every six contact or podium hours with students;
- d. Part-time fiscal-year faculty who are granted a temporary increase in their percentage of appointment. Fiscal-year faculty appointed less than 50 percent in a Health Sciences Compensation Plan school cannot increase the percentage of appointment to more than 50 percent;¹
- e. Full-time fiscal-year non-faculty appointees who are granted the use of vacation days or a temporary percentage reduction in their current appointment.

661-16 Restrictions

- a. Compensation for academic-year appointees may not exceed three-ninths during the summer period.

¹Any appointment more than 50 percent affects a faculty member's eligibility to participate in the Health Sciences Compensation Plan. (See APM - 670, Health Sciences Compensation Plan.)

Additional Compensation: Summer Session Teaching

- b. Compensation for fiscal-year appointees may not exceed one-twelfth of the annual salary per month of teaching. This is effective for appointments made July 1, 2014 or later. Those appointed prior to July 1, 2014 to the Professor, Astronomer or Agronomist series are eligible for payments up to one-eleventh of the annual salary of a fiscal-year appointee.
- c. These additional compensation maximums are cumulative of all concurrent sources of additional University compensation.
- d. Full-time Health Sciences Compensation Plan faculty are not eligible to receive additional compensation for Summer Session teaching.

661-18 Salary

a. **Summer Session teaching**

The amount of pay is negotiated based on the teaching load. Each campus shall determine the formula by which pay is calculated.

- b. Additional compensation for Summer Session teaching shall be calculated based on the salary rate in effect June 30 of the calendar year in which the Summer Session begins.
- c. Faculty shall inform the department chair of the home campus when teaching Summer Session at a University campus other than the home campus to insure pay is accurate and does not exceed policy limits.

661-24 Authority

Each Chancellor is authorized to approve additional compensation for Summer Session teaching for eligible academic appointees.

662-0 Policy

Full-time faculty members may receive additional compensation after obtaining pre-approval from the faculty member's department chair for specific additional University of California teaching activities as outlined below. For Additional Compensation: Summer Session, see [APM - 661](#) and for Additional Compensation: University Extension (UNEX), see [APM - 663](#).

662-2 Purpose

Compensation for additional teaching is a privilege that must be consistent with the principles in APM - 025 and APM - 671 and not interfere with normal University duties. As a prerequisite for such additional compensation, the faculty member must carry the full approved teaching load for his or her department, even if he or she normally teaches less. Department chairs must take special care to assure that faculty, especially assistant professors, are able to meet expectations for all their responsibilities in teaching, research/creative work, and University and public service.

662-8 Additional Teaching Eligible for Additional Compensation

Two kinds of teaching are eligible for additional compensation, when beyond the assigned teaching load:

- a. Teaching of matriculated students in self-supporting University degree or UNEX courses and programs (see APM - 663 for UNEX).
- b. Teaching of non-matriculated students, including those in UNEX courses and programs (see APM - 663) and other continuing education courses and programs run by the University.

662-9 Additional Teaching During Summer Period (other than in Summer Session)

Faculty receiving summer compensation may engage in additional teaching up to the APM - 025 limit of one day per week inclusive of all Category I and II outside professional activities performed.

662-14 **Eligibility**

Faculty titles covered by this policy are listed in APM - 110-4-(15). Faculty participating in the Health Sciences Compensation Plan are subject to the Plan and local campus Implementing Procedures regarding income from additional teaching. See APM - 670, Health Sciences Compensation Plan and APM - 671, Conflict of Commitment and Outside Activities of Health Sciences Compensation Plan Participants, for additional information on the Plan.

662-16 **Restrictions**

Teaching activities ineligible for additional compensation are:

- a. Any course assigned by the department chair as part of the faculty member's assigned teaching load, including:
 - 1) A course in a self-supporting degree program (funds from the self-supporting degree program are used to pay for this portion of the faculty member's assigned teaching load);
 - 2) Extra teaching duties assigned in place of research and/or service; or
 - 3) Courses taught in less common modes or locations (e.g., online, off-site, at another campus).
- b. Extra courses that are taken on voluntarily are ineligible for additional compensation.

662-17 **Limitations on Time**

- a. Time spent on additional teaching during the academic year or when receiving University compensation or University summer compensation will be deducted from the days available for outside activities provided in APM - 025, and as applicable, under APM - 671.
- b. The following rules for calculating time under APM - 025 and APM - 671 must be used, regardless of how much time is actually spent:
 - 1) For traditional or hybrid in-person instructional formats (lectures, discussions), every six contact or "podium" hours spent with students equals one day.

Additional Compensation: Additional Teaching

- 2) For fully online courses, hours will ordinarily be determined under the assumption that online courses require workloads equivalent to the same or similar in-person course formats.
 - 3) The Chancellor may establish types of teaching for which time calculations may vary, e.g., field supervision, practicums, and established online courses producing lower levels of instructor engagement.
- c. Additional teaching hours count toward the limits applicable at the time the teaching takes place. For example, teaching done during the academic year is counted toward the limits that apply during that academic year and may not be paid on a summer-ninths basis. For courses that span the academic year and the beginning or end of the summer or off-duty period, the time shall be allocated in proportion to when the work was performed.
 - d. Exceptions to the time limit are not allowed for faculty during any period in which they receive part or all of their salary directly charged to contracts and grants.

662-24 Authority

The Chancellor may grant exceptions to the time limits which shall be confirmed in writing prior to the conduct of additional teaching. Such exceptions may be granted:

- a. When specific individuals teach beyond the limits, or when all individuals are teaching in a specific additional teaching program, such as a self-supporting degree program. Any individual who teaches beyond the time limits assumes full responsibility for ensuring that full-time effort is devoted to regular University duties;
- b. When course assignments are reduced due to other University service, such as serving as department chair;
- c. To the general time calculation rule in APM - 662-17.

Other exceptions to this policy, such as payment for courses taught off-site or conducted in University-sponsored for-profit programs, may be recommended for approval by the Chancellor to the Provost and Executive Vice President.

APPENDIX B

Sample Documents

Departments are responsible for gathering the required documents for the Stonehenge and Red Shoe Groups appointment files. See chart on Page 9 for list of required documents based on faculty type.

Please refer to the [Graduate Division presentation](#) for details on Associates-In (Triton Group) appointments.

The following pages contain samples of the required appointment file documents. If you have any questions, please contact Lisa Bargabus at summer-payroll@ucsd.edu (x25064).

Blank forms can be found here:

<https://academicaffairs.ucsd.edu/aps/advance-train/forms.html#Appointments>

1. Academic Appointment Summary Form
2. Department Chair Memo
3. Reference Letter
4. BIO/BIB
5. Recall Form
6. Appointment Letter

Appointment Summary Form

Please complete all 5 Sections:

Section 1	Full name of faculty being proposed Department proposing instructor Degree information Begin and end dates for session
Section 2	<p><u>Present Status</u> (Provide information from the previous summer, if repeat Visiting Instructor.) Date Home Institution Title Annual salary and % of time</p> <p><u>Proposed Status</u> Title (Lecturer in Summer Session) Title code Proposed annual salary and % of time UC San Diego salary scale and session; academic or fiscal</p>
Section 3	Signature of Department Chair (Academic Departments) or Provost (College Programs) or Divisional Dean (Interdisciplinary Programs)
Section 4	<p><u>Previous UC Experience (Current appointment at another UC)</u> Dates Title Annual salary and per course salary % of time Department (if applicable)</p>
Section 5	<p><u>Proposed Classes</u> Quarter/Session Course# Course Title Projected enrollments and session based on prior offerings, if applicable</p>

Appointment Summary Form Sample Incoming Lecturer

ACADEMIC APPOINTMENT SUMMARY FORM FOR TEMPORARY EMPLOYEES

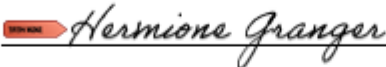
1

Name: Neville Lonabottom Department: Political Science
 Highest Degree/Institution/Year: _____ College of FTE: _____
 PhD/UCSD/SP19 Begin Date: 7/1/19 End Date: 8/3/19

2

Present Status (Date: SP19) **Proposed Status**
 Institution: UCSD Title: Lecturing NSF (Incoming)
 Title: Associate-In Title Code: 1550
 Title Code: 1506 Salary: \$54,738.00 % of Time: 50
 Salary: \$ 52,842.00 % of Time: 50 (7/1/18 Unit 18 scale) Qtr: S119
 Basis: Academic Fisoal Basis: Academic Fisoal
 Funding Source: _____ Current Year Cost: _____

3

Dept/Div Chair Signature:  Date: 02/09/19
 On Leave from Home Institution _____ Merit/Salary Incr _____ Retired Faculty _____
 Registered UC Grad. Student _____ 3-year Appt. _____ Concurrent Appt. _____

4

Previous UC Experience

Dates	Title	Annual Salary & Salary Scale (Indicate Merits with *)	% Time	Dept/UC Campus
	SP19-Associate In	\$52,842	50	Political Science

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

5

Proposed Classes

Quarter	Course No.	Course Name	Hours/Week for (P.E.)	Enrollments	
				Projected	Actual (past 2 yrs)
S119	PS30	Political Inquiry		50	S218

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

REVIEW ACTION	Approve	Disapprove	Modify	Date
Reviewing Provost				
Dean, OGS				
CAP				
Dean-SIO/SOM/SSPPS/ Dean of Division				
EVCAA/AVCDUE				

Rev. 10/16

Appointment Summary Form Sample Visiting Instructor

ACADEMIC APPOINTMENT SUMMARY FORM FOR TEMPORARY EMPLOYEES

1

Name: Mary Peterson Department: Economics
 Highest Degree/Institution/Year: PhD/UCLA/1992 College of FTE: _____
 Begin Date: 8/5/19 End Date: 9/7/19

2

Present Status (Date: 2/21/19)
 Institution: ASU
 Title: Assistant Professor
 Title Code: _____
 Salary: \$ 70,000.00 % of Time: 100
 Basis: Academic Fisoal
Proposed Status
 Title: Visiting Assistant Professor-New
 Title Code: 1308
 Salary: \$88,800.00 % of Time: 50
 (Professor Series scale) Qtr: S219
 Basis: Academic Fisoal
 Funding Source: _____ Current Year Cost: _____

Dept/Div Chair Signature:  Date: 02/21/19

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

3

Previous UC Experience

Dates	Title	Annual Salary & Salary Scale (Indicate Merits with †)	% Time	Dept/UC Campus

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

4

Proposed Classes

Quarter	Course No.	Course Name	Hours/Week for (P.E.)	Enrollments	
				Projected	Actual (past 2 yrs)
S219	ECON102	Globalization		85	

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

5

REVIEW ACTION	Approve	Disapprove	Modify	Date
Reviewing Provost				
Dean, OGS				
CAP				
Dean-SIO/SOM/SSPPS/ Dean of Division				
EVCAA/AVCDUE				

Rev. 10/16

Memo

Please include all applicable components:

1. Date
2. Address to: **John C. Moore**
Academic Affairs
Dean of Undergraduate Education (DUE)
3. Department Chair (Academic Departments), Provost (College Programs), or Divisional Dean (Interdisciplinary Programs)/
Name of Academic Department, College Program, or
Interdisciplinary Program and email endorsement memo
4. Request must include full name of faculty being proposed,
status, session
5. Department making request
6. Full name of faculty being proposed, status, session
7. Proposed annual teaching salary (noting scale, i.e. Unit 18 or
Professor Series
8. Proposed courses
9. Teaching qualifications including degrees
10. Teaching evaluation summary (i.e. CAPE) or Reference Letter
 - If CAPES are low, explain strategy for improvement
11. If applicable:
 - Fiscal Year Appointment needs exception noted
 - Visa per BIO/BIB, needs confirmation of status with the
International Center
 - For first-time lecturers, please assign a faculty mentor
and/or a plan for department support

Course	Term	Enroll	Evals Made	Rcmnd Class	Rcmnd Instr	Study Hrs/Wk	Avg Grade Expected	Avg Grade Received
CSD11	SP16	120	40	83%	60.4%	12.62	3.59	3.08

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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: July 27, 2018

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 Visiting Lecturer, Summer Session 2019

The Department of Computer Science and Engineering proposes the appointment of Steve Software as a Visiting Lecturer for Summer Session 2, 2019 at an annual salary of \$101,479 (7/1/18 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 (1996) and he received his master's degree in Technology from the University of Advancing Technology (2009). He has several years of industry experience and has previously held other academic titles, including Lecturer at UCSD (Spring 2016) and Adjunct Professor at University of Advancing Technology (2010-2015). Mr. Software's evaluations are included in the file. Although his CAPES were low in 2016, 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 teaching at UCSD, including classroom observation, and Professor Gold will share class materials and experience for lower-division programming classes. His 2016 CAPE response rate was only 33%, so the department will suggest that Mr. Software provide classroom time for students to complete their evaluation.

Course	Term	Enroll	Evals Made	Rcmnd Class	Rcmnd Instr	Study Hrs/Wk	Avg Grade Expected	Avg Grade Received
CSD11	SP16	120	40	83%	60.4%	12.62	3.59	3.08

Reference Letter

Please include all items below:

1. Date
2. Address to:
 - Department Chair (Academic Departments)
 - Provost (College Programs)
 - Divisional Dean (Interdisciplinary Programs)
3. Request must include full name for faculty being proposed
4. Referee's history and length of association with the faculty being proposed
5. Reasons and detailed qualifications for recommendation
6. Referee signature
7. Referee name, title, and department

Note: The reference letter should justify why the candidate is qualified to teach the course.

February 11, 2019

Department Chair
Chemistry and Biochemistry

Re: Appointment for Betty Triton as Lecturer

To Whom It May Concern:

I am writing to enthusiastically support the application of Betty Triton as a lecturer. Betty is currently a senior graduate student in my laboratory. She joined my group five years ago, and will defend her thesis in about a month, March 2019. Her work presents a new model for how adrenergic stimulation in brown adipose tissue becomes relayed into transcriptional changes in the nucleus. Betty has tackled all aspects of her thesis work, whether technical or intellectual, with determination and successfully. She has been recognized with awards and scholarships. A manuscript on her main project will be submitted this coming month. She has already co-authored one study and I expect at least one more manuscript to come from her work in 2019. She is an exceptional student, among the best I have seen in many Universities and Institutes where I have been, and I am confident that she will excel as a scientist, teacher, and mentor.

During her Ph.D. thesis, Betty was also teaching assistant for three graduate courses and participated in mentoring programs for high school students. She was outstanding in these activities. She engaged the students, directed work and/or class, and had great insights into what worked well in teaching. While doing this teaching or mentoring, which was her own calling and not required by our institute, she never let such activities keep her away from the bench, a testament to her ability to work hard and multitask. Moreover, at a personal level, Betty is a delight to work with. She is mature, independent, and resourceful, knowing when and where to seek advice and help. She expresses her opinions in an engaging way and enjoys being challenged. She strives for originality, works hard and undeterred and has a charisma for drawing others to comment and participate in her work. She is full of enthusiasm, has the right drive, and genuine interest in teaching and in science, an analytical and keen mind, creativity and perseverance. She multitasks with ease and does not lose her focus on the goals she sets.

In summary, I have no doubt that Betty will be an outstanding teacher. Please do not hesitate to call or email me if you have any further questions.

Yours sincerely,

Lisa Scholar

Lisa Scholar, Ph.D.
Associate Professor
Department of Chemical Physiology
10550 North Torrey Pines Rd/MB24
La Jolla, California 92037
Tel. 858-534-4744
Fax 858-822-2619

BIO/BIB

Please complete all 5 fields:

1. Personal data: If the answer is “No” to the U.S. Citizenship question-
 - Memo must include a note that the department is working with the International Center to obtain the faculty’s VisaOR
 - Department can provide the actual Visa information
2. Employment data – including approximate annual salary and course salary as requested
3. Education – specifically include all degrees and dates received
4. Professional data – “See attached CV” is not acceptable
5. Signature and date

An email is required from the instructor to the department to act as an electronic signature verification.

BIO/BIB Sample

UCSD ACADEMIC PERSONAL DATA (for Appointment files only)

Name: Last, First, Middle	Triton, Tommy		
Department	MAE	Title(s)	Visiting Professor

Business Address:

Street	1350 Friars Rd.	Phone:	619-534-5200
City, State, Zip	San Diego, CA 91733	Mail Code	0079

Home Address:

Street	855 Scholars Road	Phone:	858-534-4744
City, State, Zip	La Jolla, CA 92108		
E-mail address:	tomtriton@gmail.com		

1

Country of Citizenship:	USA
----------------------------	-----

Are you a citizen or permanent resident of the U.S.?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
--	-----	-------------------------------------	----	--------------------------

If no, what is your current Visa status?	N/A
--	-----

Date this status began:	N/A	Date this status expires:	N/A
-------------------------	-----	---------------------------	-----

Person to be contacted in case of emergency:

Name	Louise Triton		
Street	855 Scholars Road	Phone:	858-534-7149
City, State, Zip	La Jolla, CA 92108		

Family members or domestic partners employed by the University:

Name	N/A	Relationship	N/A	Department	N/A
------	-----	--------------	-----	------------	-----

BIO/BIB Sample continued

Current Review Eff:

UCSD ACADEMIC BIOGRAPHY/BIBLIOGRAPHY FORM

Name: Last, First, Middle	Triton, Tommy		
Department	MAE	Title(s)	Visiting Professor

Section I: Employment History and Education

2

Previous Applicable Employment

Please provide a full account of your time from the date of your first academic (or otherwise relevant) employment to the present, including any periods when you were not employed. Indicate part-time appointments. Provide salary or approximate annual earnings in all cases. Please include all previous University of California employment. You may provide supplementary information if necessary.

Period of employment From: To:	Institution, firm or organization	Location	Rank, title, or position
Aug 2012-Present	SDSU (MAE)	San Diego	Professor
July-Aug 2016	UCSD (MAE)	La Jolla	Visiting Professor
July-Aug 2015			
July-Aug 2014			

Education

3

School, college, university, or hospital (internship, residency, or fellowship)	Dates of attendance	Location	Major subject or field	Degrees or certificates	Date received
UCLA	1987-1990	Los Angeles, CA	Aerospace Engineering	Ph.D.	1990
UCSD	1986-1987	La Jolla, CA	Materials Science and Engineering	M.S.	1987
USD	1982-1986	San Diego, Ca	Materials Science and Engineering	B.S.	1986

Please indicate areas of sub-specialization or board certification, if any. Also include a list of special licenses or permits and the dates received.

Section II: Professional Data

4

Please list your activities in each of the following eight categories. Please provide dates of awards or service.

- (a) **University Service** (Include service at the departmental, college, Academic Senate, ~~campuswide~~, and ~~systemwide~~ levels.)

Department Chair SDSU MAE Department Aug 2014-2016

- (b) **Memberships** (Include scholarly societies, professional boards, civic organizations, etc.)

Association of Aerospace Engineering and Aerospace Industries Association.

- (c) **Honors and Awards** (Include the dates they were received.)

Listed in "Who's Who in Engineering Academia", Feb 2015

- (d) **Contracts and Grants** (Provide the following information for current contracts and grants.)

Title	Granting agency	Amount of total award (include indirect costs)	Time period of contract/grant	Role (e.g. PI, co-investigator, project leader, etc.)

BIO/BIB Sample continued

Current Review Eff:

Space materials	NSF	\$100,000	June 2002-Aug 2004	List co-PIs/corresponding share of total award (total must = 100%)
-----------------	-----	-----------	--------------------	--

(e) **External Professional Activities** (Examples include, but are not limited to, technical service to organizations and agencies, acting as a reviewer of journal or book manuscripts or contract and grant proposals, or professional committee service.)

Editorial Board: Journal of Engineering, 2010-Present
Associate Editor: Engineering Bulletin, 2015-Present

(f) **Most Significant Contributions to Promoting Diversity** (Examples include, but are not limited to, developing strategies for the educational or professional advancement of students in underrepresented groups; contributions that promote equitable access to and diversity in education; and activities that promote recruitment, retention, and mentoring.)

As Department Chair at SDSU, coordinated faculty roundtable sessions with first generation college students.

(g) **Other Activities** (List those that do not fit into categories a – f above, such as community service).

(h) **Student Instructional Activities**

Course load information is reported separately in faculty review files. Please list here all students mentored outside of the structured classroom setting. Please list by category (e.g., undergraduate research students, masters or doctoral candidates, postdoctoral or medical fellows, interns, residents) and indicate your role (e.g., thesis adviser, research adviser) for each student. For graduate students, indicate the years of their degrees when appropriate.

Supervised 2 graduate independent studies, served on master thesis committee at SDSU (2016-2018)

(i) **External Reviews of Primary Creative Work**

List only significant, independent reviews of the work—e.g., independent reviews or feature articles appearing in journals or online venues, major newspapers, books, or catalogs. Forms of review and venues may vary by department. (Please do not include advertisements, brief mention of candidate's name or work, event listings, minor blog chatter, or self-promotional or commercial items.)

Section III - Bibliography

A. PRIMARY PUBLISHED OR CREATIVE WORK

This section should include original peer-reviewed work that appears in the open literature and can be reasonably expected to be found in libraries outside UCSD, or an appropriately documented listing of creative endeavors such as performances or shows of artistic works. In addition to published work, this section may include items that are "in press" (i.e., accepted for publication in final form) or formally "accepted" (i.e., the publisher's binding acceptance of entire corpus has been received). Such items should clearly indicate "in press" or "accepted" somewhere in the citation. Do not include items that have been submitted for consideration but have not yet been accepted. Materials associated with items in this section should be submitted with the file.

- I. Original Peer-Reviewed Work or Listing of Creative Endeavors
- II. Review and Invited Articles
- III. Books and Book Chapters
- IV. Refereed Conference Proceedings

BIO/BIB Sample continued

B. OTHER WORK

This section should include other published or creative works that you wish to list to demonstrate scholarly activity. Materials associated with items in this section need not be submitted with the file. If you believe that a work is particularly important, please discuss it in your personal statement. Describe the activity, product, or outcomes and include metrics to demonstrate impact, value, or innovative qualities. The department may comment on work in this section as a basis for advancement.

- I. Other Conference Proceedings
- II. Abstracts
- III. Popular Works
- IV. Additional Products of Major Research

C. WORK IN PROGRESS

This section is optional and should include only items for which there is actual material that will be submitted with the file for review. This section is intended primarily for disciplines in which completion of scholarly work normally occurs over a lengthy period of time, and in which evidence of progress on a project is considered crucial for assessing a candidate's accomplishments. Such evidence might include chapters of a major book or documentation of progress on a major work of art. This section is particularly important for appraisals of assistant professors. For other actions, use of the Work in Progress section is discouraged.

When an item is moved from Section C to either Section A or B, it should be annotated accordingly (e.g., "from Work in Progress"). Work may also be removed from Section C if it has been abandoned and is no longer in progress, provided that it has been listed in this section for two consecutive review cycles. (It is listed as in progress at one review, as abandoned at the next, and is removed at the third). Although a horizontal line should be used to indicate new items added, the items listed and the numbering scheme may be altered at each review, if necessary, and should be annotated accordingly.

Please see attached.

Selected publications can be found at the following link:

I have provided the information contained in this Biography and Bibliography Form or have reviewed it for accuracy.

5.

Tommy Triton

Signature

11/29/18

Date

Recall Form

Please complete all 6 Fields:

1. Employee Information
 - Employee ID (EID)
 - Name of Recall (Emeriti) Faculty
2. Status at Time of Retirement
 - Home campus should be UC San Diego
 - Title
 - Home department
 - Step: 1, 2, etc. (select from dropdown)
 - Basis: AY or FY (select from dropdown)
 - Scale Type: Standard
 - Retirement date
 - Annual salary
 - Scale date
3. Proposed Recall Appointment
 - School/Division (select from dropdown)
 - Recall type (check appropriate box)
 - Primary department
 - Annual salary
 - Scale date
 - Begin date/End date: Teaching start and end date
 - Percent time: 50% if teaching one course, 100% if teaching two in a session
 - Fund sources: Summer Session
 - Per 4-unit course rate: 8.5% of annual teaching salary
 - Total annual compensation: total annual teaching salary
4. Proposed Recall Duties
 - Purpose of recall: Check “teaching” box
 - Description of recall duties: i.e. teaching MAE101 in Summer
 - Teaching assignment: Session, Course#, Course title

Recall Form *continued*

5. Retiree Acknowledgement


- All appropriate boxes must be checked
- Faculty's actual signature is required (if typed in or an electronic signature, an email is required from the instructor to the department showing the form as an attachment or included in the body of the email)
- Date signed

6. Recommendation and Approval

- Department Chair (Academic Departments) or Provost (College Programs) or Divisional Dean (Interdisciplinary Programs)
- Date signed

Recall Form Sample

UCSD Academic Recall Appointment

Employee Information			
Employee ID: 398450		Name: Tommy Triton	
Status At Time Of Retirement			
Home Campus: UCSD		Title: Professor	
Home Department: MAE		Step: 6	Basis: AY
Retirement Date: 6/27/08		Annual Salary: \$111,800	Scale Date: 10/07
Proposed Recall Appointment			
School/Division: JSOE		<input checked="" type="checkbox"/> Recall Teaching (TC 1700) <input type="checkbox"/> Recall HCOMP (TC 1701)	
Primary Department: MAE		<input type="checkbox"/> Recall Faculty (TC 1702) <input type="checkbox"/> Recall Non-Faculty Acad (TC 3802)	
Secondary Department:		Annual Salary: \$132,100	Scale Date: 7/1/18
Begin Date: 7/1/19	End Date: 8/3/19	Percent Time: 50%	
Fund Source(s):		Per Course Rate (teaching only): \$10,000	
		Total Annual Compensation:	
Proposed Recall Duties			
Purpose of Recall <input checked="" type="checkbox"/> Teaching <input type="checkbox"/> Research <input type="checkbox"/> Administrative <input type="checkbox"/> Other		Description of Recall Duties: MAE101 for Summer Session	
Teaching Assignment			
Quarter	Course #	Course Title	
S118	MAE101	Up in the Air 101	
Retiree Acknowledgement			
<input checked="" type="checkbox"/> I understand that my total annual recall compensation from all UC sources may not exceed 43% of my annual salary at the time of retirement, adjusted to the current pay scale.		<input checked="" type="checkbox"/> I understand that I will be subject to the terms and conditions of the HSCP, if applicable.	
<input checked="" type="checkbox"/> I understand that my appointment is contingent upon the availability of funding and programmatic considerations.		<input checked="" type="checkbox"/> I understand that my recall appointment cannot begin prior to receipt of my first retirement income check.	
Please note if you have been recalled at another UC campus within the past 12 months: Campus _____ Dates _____			
Tommy Triton Employee Signature		1/26/19 Date	
Recommendation and Approval			
 Hiring Unit Department Head		1/26/18 Date	
_____ Secondary Department Head (for joint appointments)		_____ Date	
_____ Dean, Assoc VC, VC-ORA, VCHS, VCMS		_____ Date	
_____ Executive Vice Chancellor – Academic Affairs		_____ Date	

Appointment Letter

1. Upon DUE approval of an appointment file, Summer Session generates an appointment letter and emails it to the instructor and copies the department MSO.
2. Faculty are required to reply if they accept or decline the appointment by emailing summer-payroll@ucsd.edu.
3. Upon acceptance of the appointment, the instructor will be assigned to the course at the Schedule of Classes.

Appointment Letter Sample

UNIVERSITY OF CALIFORNIA, SAN DIEGO

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OFFICE OF SUMMER SESSION

9500 GILMAN DRIVE, MAIL CODE 0079
LA JOLLA, CALIFORNIA 92093-0079

December 4, 2018

Rev. 11/18
LNSF/LRF, S1&2

Neville Longbottom
Psychology

SUBJECT: 2019 Summer Session Appointment

Course, Units:	PSYC188, 4 Units	Important Dates	
Session:	Session 2, 5 Weeks	7/10/19	Your Deadline to Cancel this Appointment
Dates:	8/5/19 - 9/7/19	7/15/19	Course Cancellation Deadline (if low enrollment)
Percent of Time:	50% Appointment	9/2/19	Holiday – No Classes
		8/30/19	Pay Date
		9/10/19	e-Grades Due to Registrar

*Please accept the terms of this appointment within 10 days of this letter by replying to this email with the following statement:
"I, Neville Longbottom, accept the terms of the appointment letter dated December 4, 2018 to teach PSYC188."*

Course Salary and any Bonus (if eligible) will be calculated using the course enrollment on 8/12/19. See Figure A on page 2 for details.

Course Salary

— 10-14 students enrolled → Minimum Course Salary	\$400/student, not to exceed \$4,653
— 15 or more students enrolled → Maximum Course Salary	\$4,653*

* Calculated as 8.5% of \$54,738, your UCSD annual teaching salary effective June 30, 2019.

Bonus: Enrollment

— 51-200 students enrolled	\$20/student
— 201+ students enrolled	\$20/student (51-200) + \$10/student (201+)

You can earn a maximum of 33% (or 3/9) of your annual academic year salary during the three month summer period (July-September).
You will not be eligible for Summer Session bonus compensation if it causes you to exceed the 33% annual salary maximum.

I am pleased to confirm your appointment to teach in the 2019 Summer Session at the University of California, San Diego. You are assigned to teach the following course in 2nd Session: PSYC188, 4 Units. The period for which you are appointed is 8/5/19 - 9/7/19 (5 Weeks).

Normal compensation for one 4 Unit summer session course is 8.5% of your nine-month UCSD teaching salary as of June 30, 2019, to a maximum of \$12,000, excluding any bonus. Compensation per course is calculated based on student enrollment. Summer Session takes two snapshots of enrollment to calculate your salary at the highest amount. *Specific details are available at the 2019 Guidebook link referenced below.*

In addition to the 8.5% of your annual UCSD teaching salary used to determine your per course (4 Units) compensation, University policy for summer compensation also specifies the total maximum compensation allowed for teaching Summer Session. The maximum is 33% (or 3/9) of an instructor's academic year salary for all activities engaged in during the three-month summer period. This includes any bonuses awarded based on enrollment, lab bonuses, mentoring, or any other bonus. It is the faculty member's responsibility to ensure that their combined research, teaching, and other sources of summer income do not exceed the limit.

If you want to cancel your teaching appointment, please contact your Department Chair by July 10, 2019. The department will contact Summer Session to decide if a new instructor can be assigned or if the course will be cancelled. If enrollment is fewer than 10 students on July 10, 2019, Summer Session reserves the right to cancel the course and your appointment to teach this course. Summer Session will notify you by July 15, 2019 if your course is cancelled due to low enrollment.

The 2019 Guidebook containing the policies and procedures pertaining to summer instruction is available at the Summer Session website <http://summersession.ucsd.edu/files/Guidebook.pdf>.

The terms and conditions of your appointment are set forth in the Memorandum of Understanding between the University of California and the University Council American Federation of Teachers, Non-Senate Instructional Unit. The agreement can be retrieved at <http://ucnet.universityofcalifornia.edu/labor/bargaining-units/ix/contract.html>

Summer Session compensation is subject to state and federal taxes and all other deductions as required by law and University regulations. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration reform and Control Act of 1986. *This appointment is subject to all rules and regulations of the University of California and UC San Diego.*

Beginning March 22, 2019, information regarding course scheduling such as the days, times and location of your course can be viewed at <http://TritonLink.ucsd.edu>.

If you have questions, please contact Lisa Bargabus at (858) 822-5064, or summer-payroll@ucsd.edu.

I hope you have a pleasant and rewarding summer.




Becky Arce, Director
 (858) 534-7074
barce@ucsd.edu
<http://summersession.ucsd.edu>

cc: Department Chair/College Provost/Divisional Dean, MSO

Figure A: Summer Session Compensation Explanation

4/15/19	7/10/19	7/10/19	7/15/19	8/12/19	8/12/19
Students begin enrollment	Your deadline to cancel this appointment	1 st Snapshot: Verify course enrollment	Deadline to cancel course if low enrollment	2 nd Snapshot: Calculate final Course Salary	Add eligible Bonus to Salary

Summer Compensation = Course Salary + Bonus (if eligible)

COURSE SALARY			
Final Course Salary will be calculated on 8/12/19, using course enrollment on 7/10/19 (1 st Snapshot) OR 8/12/19 (2 nd Snapshot), whichever is highest.			
If Enrollment is:	0-10 students 	10-14 students 	15 or more students 
Your Course Salary is:	\$0 May cancel course if low enrollment on 8/10/19	Minimum Course Salary \$400 per student Not to exceed \$4,653	Maximum Course Salary \$4,653*

* Your maximum course salary is calculated as 8.5% of \$54,738, your UCSD annual teaching salary effective June 30, 2019. (\$12,000 limit)

BONUS: ENROLLMENT			
Calculated based on second enrollment snapshot on 8/12/19.			
If Enrollment is:	0-50 students	51-200 students	201 or more students
Your Enrollment Bonus is:	\$0 No Bonus	\$20 per student	\$20 per student (51-200) + \$10 per student (201+)

See the [2019 Summer Session Guidebook](#) for a complete list of bonuses. (Example: Science Lab Bonus, Summer Success Programs Bonus, etc.).

You can earn a maximum of 33% (or 3/9) of your annual UCSD academic year salary for all summer income. You will not be eligible for Summer Session bonus compensation if it causes you to exceed the 33% annual salary maximum.