Summer is Coming.

2019 FACULTY APPOINTMENT PROCEDURES

12/5/18
Summer Session Team

Becky Arce, Director (x47074)
Lisa Bargabus, Business Affairs Analyst (x25064)
Renee Lee, Student Affairs Manager (x48277)
Matthew Sapien, Administrative Assistant (x44744)
Jonathan Vega, Special Programs Manager (x45358)

http://summersession.ucsd.edu

summer@ucsd.edu
summer-payroll@ucsd.edu
summer-scheduling@ucsd.edu
summer-programs@ucsd.edu
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!
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 $12,000 has been removed. 3/9ths annual salary (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% (3/9ths) 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 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 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.
<table>
<thead>
<tr>
<th>OCTOBER</th>
<th>NOVEMBER</th>
<th>DECEMBER</th>
<th>JANUARY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for course proposals</td>
<td>Course proposals due</td>
<td>Advisory Committee Mtg.</td>
<td>Preview of Classes posted</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Approved courses - 12/17/18</td>
<td>Begin appointment letters</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>MARCH</td>
<td>APRIL</td>
<td>MAY</td>
</tr>
<tr>
<td>Classrooms assigned</td>
<td>Courses on TritonLink</td>
<td>Students begin enrolling</td>
<td>Manage waitlists</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Students fees assessed</td>
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<tr>
<td>JUNE</td>
<td>JULY</td>
<td>AUGUST</td>
<td>SEPTEMBER</td>
</tr>
<tr>
<td>Student fees due</td>
<td>Session 1 begins</td>
<td>Session 2 begins</td>
<td>Sessions end</td>
</tr>
<tr>
<td></td>
<td>Students add/drop courses</td>
<td>Fees due</td>
<td>Session 2 pay date</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Session 1 pay date</td>
<td>Reporting begins</td>
</tr>
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</table>
## How Summer Session Works

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

<table>
<thead>
<tr>
<th>Session 1</th>
<th>July 1 – August 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Session 2</td>
<td>August 5 – September 7</td>
</tr>
</tbody>
</table>

### Special Sessions

<table>
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<tr>
<th>Duration</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td>3 Weeks</td>
<td>July 1 – July 20</td>
</tr>
<tr>
<td></td>
<td>July 22 – August 10</td>
</tr>
<tr>
<td></td>
<td>August 12 – August 31</td>
</tr>
<tr>
<td>8 Weeks</td>
<td>July 1 – August 24</td>
</tr>
<tr>
<td>10 Weeks</td>
<td>July 1 – September 7</td>
</tr>
<tr>
<td>14 Weeks</td>
<td>June 17 – September 20</td>
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</table>

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

See 2019 Summer Session Guidebook for Operational Calendar.
Faculty Compensation

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

Course Salary

Enrollment Bonus

Success Bonus

Science Lab Bonus

Full Course Salary
3-6 Unit Course 8.5% of Annual Salary
1-2 Unit Course 4.25% of Annual Salary

Low Enrollment
Courses with < 15 students may be paid on contingency:
3-6 Unit Course $100 x Units x Students
Not to exceed full course salary.
Graduate Students not eligible for contingent salary (Article 23).

Enrollment greater than 50 students:
$20 per Student (51-200) + $10 per Student (201+)

$500 per week
See pg. 6 for details

87.5% of Course Salary
See pg. 6 for details.

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

<table>
<thead>
<tr>
<th>1st Snapshot - 6/5/19</th>
<th>2nd Snapshot - 7/8/19</th>
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<tbody>
<tr>
<td>12 students enrolled</td>
<td>15 students enrolled</td>
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<tr>
<td>Paid on Contingency: $100 × 4 units × 12 = $4,800</td>
<td>Increase to Full Course Salary: $8,390</td>
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</tbody>
</table>
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

<table>
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<tr>
<th>1st Snapshot - 7/10/19</th>
<th>2nd Snapshot - 8/12/19</th>
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</thead>
<tbody>
<tr>
<td>50 students enrolled</td>
<td>65 students enrolled</td>
</tr>
<tr>
<td>Full Course Salary: $4,653</td>
<td>Enrollment Bonus: $300 ($20 × 15)</td>
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<td>Full Course Salary + Bonus</td>
</tr>
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<td>$4,953 ($4,653 + $300)</td>
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</table>
## 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

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

<table>
<thead>
<tr>
<th>Faculty Type &amp; Academic Year Title Code</th>
<th>Summer Session Title Code</th>
<th>No Documents Required</th>
<th>Appointment Summary Form</th>
<th>Dept. Chair Memo</th>
<th>Teaching Evaluations (CAPE) or Reference Letter</th>
<th>CV</th>
<th>BIO/BIB Signature Dates Jan 2016-June 2018</th>
<th>Recall Form (UCSD)</th>
<th>Exception Letter to Reduce Appt% and/or use Vacation</th>
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<td>Prof AY-1100</td>
<td>1103,1203,1303</td>
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<td>Lect AY Teaching Current Year</td>
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<td>Adjunct Professor AY 3258,3268,3278</td>
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</table>

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

For SharePoint access, email summer-payroll@ucsd.edu or call Lisa at x25064.
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.
Tip – Hover your mouse on a file name to download a copy of a file.
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
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**
   - W15-203, W14-232
Upper-Division Questions

Complete Position Details and Questions 1-13.

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

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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.
    WW13: Teaching Assistant, COGS 107B - Systems Neuroscience (Nitz, Douglas A.)
    WW14: Teaching Assistant, COGS 175 - From Sleep to Attention (Nitz, Douglas A.)
    SP14: Teaching Assistant, COGS 17 - Neurobiology of Cognition (Johnson, Christine M.)
    SP15: Teaching Assistant, COGS 8 - Hands-On Computing (Kamowski, 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.
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.
   [Alexander.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]
Dept. Staff Submits Appt. File to ASES

Student Reviews Appt. File

Dept. Faculty Mentor Reviews Appt. File

Dept. Chair Reviews Appt. File

College Provost (if applicable) Reviews Appt. File

Graduate Division Reviews Appt. File

Summer Session Approves Appt. File

Graduate Division Rejects Appt. File

EPC Reviews File (if applicable)

Graduate Division Approves Appt. File & Notifies Summer Session

Appointment Confirmed and Appointment Letter Generated for Student

Appointment Confirmed and Appointment Letter Generated for Dept.

Student Assigned to Course at Schedule of Classes

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.
• 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/](https://senate.ucsd.edu/operating-procedures/educational-policies/student-instructional-support/)
- Graduate Division: [http://grad.ucsd.edu/](http://grad.ucsd.edu/)
- IA System: [https://academicaffairs.ucsd.edu/Modules/ASES/Default.aspx](https://academicaffairs.ucsd.edu/Modules/ASES/Default.aspx)
- Summer Graduate Teaching Scholars: [http://undergrad.ucsd.edu/programs/sgts.html](http://undergrad.ucsd.edu/programs/sgts.html)
Live chat feature on summersession.ucsd.edu.

Staff & Faculty – Lots of helpful information.

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