**University of California, San Diego**

**2013 SUMMER SESSION**
**Preparation Guide Book**


*Welcome!*

*This handbook is designed to provide departments and Summer Session faculty information about the Summer Session program.*



*The goal of UCSD's Summer Session is to integrate course offerings with the academic year curriculum in order to assure that sufficient lower division courses and 'major specific' courses are offered so students can graduate in a timely manner. More than ninety percent of the 22,000 summer course enrollments are UCSD students.*

*Students need and appreciate a rich and varied set of offerings in the summer so they can satisfy requirements in their major as well as meet general education needs. We are interested in increasing course offerings in order to serve the growing UCSD undergraduate student body.*

*We appreciate your participation and look forward to another successful Summer Session.*

> *Becky Arce*
> *Director, Summer Session*
> *barce@ucsd.edu*
> *(858) 534-7074*

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Please note:
*Nothing in this handbook is intended to supersede University policies or procedures.*

## Mission Statement

*The Mission of Summer Session is to provide core courses needed by students for graduation from the University of California; to provide intensive and innovative academic programs not easily offered during the academic year and; to provide opportunities for ladder-rank faculty to teach in areas of student need, as well as provide opportunities for lecturers, visitors, and graduate students to teach, when appropriate.*

### Summer Session Administrative Office

Office Hours: 8:00a.m. - 4:30p.m., Monday-Friday
E-mail: summer@ucsd.edu
Website: http://summersession.ucsd.edu
Fax: (858) 822-2619

Becky Arce, Director: (858) 534-7074
Renée Lee, Student Services: (858) 534-8277
Mitzy Flores de Martinez, Administrative Services: (858) 534-7149
Andrea Olaguer, Business Services: (858) 822-5064

Mailing Address:
    UCSD Summer Session, Mail Code 0079

Office Location:
    Myers Drive, 201 University Center

**Session I: July 1 – August 3**
**Session II: August 5 – September 7**
**Special Session: July 1 – September 7**
Please note: Session I and II are five week sessions. Courses in Special Session
are shorter or longer in length with varying start and end dates. See page 6.

## 2013  Summer  Session  Calendar
*Note: Dates subject to change.*

| | |
|---|---|
| October 11, 2012 | Academic Affairs call letter to academic departments to submit proposed courses. |
| October 22, 2012 | The call for Summer Graduate Teaching Scholars nominations goes out. |
| November 20, 2012 | Course proposals due to Summer Session. |
| November 20, 2012 | Summer Graduate Teaching Scholars submissions are due to Academic Affairs. |
| December 17, 2012 | Summer Session Advisory Committee meeting. |
| January 4, 2013 | Courses updated on website and notification begins. |
| January 4, 2013 | Deadline for Graduate Students Advancement to Candidacy to teach. |
| February 4, 2013 | Faculty appointment documentation due date. *See Page 14 for specific details.* |
| February 11, 2013 | Summer Session begins mailing faculty appointment letters. |
| March 21, 2013 | Summer Session website and TritonLink updated with the Schedule of Classes. |
| April 3, 2013 | UCSD Bookstore contacts academic departments for summer book orders. |
| April 8, 2013 | Enrollment appointment times available for UCSD students at TritonLink. |
| April 15, 2013 | UCSD student enrollment begins via TritonLink. |
| April 17, 2013 | Textbook orders due to UCSD Bookstore. |
| April 22, 2013 | Visiting students begin enrolling in courses via TritonLink. |

# 2013 Summer Session Calendar
*Note: Dates subject to change.*

| Session I | Session II | |
|---|---|---|
| May 24 | May 24 | Department/program final date to submit Office of Graduate Studies (OGS) paperwork to Summer Session for all sessions. *After May 24, Academic Senate - Educational Policy Committee (EPC) approval is required.* |
| June 7 | July 5 | Capture enrollment total per course to determine appointment compensation for faculty. |
| June 7 | July 5 | Deadline for course cancellation by department. |
| June 7 | July 5 | Faculty notified if course will be cancelled due to low enrollment. *Special Session\* classes with low enrollments are cancelled 10 days prior to the first day of class.* |
| June 14 | June 14 | Tentative date for notification of TA funding to departments. |
| June 24 | July 29 | Student fees are due. *Special Session\* due dates vary.* |
| June 25 | July 30 | Student enrollment cancelled if fees are not paid in full. |
| June 26 | July 31 | Department/program deadline for schedule changes (days and class times). EPC approval is required for late change requests. |
| July 1 | August 5 | Five-week session begins. *Special Session\* classes vary.* |
| July 4 | September 2 | Holiday - campus closed. |
| July 5 | August 9 | Department and faculty funding determined by enrollment. |
| July 8 | August 9 | Refund deadline. *Special Session\* deadline dates vary.* |
| July 22 | August 26 | Final exam locations posted to the Schedule of Classes at TritonLink. |
| July 24 & 25 | August 28 & 29 | Payroll entries due in Timekeeping (instructional support) and PPS (faculty of record). |
| July 26-August 1 | August 30-September 5 | Course and Instructor Evaluation (CAPE) period for 5-week courses. |
| August 1 | August 30 | Monthly payday. |
| August 2 | September 6 | e-Grades open for submission at 8:00a.m. |
| August 3 | September 7 | Five-week session ends. |
| August 6 | September 10 | e-Grades closed for submission at 11:59p.m. (72 hours after final examination). |
| September 20 | September 20 | Close all Summer Session expense accounts. |

**Sessions - 2013**

All courses offered during the summer term for summer session credit are required to be scheduled in one of the following sessions.  These dates are approved by the Registrar's Office.

**5 Week Sessions:**
>        I        July 1 – August 3
>        II        August 5 – September 7

**Special Sessions:**
**3 Weeks**
>        I        July 1 – July 20
>        II        July 22 – August 10
>        III        August 12 – August 31

**8 Weeks**
>        I        July 1 – August 24

**10 Weeks**
>        I        July 1 – September 7

**14 Weeks - Restricted Session** *(year round program)*
>        I        June 17 – September 20

*For Special Session, please contact Summer Session (858) 534-8277 or see the Deadline calendar at http://summersession.ucsd.edu/calendar/session_all.shtml.

**Introduction & Overview**

UCSD Summer Session is proud to begin its 42$^{nd}$ year of offering a rich academic program for UCSD and visiting students.

Summer Session works with academic departments and campus student services to ensure that a wide selection of courses, are offered at optimal times in appropriate campus classrooms.

Many campus facilities are available during the summer such as the Library, Price Center, on-campus housing, parking, recreational facilities, and the student health center. Students have access to computers, quick copying, and dining facilities. Summer Session textbooks are available in the bookstore two weeks before Summer Session classes begin.

Students enjoy a small-campus environment while completing courses required for graduation, enriching their education by exploring new subjects, or making up course deficiencies. Classes are scheduled throughout the morning, afternoon and evenings. Most courses are offered in one of the two five-week sessions, with a few in shorter or longer sessions.

Student surveys indicate that students appreciate the opportunity to make up courses, try new areas of study, and advance their graduation by completing summer courses. Most like the shorter time line, positively evaluate the faculty, and expect to graduate in a timely manner.

In summer 2012, approximately 10,500 students enrolled in about 550 courses from more than 40 departments and programs. UCSD students use WebReg (TritonLink) to enroll in courses. Non-UCSD students use the online application through the Summer Session website to obtain access to WebReg to enroll. Full fees must be paid by the applicable deadline date to avoid being automatically dropped from courses and accruing late fees. Refunds are given during the first week of the five-week sessions. Refund dates vary for special session courses.

Marketing efforts to recruit students include a printed Preview of Classes Preliminary listing, a website, and participation at several events. All promotional materials direct students to the Summer Session website http://summersession.ucsd.edu and http://TritonLink.ucsd.edu.

The Departmental Administrative Services Program will continue. This program is designed for Academic Departments to provide faculty support services that had previously been provided by Summer Session.

Examples of Administrative Services:
- Entering faculty and TA appointments into the payroll personnel system
- Coordinating media, computing, and textbook orders
- Preparing reimbursement requests for faculty "out of pocket" expenditures
- Working directly with the Registrar for some classroom scheduling
- Assisting faculty with other course-related needs
- Overseeing course waitlists

**Introduction & Overview**  *continued...*

By University policy, summer unit fees must be equal to the fee charged in the subsequent academic year. The Regents have not determined fees for Summer 2013 at the time of this publication. However, the Budget Office is anticipating a 6% increase over 2012 per unit fees.

UC Undergraduate Students - 2012:
$271 per unit *(subject to change)*

UC Graduate Students - 2012:
$339 per unit *(subject to change)*

All Other Students - 2012:
$339 per unit *(subject to change)*

Campus Fees – All Students – 2012 *(subject to change)*:
The following are mandatory fees for all students paying for campus services and passed by referendum by the student body of the University, ASUC, Student Services.  Campus fees have not yet been determined for Summer 2013.

> University Center Fee: $38.25/session
> Recreation Facility Fee: $46.00/session
> ICA Student Activity Fee: $59.89/session (undergraduates only)

Application Fees:
UCSD students do not pay an application fee.  Application fees are paid by all non-UCSD students. Visiting students from other UC campuses pay a $50 application fee.  All other non-UC visiting students pay a $100 application fee.  International students pay a $700 application fee.  The application fee is non-refundable.

Other Fees:
All students only pay additional fees for special programs such as Study Abroad Programs and/or professional school programs/course material fees.  Students should visit program websites and the Schedule of Classes for additional fee information.

Program fees were approved for study abroad programs in Summer 2012 and will continue for Summer 2013.  Study abroad programs include Travel Study and Global Seminar Programs.

Teaching assistant (TA) allocations are made using a model that is similar to the model used for the Fall, Winter, and Spring through a block allocation to the Department. Notification of preliminary TA allocations, based on projected enrollments, are sent to departments in June 2013. Additional funds from a reserve pool may be allocated to Departments whose actual enrollments substantially exceed their projected enrollments.

**Courses**

**Course Planning Flowchart**

| **Department** | **Department** | **Summer Session** | **Summer Session** | **Summer Session** |
|---|---|---|---|---|
| Course Offerings Approved by Chair/Dean | Courses Submitted to Summer Session | Advisory Committee Review | Notify Departments of Approved Courses | Submit Approved Courses to Scheduling |

- *Planning Process*

All academic departments interested in offering a Summer Session course must complete a Course Proposal Form available on-line at http://ssims.ucsd.edu by November 20, 2012. A login and password from the Summer Session office is required for access. Only courses approved by the Educational Policy Committee (EPC) may be submitted and offered in Summer Session. The Departmental Chair's or Program Dean's endorsement is required before the Summer Session Advisory Committee reviews all courses for final approval. Summer Session notifies departments which courses are approved *beginning* January 4, 2013 and faculty appointment letters are sent out from the Summer Session office *beginning* February 11, 2013.

The information provided below is required for all proposed courses:

a) *Personal Information (for the proposed faculty to teach the course).* All information is required to complete the faculty appointment.

b) *Proposed Course.* All proposed courses must be previously approved by the Academic Senate - Educational Policy Committee (EPC) and listed in the UCSD General Catalog. If a new course is proposed, a Request for Course Approval form must be submitted and approved by EPC prior to submitting a Course Proposal Form to the Summer Session Office.

c) *Course Description.* Courses taught during Summer Session must adhere to the description approved by EPC. Approval from EPC is required for any changes to approved course descriptions. It is the responsibility of the faculty to announce any approved changes to the course description at the first course meeting.

d) *Classroom Scheduling.* The Registrar's Office assigns "general assignment" classrooms based on projected enrollment. If a specific classroom is needed for a course, be sure to include this information on the course proposal form. If actual enrollment exceeds the size of the classroom, the Registrar's Office will search for a larger classroom. If a classroom is needed for a discussion or review session, it must be requested on the Course Proposal Form. Schedule changes (days and class times) are not permitted beginning the first day of the session. Students commit to the posted course schedule and usually cannot accommodate changes to the hour, days, session (I vs. II), or to attend examination make-up sessions. Faculty are encouraged to check http://TritonLink.ucsd.edu for up-to-date scheduling changes.

e) *Final Examinations.* Final examinations must be given outside of the regular classroom time in accordance with the course approval from EPC. The Registrar's office assigns final examination periods. The schedule is available at the Schedule of Classes when enrollment begins, however the classroom location for the final examination is not posted until the fourth week of each session.

f) *Course Calendar.* For Summer 2013, special session courses must follow one of the options listed below. Independent study courses are included in this requirement. Please note: Five (5) week courses are NOT considered Special Session.

**Courses**  *continued...*

<u>**Summer Session I and II:**</u>
| | |
|---|---|
| July 1 – August 3 | (5 weeks) |
| August 5 – September 7 | (5 weeks) |

<u>**Special Session Calendar:**</u>
| | |
|---|---|
| July 1 – July 20 | First 3-week special session. |
| July 22 – August 10 | Second 3-week special session. |
| August 12 – August 31 | Third 3-week special session. |
| July 1 – August 24 | 8-week special session. |
| July 1 – September 7 | 10-week special session. |
| June 17 – September 20 | 14-week special session – Restricted Session *(year round program)* |

g) ***Enrollment Limit and Prerequisites.***  If enrollment limitations are required, they must be requested on the Course Proposal Form.  Only those courses identified as having an enrollment limit on the Course Proposal Form may be limited.  All students are screened for course prerequisite and class level requirements.  Visiting students must obtain departmental preauthorization in order to enroll in upper-division courses or courses with prerequisites.

h) ***Course Materials/Textbooks.*** The UCSD Bookstore will contact departments early April for course material adoptions (textbook requisitions). Requests are due April 17, 2013.  More information is available at http://bookstore.ucsd.edu/books/textbooks/coursematerials.htm.

i) ***Instructional Support (Teaching Assistant / Reader).***  Instructional support for teaching assistants and readers will continue to be block-funded to departments based on projected course enrollments.

j) ***Computer Time/Lab Facilities.***  To order services, log on to http://cinfo.ucsd.edu.

k) ***Media Services.***  To order services and equipment, log on to http://mediaservices.ucsd.edu/,

l) ***Course Supplies and Expenses.***  Funds for course supplies and expenses are block-funded to departments.  Please request an allocation from your department.

m) ***Course Materials Fees.***  Miscellaneous Student Fees, Service Charges, and Deposits must be approved by the Course Materials Fees Committee.  Course materials are defined as materials, supplies, tools, or equipment which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.  Additional information available at PPM 120 – Instruction, Procedures Related to Faculty http://adminrecords.ucsd.edu/ppm/docs/120-9.html

- *Budget*

*Student Fees* **-** Students pay a per unit fee per course. Fee levels are implemented according to the University's Budget.  In addition to the standard per unit fee, fees may be charged to cover other expenses as approved through the course proposal review process.  Laboratory and materials fees cover costs that are charged to Summer Session course accounts or reimbursed to departments that have directly incurred such things as special laboratory related costs.  A program fee may also be charged for study abroad programs.

*Course Supplies & Expense Budget* - Funds for Supplies and Expenses for course materials are block-funded to departments.  Funding is determined by student enrollment per course.

- *Bonus Funding*

**Faculty Bonuses:**

*Course Enrollment Bonus* - On a per-course basis, faculty may be paid a bonus if enrollments in the course exceed 50 students. The first 50 enrollments do not qualify for a bonus. A $20 bonus per student may be paid on enrollments 51-200. An additional $10 per student may be paid on enrollments 201 and above, with no maximum limit.  Enrollment-based bonuses are determined after the refund deadline per session (July 8 for Session I and August 9 for Session II).  Special Session dates vary by course.

*Science Laboratory Bonus* - On a per course basis, faculty teaching courses with a 1.5 workload and enrollment of at least 20 students may be eligible for course salary plus lab bonus, with total course compensation equaling 1.875 times the calculated course salary.

**Program Funding:**

*Departmental Administrative Services Program* - For all departments participating in the Departmental Administrative Services Program, the department is given $500 per course (if enrollment for the course is less than 10, the course is ineligible for the $500), and $13 per student enrollment to Arts & Humanities and Social Science courses, and $33 per student enrollment to Biological Sciences, School of Engineering, and Physical Science courses. All enrollment-based funding will be determined after the refund deadline per Session, July 8 for Session I, and August 9 for Session II. Enrollments determine the amount the department will be funded. Special Session deadline and capture dates vary by course. *Note: Courses with less than 10 enrollments on the refund deadline dates will not be eligible for both the course and enrollment funding.*

- *Selection*

The Summer Session Advisory Committee meets in December.  The Committee, which includes faculty representatives from several Academic Departments, reviews all proposed courses.  The criteria used for final course selection includes historical and projected enrollments and programmatic need. Courses with a history of low enrollment may be excluded or offered conditionally. The Summer Session Office will notify departments of approved courses *beginning* January 4, 2013.  An appointment letter for approved courses will be mailed to the faculty's campus e-mail address *beginning* February 11, 2013.  Approved courses will be included on the Summer Session website, http://summersession.ucsd.edu in January, and TritonLink,  http://TritonLink.ucsd.edu, beginning March 21, 2013.

- *Cancellation Policy*

Faculty who anticipate receiving a grant in the summer or who are considering other commitments for the summer that may require release from their Summer Session teaching obligation should not agree to teach in summer.  If a faculty member cancels, the department is required to find another faculty

member to teach the course.  The department needs to notify Summer Session if they cannot find a replacement instructor and the course needs to be cancelled.  The department needs to email all the enrolled students to notify them of the cancellation and copy Summer Session.  Upon receipt of the email, Summer Session will send a request to Scheduling to cancel the course at the Schedule of Classes.

*Low Enrollment -* Courses in which enrollment levels fall below an approved minimum enrollment level may be cancelled by Summer Session, or the faculty may be offered a contingent compensation appointment with a per-student rate, not to exceed the full course salary. The final dates Summer Session will notify departments of courses cancelled for low enrollment are June 7, 2013 for Session I and July 5, 2013 for Session II.  The final date for cancelling courses offered in Special Session is ten (10) week days prior to the first day of the class.

- *Materials & Support Services*

*Computer Time/Lab Facilities.*  All orders must be placed on-line at http://cinfo.ucsd.edu.

*Copyright Policy.*  See http://www.ucop.edu/ucophome/coordrev/policy/4-29-86.html.

*Duplicating Services.*  Duplicating services are available to reproduce course materials.  Photocopiers are available in academic departments.  Imprints, an on-campus service, can handle a wide variety of copy needs.  Faculty members work with their department to determine the preferred way to obtain photocopy services.

*Instructional Supplies.*  Support for course materials/supplies is block-funded to the department.  If the department approves the expense(s), they will provide a department index#.

*Instructional Support (Teaching Assistants/Readers/Tutors).*  Each department takes responsibility to recruit, select, and allocate TAs and Readers/Tutors within approved allocation.

Please note: All students planning to be employed by Summer Session must be registered in the preceding spring quarter at UCSD.  Enrollment confirmation is required before the appointment maybe entered in the payroll system.  If a student was not enrolled in spring quarter at UCSD, they cannot be employed by Summer Session.

Only graduate students can be hired as a Teaching Assistant (TAs).  Undergraduates may be hired as a Reader, Tutor, or Tutor Serving as a Teaching Apprentice.  Non-UCSD students or others may be recommended for instructional support positions, provided the faculty member has first utilized all available on-campus resources.  A department must have approval from the Office of Graduate Studies prior to making an offer to a visitor.  A formal written request from the faculty, endorsed by the Chair, addressed to the Dean of Graduate Studies must include the justification for exception to hire. A current Curriculum Vitae (CV) must be attached to the letter of exception for non-students.

TA/Reader/Tutor support will be block-funded to departments from the Summer Session office projected course enrollment. Typically 20 hours per week is considered a 50% time appointment, and 40 hours per week is considered a 100% time appointment.

Departments are responsible for producing an employment notification letter to the TA/Tutor/Reader, obtaining the student's acceptance of the appointment, and retain a copy in the academic department. Students are not permitted to begin work until they have signed their employment notification letter and returned it to their department. *See Appointment Processing Guidelines for details.*

**Courses** *continued…*

Undergraduate Instructional Apprentice (UGIA)
http://www-senate.ucsd.edu/committees/cep/policychanges/reg525UGIA.htm
A form is required for all students appointed as UGIAs whether earning course-unit credit or being paid.

*Media Services.* Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and wired microphones. Laptop computers can be connected to the system with VGA audio and network cables located in the front under the chalk board. For more information visit http://mediacenter.ucsd.edu or call (858) 534-5784.

*Office Space.* Office space needs should be discussed with the academic department.

*Course Materials/Textbooks.* The UCSD Bookstore will contact departments early April for course material adoptions (textbook requisitions). Requests are due April 17, 2013. More information is available at
http://bookstore.ucsd.edu/books/textbooks/coursematerials.htm

*Schedule of Classes Change Requests.* Once the Summer Session Advisory Committee has met, departments and programs will be notified *beginning* Jan. 4, 2013 which courses have or have not been approved. Change requests will be processed per the guidelines below.

Summer Session authorization is required for the following change requests. *Department Administrative Representative: Email your request to summer-scheduling@ucsd.edu.*
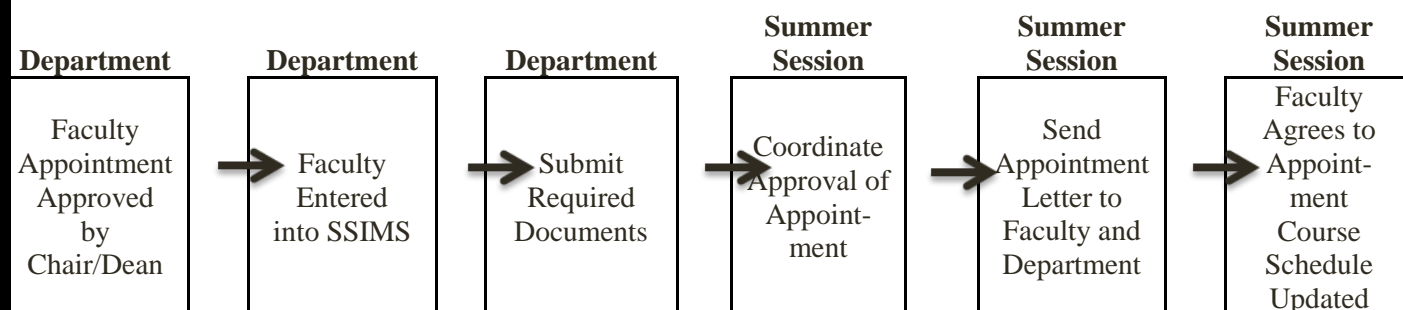- Delete or cancel a course
- Add a course
- Assign or change an instructor
- Change/switch session for a course
- Decrease enrollment maximum limit
- Request Academic Enrichment Program (AEP) 199s
- Request department space for a course

No Summer Session authorization is required for the following change requests. *Department Administrative Representative: Email your request to summer-scheduling@ucsd.edu.*
- Change days and times for a course
- Increase enrollment maximum limit
- Request new course location
- Add or change a discussion, lab, review or problem session
- Request 199s (other than AEP) or any other independent study course

**Instruction**

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**Faculty Teaching Appointment
Processing Flowchart**

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| Department | Department | Department | Summer Session | Summer Session | Summer Session |
|---|---|---|---|---|---|
| Faculty Appointment Approved by Chair/Dean | → Faculty Entered into SSIMS | → Submit Required Documents | Coordinate Approval of Appointment | Send Appointment Letter to Faculty and Department | Faculty Agrees to Appointment Course Schedule Updated |

- *Teaching Appointment Procedures & Information*

The Department Chair/Dean must approve each faculty member to teach Summer Session courses. Summer Session will review all faculty CAPES and course evaluations. Appointment procedures vary depending on the faculty's current payroll status with the University. For Summer Session updates and reminders, proposed faculty can subscribe to the *Summer Scoop* by emailing their request to summer-scheduling@ucsd.edu.

Summer Session is responsible for processing all appointment letters, coordinating and monitoring payroll processing. Departments are responsible for all payroll entries (PPS and Timekeeping) and documentation of new-hires. Faculty Payroll and Instructional Support Training is available at the Summer Session website, http://summersession.ucsd.edu. *See the Appointment Processing Guidelines at the Summer Session website, http://summersession.ucsd.edu, under Summer Session Documents.*

- *Faculty Type*

*Appointment Letter.* All faculty approved to teach a course in Summer Session will be provided with an appointment letter for Summer 2013. The terms and conditions of the appointment will be stated in a letter. Faculty will not be posted to the Schedule of Classes or entered into the payroll system, nor are they permitted to teach *until the appointment letter acceptance is received by Summer Session.* Acceptance of the appointment may be done by email to Summer Session.

*Employment Paperwork.* Faculty without a current appointment in the UCSD payroll system will be required to submit a current Curriculum Vitae, prior teaching evaluations, and to complete and return a packet of new-hire or re-hire employment forms with their department. No faculty member will be permitted to teach until all required forms are returned and the faculty member has been entered in the University payroll system. *See the Appointment Processing Guidelines at the Summer Session website, http://summersession.ucsd.edu, under Summer Session Documents.*

*UCSD Faculty.* Faculty and lecturers who hold a teaching appointment at UCSD during the current academic year may be required to submit additional documentation. *See the Appointment Processing Guidelines at the Summer Session website, http://summersession.ucsd.edu, under Summer Session Documents.*

*UCSD Graduate Student (Associate-in).* All Graduate Students (Associates-in) proposed to teach in summer must have advanced to candidacy by Jan. 4, 2013 or they are not eligible to teach, http://academicaffairs.ucsd.edu/ug-ed/sgtf/index.html. *See the Appointment Processing Guidelines at the Summer Session website, http://summersession.ucsd.edu, under Summer Session Documents.*

**Instruction**   *continued...*

*Visiting Faculty.*  Approval from the Academic Affairs Vice Chancellor of Undergraduate Education is required.  Please reference the Appointment Processing Guidelines at the Summer Session website, http://summersession.ucsd.edu, under Summer Session Documents.

UC policy does not permit payment of travel or housing expenses for visiting Summer Session faculty. It is recommended that International visitors have health insurance coverage while in the United States. Contact the UCSD Human Resources Benefits Division at (858) 534-2816.

If the faculty is not a U.S. citizen, they must hold a valid visa authorizing employment prior to the start of instruction.  If a visa is needed, contact the UCSD International Center at (858) 534-3730. All offers of appointment are contingent upon documentation of employment eligibility in compliance with the Immigration Reform and Control Act of 1986. UCSD can only employ and compensate those legally authorized to work in the U.S.

- *Compensation & Teaching Agreements*

*Standard Compensation.*  Summer Session compensation is based on the faculty's nine-month teaching salary at UCSD as of June 30, 2013, *exclusive of administrative stipends, above-scale payments, staff appointments, increases in pay effective after June 30, 2013, or other compensation.* The maximum salary is $10,000 per course, not including any bonuses.

Course salaries are calculated as follows: A) If enrollment in a course is 15 or greater on June 7 for Session 1 and July 5 for Session 2, faculty may be paid the full course salary (8.5% of the academic year teaching salary, to a maximum of $10,000); B) If enrollment is 14 or fewer, a contingent appointment will be paid at a per-student rate of $100 per unit, not to exceed the full course salary or the maximum of $10,000.  *Note: If enrollment increases or decreases after the date enrollment is finalized for the record, compensation is not increased or decreased.*  Annual teaching salary rates are subject to confirmation and approval by the Summer Session Office.

*Examples (the annual teaching salary for both examples is $45,975):*
A) *Enrollment on June 7, 2013, 1$^{st}$ Session, is 15 or greater, $45,975 annual teaching salary x 8.5% = $3,908 course salary; If enrollment after June 7 is 14 or fewer, the salary remains at $3,908.*

B) *Enrollment on July 5, 2013, 2$^{nd}$ Session, is 9 (14 or fewer) the course salary will be paid the per student contingent rate (no greater than the regular course salary of $3,908) $400 (4-unit course) x 9 = $3,600 contingent salary; If the enrollment after July 5 increases higher than 9, the contingent salary remains at $3,600.  Note: Summer Session reserves the right to cancel any course with an enrollment less than 10.*

In Fall 2008, requirements were put into place for recalling emeriti faculty. A request using the Recall Form must be submitted to the SVC via the department's dean. The dean should then endorse the request and send it to Academic Compensation for approval. After it has been signed off by the Chancellor and returned to Summer Session, the appointment letter is sent to the faculty. Compensation is based on the annual teaching salary at retirement, with appropriate range adjustments, to a maximum of $10,000 per course.

Visiting faculty compensation cannot exceed the salary established for UCSD faculty members with the same rank and teaching assignment and is based on appropriate personnel policy.  *See the Appointment Processing Guidelines at the Summer Session website, http://summersession.ucsd.edu, under Summer Session Documents.*

The following formula is used to determine the faculty's standard compensation:

**One** 3-6 unit course in one Session is a 50% appointment
= 8.5% of nine-month salary, not to exceed a maximum of $10,000 per course.

**Two** 3-6 unit courses in one Session is a 100% appointment
=17% of nine-month salary, not to exceed a maximum of $10,000 per course.
*Note: Faculty compensation is pro-rated for 1-2 unit courses.*

*Contingent Compensation.* Faculty teaching courses with low enrollment may be offered a compensation agreement that is contingent on actual enrollment.  Contingent salaries are based on a $100 per unit per-student rate up to the calculated full course salary, to a maximum of 8.5% of their nine-month salary or $10,000 per course, whichever is less.  Contingent salaries are determined on June 7, 2013 for 1st and Special Sessions and on July 5, 2013 for 2nd Session when Summer Session captures the enrollment numbers. *If enrollment increases or decreases after the date enrollment is captured, compensation is not increased or decreased.  See the examples above.*  The enrollment numbers per course for 1st and 2nd Session will be posted at the Summer Session website.  It is the responsibility of the instructor to verify enrollment to determine if they will be paid a full or contingent salary.  If faculty determine their course enrollment is below 15 and a contingent appointment is not acceptable contact your department Chair or MSO for further action.  The department is required to replace the instructor to avoid cancelling the course.

Graduate students are not offered contingent compensation, in compliance with Article 23 of the UAW contract.  Summer Session will determine if the course will be cancelled or the instructor is offered a full salary.

*Compensation Policies and Limits for UCSD based faculty.*  Maximum compensation allowed for teaching Summer Session is 3/9 (33%) of a faculty's nine-month academic year salary during the three-month summer period.  It is the faculty member's responsibility to ensure that their research, summer teaching and other forms of support (faculty fellowships, etc.), stipends, science lab bonuses, and enrollment bonuses, do not exceed the 33% maximum summer compensation limit.

Formula: *Annual teaching salary/9 months x 3 = 33% maximum summer compensation*
**Example of instructor teaching four courses:**

$63,377 Annual teaching salary/9 months = $7,042 x 3 = $21,126 *maximum*
$63,377 x 8.5% = $5,387 course salary x 3 courses = $16,161
$21,126 maximum summer compensation - $16,161 for 3 courses = $4,965 for 4th course
*Note: The total of the instructor's course salaries has met the maximum 33%.  The instructor is not eligible for any additional amount coming from stipends or enrollment bonuses.  It is the instructor's responsibility to determine their teaching work load for the summer in conjunction with their department.*

UCSD faculty teaching in Summer Session may teach a maximum of two 3-6 unit courses in one session to earn up to 17% of annual salary, and a maximum of two courses in each of the first and second sessions to earn up to a maximum of 33% of their nine-month salary, provided the salary does not exceed $10,000 per course.  Note: Teaching one course per session is 50% appointment time.  Teaching two courses per session is 100% appointment time.

In addition to the 33% maximum summer compensation limit, UCSD faculty members cannot exceed 100% appointment time during the three-month summer period.  It is the department and faculty member's responsibility to ensure that their research, summer teaching and other forms of appointment time, do not exceed the 100% appointment time limit.

Courses taught for shorter or longer periods of time (non-five week courses) are held to the same payroll policies.  Faculty adjust class-meeting times to meet the required contact time of a minimum of 30 hours for a typical four-unit lecture course.

For UCSD faculty, the relevant compensation policies for Summer Session teaching are set forth in APM 660, 661, and 662, as well as PPM 230-43.  Faculty with UCSD Staff or Research titles must follow Academic Personnel guidelines for teaching Summer Session courses.

**Instruction**  *continued...*

*Payment.*  Payroll checks are issued on August 1, 2013 for Session I and August 30, 2013 for Session II.  Courses taught in special sessions are assigned a payroll date of August 1 or August 30 depending on the course end date.  Summer compensation is subject to all usual deductions.  If the faculty member has not opted for direct deposit, a payroll check will be mailed to the faculty's home department; faculty are responsible for arranging for pick-up with the department.  *Please note: Transfer of funds to research accounts in lieu of course salary payment are not allowed.  Questions regarding payroll should be directed to the Academic Department representative first. For additional assistance contact the Summer Session Business Affairs Manager, (858) 822-5064.*

*Taxes.*  The tax rate for compensation during summer depends on appointment type and DCP (Defined Contribution Plan) eligibility.

- Summer Session faculty with a 9/12 appointment are subject to supplemental wage taxes and are taxed at a flat rate of 25% for federal and 6.6% for state.
- Summer Session faculty with a concurrent fiscal-year appointment (11/12) will be taxed based on W-4 allowances and the standard monthly tax tables. Please note: this may place faculty into higher Federal and state tax brackets, resulting in a greater rate of tax withholding. This is due to the respective tax agency's regulations that do not allow any consideration for summer salary being seasonal. It is recommended that faculty consult an outside financial advisor to assist them in making any changes to their W-4 withholding allowances to avoid excess tax withholdings.

*Defined Contribution Plan (DCP).* Compensation that many academic appointees receive for Summer Session is not considered covered compensation for determining UCRP benefits. Therefore, DCP contains a provision to provide employer and employee contributions to the Pretax Account based on eligible summer salary. The total contribution rate is 7%, comprising an employee pre-tax contribution of 3.5% and employer pre-tax contribution of 3.5%. For more information please see the DCP Summary Description at the following link
http://blink.ucsd.edu/HR/benefits/financial/contribution.html .

*Benefits.*  In general, most faculty members are not eligible for benefits during summer. Benefits are based on an eligible appointment or hours worked.  *Summer Session appointments are not considered benefits-eligible appointments.*  The hours worked during Summer Session do not contribute towards the hours required to maintain benefits eligibility.  Faculty with a regular, ongoing benefits eligible appointment will continue to receive benefits during the summer. However, faculty and lecturers with appointments that end on June 30, 2013 will not receive benefits for their Summer Session appointment.  COBRA and the benefits bridge are available as options to continue benefits.

For more information on benefit eligibility, please contact the benefits representative assigned to your vice chancellor area.  For a complete list of benefits representatives, visit
http://blink.ucsd.edu/HR/benefits/managing/reps.html.

- *Instructional Guidelines*

*Course Syllabus*. Faculty are expected to prepare course materials at least one week prior to the first day of the class.  Preparation includes a syllabus, course outline, and handouts ready to distribute to students at the first class meeting.  A copy of the course syllabus is due to the academic department prior to the beginning of instruction.  Summer Session courses are governed by the same academic policies and requirements as those offered during the Fall, Winter, and Spring quarters.  Summer Session publications emphasize that courses taught in Summer Session are academically rigorous and presented at an accelerated pace.  Summer Session and the Academic Senate Educational Policy Committee (EPC) rely on faculty to uphold the same academic standards for Summer Session courses as they do for the same courses taught during the regular academic year.

**Instruction**   *continued...*

*Course and Professor Evaluations (CAPE).*  Course and professor evaluations are managed by the CAPE office.  CAPE is a student-run organization and is online.  Faculty are encouraged to remind their students to participate.  Please visit the CAPE website for more information, http://www.cape.ucsd.edu/ or contact the CAPE director at CAPE@ucsd.edu**.**

*Course Enrollments and Class Lists*.  Course enrollments and class lists of enrolled students are available using the campus Schedule of Classes via http://TritonLink.ucsd.edu.  Faculty can view course enrollment lists, download information, and send e-mail messages to class lists (rosters) and wait lists.  All users must log on using their ISIS or Darwin user ID and password.  To obtain a user ID and password, contact your department security administrator.  *Visiting faculty and Graduate Students are not eligible for a user ID and password, and therefore need to contact their department for assistance.*

*Course Prerequisites.*  Course prerequisites help guide students to choose the appropriate level course.  Summer Session recommends that faculty make clear at the first course meeting the specific approved requirements for the course, the level at which the course will be taught, and the grading policy.  Non-UCSD (visiting) students are held to the same standards and are required to meet the prerequisites for each course.  To get pre-authorization from the department in order to enroll in the course, refer to the chart at http://summersession.ucsd.edu,

*Additional meetings.*  Required discussion or lab meetings per the EPC course approval and make-up meetings due to holidays or missed classes need to be scheduled and provided to the Registrar's Office so they are available at the Schedule of Classes when enrollment begins.

*Final Examination.*  If your course requires a final examination, students may not be excused from an assigned final examination.  Midterms and final examinations must be given according to the published date and time.  The Registrar's Office sets the schedule for final examinations and cannot be given during the last class period. Policy on Examinations – Includes religious accommodation, final and midterms examinations can be found at http://www-senate.ucsd.edu/committees/cep/policychanges/midterm.htm.

The schedule is available at the Schedule of Classes when enrollment begins, however the classroom location for the final examination is not posted until the fourth week of each session.  Final examinations are not scheduled on the same day of the last class period.

*Office Hours*.  Office hours are required of Summer Session instructors. An announcement to students of the hours and location at the first course meeting is recommended.

*Waitlists.*  Waitlists are created when student enrollment exceeds classroom capacity or if a course has limited enrollment.  Students on waitlists are not charged fees until they are enrolled. There is an automated procedure that enrolls a waitlisted student in a course when a space becomes available.  Students are required to drop themselves from the waitlist if they are no longer interested in being enrolled in the course or their student account will be charged fees.

For Sessions I and II, a week prior to the start of the session, the automated waitlists will be turned off.  This is to ensure students have time to pay their fees and are not cancelled from their classes before the session begins.  Academic departments will need to manually handle their waitlisted students until the automated feature is turned back on.  Saturday before the session begins, the waitlist will remain open until the Wednesday of the first week of the session.  This is done to reduce the number of add cards being processed and to allow students time to drop the course and get a refund.  Contact your department for more details.

**Grading**

*Grading Policy.* Students are expected to complete all assignments, take all examinations, regularly attend classes and submit all work by the end of the session.

*e-Grades.* The new electronic grading tool was implemented in Spring 2012, with Summer Session 2012 being the first summer to use e-Grades. Find answers about the e-Grades tool and process by visiting:

http://blink.ucsd.edu/instructors/academic-info/grades/egrades.html#3.-eGrades-access

Grade entry for a current quarter opens at 8 a.m. on the first day of finals and closes at 11:59 p.m. on the Tuesday after the last final for the quarter. Since grade entry and grade changes submitted by 11:59 p.m. are processed overnight, grades and grade changes will be visible to students on TritonLink, http://tritonlink.ucsd.edu, the next day.

If you have any questions or need further information, contact Academic Records at 858-534-3144 or via email at egrades@ucsd.edu.

The work of students will be reported in terms of the following grades:

| Grade | Grade Points Per Unit | Interpretation |
|---|---|---|
| A+, A, A- | 4.0, 4.0, 3.7 | Excellent |
| B+, B, B- | 3.3, 3.0, 2.7 | Good |
| C+, C, C- | 2.3, 2.0, 1.7 | Fair |
| D | 1.0 | Poor (barely passing) |
| F | 0.0 | Fail |
| P | 0.0 | Pass (C- or better, assigned to undergraduate students only.) |
| S | 0.0 | Satisfactory (B- or better, assigned to graduate students only.) |
| U | 0.0 | Unsatisfactory (Below B-, assigned to graduate students only.) |
| I | Incomplete | (See Incomplete information below.) |

The grades A, B, and C may be modified by plus (+) and minus (-) suffixes. The 'I' grade may be assigned to a student's work when the work is of non-failing quality, but is incomplete for valid cause (illness, for example). The deadline for filing a request for an Incomplete shall be no later than the first working day after the final examination date.

The faculty shall make arrangements with the student for completion of the work required at the earliest possible date, but no later than the last day of the finals week in the Fall quarter. If not replaced by this date, the 'I' grade will lapse into an 'F' grade. The faculty may neither agree nor require that the student wait until the next time the course is offered in order to make up incomplete work, but must make individual arrangements for the timely completion of the work.

*Academic Integrity Standards*

***Academic Integrity is essential for our University community. The University has an Academic Integrity Office and a Policy on Integrity of Scholarship to assist students and faculty in upholding academic integrity. You should become familiar with the Policy and the Office website; the Policy states your responsibilities and the website gives you tips for protecting academic integrity in your class.***

***For your convenience, we offer some brief tips here:***

1. Describe in your syllabus what constitutes cheating in your class. You can refer students to the Policy for descriptions, but you need to clarify your course-specific rules. For example, are students allowed to work with others on individual assignments and if so, how can they honestly do this?

2. Talk about cheating and academic integrity at the first course meeting. Tell them that the behaviors described as cheating in your syllabus and in the Policy will not be tolerated because academic integrity is critical to a fair, honest and respectful classroom. If you have reported students for cheating before, tell them that as well (just don't give out students' names).

3. Protect exam integrity by: using multiple versions (just scramble question order); checking photo IDs against a photo class roster the day of the exam; having students place all belongings at the front of the room; when using blue books or scantrons, having students submit sufficient copies at the beginning of the quarter and you distribute them at the exams; supplying "scratch paper" if needed; and specifying what "aids" students are allowed to have at their desk. More information about protecting exam integrity can be found on the website.

4. Reduce the likelihood of plagiarism by requiring students to attend a plagiarism workshop through the library (or take the online plagiarism tutorial). Have students submit their assignments to turnitin.com either through ted.ucsd.edu or directly to turnitin.com. Email iwdc@ucsd.edu to obtain an account. If you choose to do this, you must notify the students in the syllabus.

5. Prevent more fraudulent behaviors by not returning exams to students; if students want to "learn" from their mistakes, they can see you during office hours. If you do return exams and allow for re-grading, photocopy all or some of them before they are returned to students to prevent altered answers. Tell students you have done this!

*For a copy of the Policy on Integrity of Scholarship and additional information about protecting academic integrity in your classroom, please visit http://academicintegrity.ucsd.edu.*

*If you would like a consultation with the Academic Integrity Coordinator or a student consultation on your course syllabus, email aic@ucsd.edu or call 858-522-2163.*

**Student Enrollment**

*Visiting Student Preauthorization.* All student accounts are reviewed by the Registrar's Office to ensure that students enrolled in courses have the proper prerequisites and class standing for enrollment in that course.

When visiting students create an account in the UCSD computer system, they are created as freshmen. This means that they have no prerequisites on file and do not have upper division standing. If a visiting student wishes to enroll in a class with prerequisites or that is upper division, that student must contact the academic department offering the course and ask to be preauthorized to enroll. Whether and under what criteria a department authorizes visiting students to enroll is the decision of the authorizing department.

*International Students.* International students that are not currently matriculated at UCSD must contact Extension in order to enroll in summer courses.
http://extension.ucsd.edu/international/index.cfm

All matriculated students, even those who are international or out-of-state may enroll in Summer Session directly through WebReg. For more information please contact the Student Affairs Manager, (858) 534-8277.

*Add, Drop and Withdrawal.* The Add, Drop and Withdrawal policies for students follow the same rules as during the Fall, Winter, and Spring quarters and are adjusted to a five-week calendar. It is helpful to students if you remind them of the policies and the deadline dates at the first course meeting. See deadline calendar at http://summersession.ucsd.edu.

*Refunds.* Summer Session students are given a refund if they drop the course during the refund period. If the student drops the course after the refund period, they are no longer eligible for a refund. The refund date varies by session and can be found at the Deadlines Calendar on the Summer Session website http://summersession.ucsd.edu/calendar/session_all.shtml.

*Auditing.* *Auditing is discouraged* and may only occur with permission of the. Students auditing a class do not contribute to enrollments for contingency-based compensation or bonus funding to the faculty member. The faculty member is not obligated to devote time to the work of individuals not officially enrolled in the course. All persons auditing are required to abide by University policies and campus regulations.

*Course Enrollments and Cancellation for Non-Payment.* Students that do not pay fees by the deadline may be cancelled for non-payment. If students have decided they no longer want to be enrolled, students are strongly encouraged to drop the course via WebReg. If students add a course late, they are expected to pay fees in full immediately upon enrollment. The Financial Aid office needs to be contacted directly regarding any financial aid matters.

**Campus Services**

| | | |
|---|---|---|
| Academic Computing Services | Insurance Programs | Recreation |
| Bookstore | Library | |
| Food Service | Media Services | |
| Housing | Parking & Transportation | |
| Identification Cards | Price Student Center | |

***Academic Computing and Media Services (ACMS).*** ACMS offers a wide array of services including 600 workstations of various types available across campus in public areas, computer laboratories, and libraries. A wide variety of software is available on various platforms. For more information call (858) 534-2267. http://acs.ucsd.edu.

***Bookstore.*** The Bookstore is an academic resource for the students, faculty, staff, and guests of the University. It is located in the center of campus in the Price Center and is open from 8:00 a.m. - 6:00 p.m. Monday through Friday, from Noon - 5:00 p.m. on Saturday, and closed Sunday. For more information call (858) 534-7326. http://bookstore.ucsd.edu.

***Food Service.*** Food service is available at several on-campus cafeterias and snack bars. Please the following website for a current listing. http://hds.ucsd.edu

In addition, the Cecil and Ida Green Faculty Club, located just east of the Muir campus, provides a lively atmosphere for faculty and staff to exchange new ideas or simply enjoy a tasty repast. Non-members may be issued a temporary card by declaring their Summer Session status. Payment for meals is made by cash, credit card or Dining Plus Card. Lunch is available between 11:30 a.m. - 2:00 p.m. For more information call (858) 534-0876.

***Housing.*** *On-campus* housing can be arranged through the Conference Services Office (858) 534-4220. *Off-campus* housing can be arranged through the Housing Office (858) 534-3670, which offers information and listings on homes and apartments to rent in the surrounding community. http://hds.ucsd.edu

***Identification Cards.*** A card enables an to check out materials from the library, write personal checks at the bookstore, use photocopier machines, and receive discounts on various cultural and recreational activities. UCSD faculty may continue to use their permanent picture ID cards for the summer. New or replacement cards are available at Student Business Services. http://blink.ucsd.edu/HR/services/new/cards/

***Insurance Programs.*** Insurance programs continue in the summer for faculty enrolled in the University of California health and life insurance programs during the fall, winter, and spring quarters. Those who are not members and International visitors are encouraged to seek health insurance coverage during the summer. Contact UCSD Human Resources Employment Insurance (858) 534-2816.

***Library.*** Geisel Library has recorded hours announced at (858) 534-3837. To reserve classroom materials or for more information, call (858) 534-3336. The libraries are closed on holidays (July 4 and September 2, 2013). The Special Collections, Art and Architecture, Biomedical, Science and Engineering Libraries, CLICS (Center for Library and Instructional Computing Services), Playback Center, Medical Library, Scripps Library, and IR/PS Library (International Relations and Pacific Studies) are open during the summer. http://libraries.ucsd.edu

***Media Services.*** Media Center services are in general use classrooms and lecture halls. Self-serve Media Stations use the Smart Media Box which includes controls for the computer/video projector, DVD/CD/VCR combo, audio system, and wireless and wired microphones. Laptop computers can be connected to the system with VGA audio and network cables located in the front under the chalk board. For more information visit http://mediacenter.ucsd.edu or call (858) 534-5784.

***Office for Students with Disabilities (OSD).*** UC San Diego students with documented learning, physical, and psychological disabilities as well as chronic health conditions and temporary disabilities may be eligible to receive accommodations such as note-taking, extended test time, sign language interpreting,

alternative formats, etc.  The OSD is responsible for reviewing documentation and determining reasonable accommodations.

If a student requests accommodations, modifications, or adjustments for your course, the student must present you with an Authorization for Accommodation (AFA) letter from the OSD for the specified quarter or period of study.  If the student does not have an AFA letter, please send the student to the OSD so that the appropriate processes can be followed.

If you have a syllabus for your course, the OSD encourages you to provide a statement regarding requests for accommodations due to a disability.  Language may be found on the OSD website at: http://disabilities.ucsd.edu/supporting/faculty/syllabi.html.

Should you have any questions or concerns, please contact the OSD at (858) 534-4382 or osd@ucsd.edu. Additional information may be found on the OSD website: http://disabilities.ucsd.edu.

*Parking & Transportation.*  A parking permit or fee is required to park on-campus Monday through Friday, 7:00 a.m. – 11:00 p.m.  On weekends, campus parking is free in unrestricted "S" yellow, "B" green, and "A" red, and metered spaces.  At Scripps Institution of Oceanography a SIO parking permit or fee is required Monday through Sunday from 7:00 a.m. – 11:00 p.m.  Permits may be purchased at the Transportation/Parking Office.

Parking rates for summer will be available June 2013.  Permits are sold by session dates. Faculty may purchase a permit for Session I and/or Session II.  Please note that each permit has an expiration date.

For parking permit information, contact a service representative in the Transportation and Parking Office, (858) 534-4223.  http://parking.ucsd.edu.

*Price Center.*  The Price Center is located south of the Geisel Library and provides many resources and services for faculty.  The center has a pizza pub; wine and beer are served, several fast food restaurants, and a coffeehouse.  Outdoor seating is available.  The UCSD Bookstore and Box Office are located conveniently at the Center as well.

The U.S. Post Office and the Sunshine Store are located in the expanded area of the Price Center with the expansion offering more restaurant choices and indoor seating. http://universitycenters.ucsd.edu/

*Recreation.*  Recreational opportunities are available at the Recreation, Intramural and Athletics Complex (RIMAC).  Other sports facilities at UCSD are scheduled for use by recreation programs and for unstructured open recreation.  These include two gymnasiums, multipurpose rooms, exercise rooms, a sauna, a jacuzzi, tennis courts, indoor rock climbing facilities, sand volley ball courts, weight training rooms, a 25-yard indoor pool, two 50-meter outdoor pools, competitive diving facilities, an all weather track and field stadium, and track and cross-country fields.  Call (858) 534-4037 for more information. http://recreation.ucsd.edu