Summer is Coming.

2018 FACULTY APPOINTMENT PROCEDURES

11/15/17
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, Program Specialist (x45358)

http://summer.ucsd.edu

summer@ucsd.edu
summer-payroll@ucsd.edu
summer-scheduling@ucsd.edu
summer-programs@ucsd.edu
Welcome
2017 Recap
What’s New for 2018
How Summer Session Works
Faculty Recruitment Goals
Faculty Compensation
How to Hire Summer Session Faculty
Questions
Thank YOU for a Successful Summer Session 2017

* 5% increase in enrollments - 23,764
* 5% increase in headcount – 11,522

* 95% of Summer Session students are UCSD Students
  * Time to degree!

* 379 Instructors paid by Summer Session
  * 73 UCSD Ladder Rank Faculty
  * 116 Associates-Ins
  * 122 Lecturers
  * 67 Visitors
  * 1 HCOMP

* We appreciate all your efforts to make Summer Session a success!
What’s New for 2018

- AY Lecturers can now teach Global Seminars.
- All Summer Session instructors are required to take FERPA training.
  https://blink.ucsd.edu/instructors/advising/confidentiality.html
- Success Programs are pending approval from new EVC Elizabeth Simmons.
- Summer Graduate Teaching Scholars (SGTS) is continuing (1st time Associates-In.)
- SharePoint will be used for appointment files, appointment letters and payroll worksheets.
- Teaching + Learning Commons – Tutoring for Summer Session students and services for faculty.
Why is Summer Session Different?

* Summer Session pays for faculty and instructional support.
* Faculty have compensation limits during the Summer.
* Students pay tuition per unit for Summer Session.
* Faculty do not earn service credit for Summer Session.
* Summer Session appointments are not benefits eligible.
How Summer Session Works

1. Departments propose courses – Summer Session approves.
2. Departments propose instructors – Summer Session, Dean of Undergraduate Education, Graduate Division approve.
3. Summer Session creates appointment letters (ASES for Associates-In).
4. Departments manage hiring paperwork, onboarding.
5. Summer Session calculates instructor compensation & communicates to departments.
6. Departments enter faculty appointments into PPS.
Course Proposals

- Due tomorrow – Nov. 16th

- In your email to Summer Session, be sure to cc:
  - Chair for Departments
  - Divisional Dean for Programs
  - Provost for Colleges

- Please don’t change the Mod sheet format. (Leave columns as-is)

- Call Matt at x44744 if you have any questions.

- Instructional Scheduling Assistant – Summer 2019
## Summer Session 2018

### 5 Week Sessions

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Session 1</td>
<td>July 2 – August 4</td>
</tr>
<tr>
<td>Session 2</td>
<td>August 6 – September 8</td>
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</table>

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

### Special Sessions

<table>
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<th>Duration</th>
<th>Dates</th>
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<td>3 Weeks</td>
<td>July 2 – July 21</td>
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<td>July 23 – August 11</td>
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<td>August 13 – September 1</td>
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<tr>
<td>8 Weeks</td>
<td>July 2 – August 25</td>
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<tr>
<td>10 Weeks</td>
<td>July 2 – September 8</td>
</tr>
<tr>
<td>14 Weeks</td>
<td>June 19 – September 22</td>
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</table>

See 2018 [Summer Session Guidebook](#) for Operational Calendar.
Faculty Recruitment Goals for Summer 2018

- To align our processes with Fall/Winter/Spring as much as possible
- To get as many instructors listed on the Schedule of Classes as possible when it goes live on March 22, 2018
- Accuracy
Faculty Compensation

Final Dates to Determine Salary
Session 1 – July 9, 2018
Session 2 – August 13, 2018

2018 Faculty Appointment Handbook – See Pg. 3
1 Course – 50% appointment
2 Courses – 100% appointment

Faculty Compensation

Full Course Salary

3-6 Unit Course
8.5% of Annual Salary
$10,000 Maximum per course

1-2 Unit Course
4.25% of Annual Salary

Low Enrollment
Courses with < 15 students may be paid on contingency:

$100 × Units × 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+)

$2,500
See pg. 6 for details

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

Course Salary

Enrollment Bonus

Success Bonus

Science Lab Bonus

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 exceed the 33% of UC salary maximum if they earn less than $120,000 annual salary!
SESSION 1: 7/2/18 – 8/4/18
UCSD Prof – 4 Unit course
$95,000 annual salary
Summer Session Course Salary: $8,075 (8.5% of $95,000)
Pay Date – 8/1/18

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<th>2nd Snapshot - 7/9/18</th>
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<td>12 students enrolled</td>
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<td>Paid on Contingency:</td>
<td>Increase to Full Course Salary:</td>
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<td>$100 × 4 units × 12 = $4,800</td>
<td>$8,075</td>
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</table>
Compensation Example 2

SESSION 2: 8/6/18 – 9/8/18
Visiting Lecturer – 4 Unit course
$53,402 UCSD annual salary
Summer Session Course Salary: $4,539 (8.5% of $53,402)
Pay Date – 8/31/18

<table>
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<th>1st Snapshot - 7/11/18</th>
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<td>50 students enrolled</td>
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<td>Full Course Salary: $4,539</td>
<td>Enrollment Bonus: $300 ($20 × 15)</td>
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<td>Full Course Salary + Bonus $4,839 ($4,539 + $300)</td>
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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

See 2018 Faculty Appointment Handbook

Pages 6-7
How to Hire: Sun Gods

- Summer Session will start sending appointment letters January 9, 2018.
  Copies uploaded to SharePoint.

- UCSD Annual Salary as of 6/30/18 (Not July 1, 2018 increases)

- Department Action Item:
  Please review list of courses and salaries from Summer Session.
Departments: Upload Appointment files to SharePoint by 2/16/18
https://evc-share-campus.ucsd.edu/resourceadmin/summer/faculty-files/

Appointment Files approved by:
Interim DUE John Moore

Summer Session creates appointment letters.

Departments manage hiring paperwork and enter PPS appointment.
## How to Hire: Stonehenge & Red Shoes

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<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>CV¹</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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### 2018 Faculty Appointment Handbook

Chart – Pg. 11

How to Name Files – Pg. 12

Last, First-Dept-V1-MM_DD_YY

Sample Forms – Pgs. 20-37
* Propose annual salary that aligns with comparable faculty & fits a 7/1/17 UC salary scale.

* Suggestion: If CAPES are below 70% rating with 40% response rate, propose action plan to increase responses.  
  [https://cape.ucsd.edu/faculty/tips.html](https://cape.ucsd.edu/faculty/tips.html)

* Teaching CAPES are more valuable than TA evaluations.

* If proposing a first-time instructor, assign a faculty mentor or other department support.

* If Bio/Bib signature is typed, please include an email from the instructor after the Bio/Bib page in the appointment file.

* For SharePoint access, email [summer-payroll@ucsd.edu](mailto:summer-payroll@ucsd.edu) or call Lisa at x25064.
2018 Course Salary for Associates-In:

- 3-6 Unit Course - $4,361
- 1-2 Unit Course - $2,180

Associate-In Appointments are approved by Graduate Division.

- Becky Burrola, x43727
- Courtney Aguila, x46562
2018 Appointment File Preparation

Graduate Student/Associates-In Appointments

Becky Burrola, x 43727, Graduate Division
Courtney Aguila, x 46562, Graduate Division
Graduate Student/Associate-In Appointment File Flowchart

1. Dept. Staff Submits Appt. File to ASES
2. Student Reviews Appt. File
3. Dept. Faculty Mentor Reviews Appt. File
4. Dept. Chair Reviews Appt. File
5. College Provost (if applicable) Reviews Appt. File
6. Gradient Division Reviews Appt. File
7. Graduate Division Rejects Appt. File
8. Summer Session Approves Appt. File
9. Graduate Division Approves Appt. File & Notifies Summer Session
10. EPC Reviews File (if applicable)
11. Appointment Confirmed and Appointment Letter Generated for Student
13. 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)
Lower-Division Courses

*Students must be advanced to candidacy at the time of file submission in order to be eligible to teach.*

All Summer Associate in requests must be submitted through ASES, *including requests for Spring 2018 graduating students (be sure to note the student’s graduation status in ASES comments when submitting).*

The Summer campaign link will be sent to the *grademp* listserv in January.

Following is the list of required paperwork for a Graduate Student/Associate-In appointment file. Please scan documents (Portrait Orientation) in the same order as below and answer questions 1-5 on the application:

1. Department or Program Cover Letter addressed to the Dean, Graduate Division.
2. Exception letter (if applicable)
3. Current Curriculum Vitae or Academic Biography
4. Copies of Teaching Evaluations or Reference Letter (only needed if no CAPES appear under Documents section in ASES).

*Note: Faculty and student signatures are not required on uploaded documents since their electronic approval replaces the need for signatures.*
Upper-Division Courses

Students must be advanced to candidacy at the time of file submission in order to be eligible to teach.

Provide all documents required for Lower-Division requests and answer questions 1-13 on the application.

Summer Graduate Teaching Scholars (SGTS)

Students must be advanced to candidacy by 2/2/18

Summer Graduate Teaching Scholars also need to be submitted through ASES.

Complete the Position details section, answer questions 1-5 if lower-division or 1-13 if upper-division, and upload a copy of the SGTS nomination packet under question 14.
Eligibility Criteria

• A current (2016-2017) Spring academic evaluation is required for all Associate-In requests (excluding students who advanced to doctoral or MFA candidacy during Winter or Spring 2017 or were on leave of absence for Spring 2017).

• Must be advanced to candidacy at the time of submission (or a letter of exception is necessary).

• Must be registered for Spring or Fall 2018. Note: students expecting to graduate in Spring should be submitted as Associate-in through ASES first. If they do graduate, an appointment file must be submitted through SharePoint for their approval as Lecturer.

Reminders

• Approval status may be tracked under Application Status on the Applicants page of ASES.

• If you have started a file but not yet completed it you can click the “Save” button, however, do not click on “Submit” until the application is complete.

• Please 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 to Academic Senate with a copy to the Graduate Division (note: sending via scan is preferable).
Educational Policy Committee (EPC) Deadline for Requests to Teach Upper-Division courses

(Lower-division courses do not require EPC approval.)

Applications must have been routed to the Graduate Division in ASES four (4) weeks prior to the start of the Summer 2018.

May 24, 2018
(for both Sessions I and II)
ASES - Lower Division Questions

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 (All 4 unit courses = 50%)

4. Projected enrollments for the proposed course
   50

5. Actual (past 2 years) enrollments for the proposed course
   WI15-203, WI14-232

Must fill out position details & questions 1-5.
ASES - Upper Division Questions

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.

Must fill out position details & questions 1-13.
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.

Please upload a memo providing the recommendation justification for this request.

![AlexanderLtr.pdf]

Please upload a departmental exception letter for this applicant (if applicable).

Please upload this applicant’s Academic Biography.

![CV_SP15.pdf]

If no CAPEs are available for this applicant, please upload a letter of support.

![TAEvaluations.pdf]

**Required documents to upload:**
- Department letter of recommendation
- Academic Bio/CV
- TA Evals/Capes (or letter of support)
Summer Session will add instructor names to the Schedule of Classes after they accept their teaching appointments via reply email.

New/visiting instructors will need a PPS appointment.

Suggestion: Move Payroll Training to February.
Live chat feature on summer.ucsd.edu.

Staff & Faculty – Lots of helpful information.