

Summer Policy and Information Guide 2019



Summer Highlander

UCR SUMMER SESSIONS

Summer@ucr.edu

www.summer.ucr.edu

November 19, 2018

To: Departmental Chairs, Program Directors, MSO's, and Administrative Personnel
From: Leonard Taylor, Director of Administration, Summer Sessions
Re: Summer Sessions 2019

Greetings friends and partners! Believe it or not, it is time for me to ask you to start thinking about summer 2019. As we do every year, we've worked with the Associate Deans, SAMS, advisors, and others to develop a recommended list of summer course offering for each department. These courses have been prepopulated in R'Summer to help your team get a head start on summer. Please note:

- Review each offering carefully as some have been roughly added and need to be properly configured (e.g., meeting day/time, maximum enrollment, session, etc.).
- The meeting day/times for courses run in 2018 have been copied for your convenience and are not Summer Sessions' recommendation.
- Please only add building/room preferences as needed. We will be using 25Live's classroom optimizer for classroom assignments.

We're also forwarding you the *Summer Policy Guide 2019* that contains important information regarding summer term policies, requirements, and deadlines. Summer course and appointment information is maintained in our R'Summer system, available at

<https://chassintranet.ucr.edu/rs/>

R'Summer is a secure system residing behind UCR's Central Authentication Service (CAS) and is only available to authorized users; so, if your department has had any staffing/assignment changes please let us know so we can update access. If you should have any questions about using the system, or summer in general, please contact us and we'll be happy to help.

Course proposals are due January 18, 2019. Nominations for instructors can also be submitted by this date, but they do not start becoming due until March 1, 2019 (please see *IMPORTANT DATES FOR 2019* in the *Summer Policy Guide* for detailed information). With the new steps and processing times associated with UCPATH, it is imperative that all summer appointments are submitted by their respective due dates.

If you have any questions, please contact me by either email (leonard.taylor@ucr.edu) or by phone (x2-1710). Questions regarding course/finals scheduling should go directly to Melissa Felix-Smith at melissa.felix-smith@ucr.edu, x2-1743; and any questions regarding salary administration and instructional appointments should go to Katherine Sathornkich at katsat@ucr.edu, x2-1739.

Thank you all in advance for your help and support—we are looking forward to another great summer!

Leonard Taylor

Administrative Director, Summer Sessions

IMPORTANT DATES FOR 2019

Administrative due dates

November 19, 2019	Call for course proposals.
January 18, 2019	Course proposal submission due date.
March 1, 2019	Primary instructor appointment proposal submissions for Sessions A, C1, C2, D, and F (Group 1) due date.
April 5, 2019	Primary instructor appointment proposal submissions for Sessions B, C3, and E (Group 2) due date.
April 15, 2019	Teaching Assistant names due to Summer Sessions for Sessions A, C1, C2, D, and F (Group 1) appointees.
May 20, 2019	Teaching Assistant names due to Summer Sessions for Sessions B, C3, and E (Group 2) appointees.

Session dates

Session A	5-week session	June 24 – July 27
Session B	5-week session	July 29 – August 31
Session C1	3-week session	June 24 - July 13
Session C2	3-week session	July 15 – August 3
Session C3	3-week session	August 5 - August 24
Session D	7-week session	June 24 - August 10
Session E	7-week session	July 29 - September 14
Session F (Term)	10-week session	June 24 – August 31

Academic dates

April 1	Summer enrollment appointments start opening
June 14	Payment due for ALL summer registrations is due. Fees due same day as enrolled starting June 15.

Holidays

July 4, 2019	Fourth of July – no class.
September 2, 2019	Labor Day – no class.

SUMMER INFORMATION

In this section:

Planning Summer Term Courses	page 5
What is New for Summer 2019	page 5
Scheduling and Room Suggestions	page 5
Summer Sessions' Course Times	page 6
Proposed Courses Due Date	page 7
Guide for New Summer Program Course Material and Service Fee (CMSF) Requests	page 7
Proposed Appointments Due Date	page 8
Nomination Information	page 9
Nomination Pre-Approval Requirements	page 9
Hiring Information	page 10
Responsibilities	page 11

Planning Summer Term Courses

Summer Sessions has been working with the Associate Deans, Student Affairs Managers, advisors, and others on determining what summer course offerings would benefit student success. Based on these efforts, course recommendations for each academic department have been pre-populated in R'Summer for consideration. Summer course proposals should consider past enrollment history, current need, and how well they meet the needs of students. The Director of Summer Sessions will be reaching out to some academic department Chairs to discuss summer 2019 course proposals. If you would like to schedule a meeting, please contact the Director of Summer Sessions at x2-1710.

General Information and What is New for 2019

Any new Course Materials and Service Fee (CMSF) for a summer 2019 class must have all application and budget information submitted to the budget office (budgetoffice@ucr.edu) by the following deadlines:

Summary of Submissions	Due Date
FLEAP-CMSF request and approved budgets to FP&A	Monday, December 3 rd , 2018
FLEAP-CMSF request approved by Chancellor	Monday, December 13 th , 2018
FLEAP-CMSF fees published online and deposits accepted	Friday, December 21 st , 2018
NON-FLEAP-CMSF request and approved budgets to FP&A	Friday, February 1 st , 2019

Questions about CMSFs can be forwarded to Christina Gidley (christina.gidley@ucr.edu) or Britney Molin (britney.molin@ucr.edu). Please see page 7 for detailed information.

Summer 2019 will continue offering eight sessions. Summer enrollment will be opening on April 1—removing the need to have pre-enrollment for summer graduating seniors.

Summer Sessions' three-week sessions (sessions C1, C2, and C3) are for the Organic Chemistry series only. There will be no exceptions to this policy to ensure the optimal use of classroom space.

Summer Sessions will continue to be utilizing waitlists for all courses. The waitlist will work the same as regular quarters—as soon as a seat becomes available in a course, the first student on the waitlist will receive an email giving them the opportunity to enroll.

Scheduling and Room Suggestions

Summer Sessions welcomes input from the departments regarding preferred summer schedules and rooms. In order to improve space utilization, we will be relying on the 25Live classroom optimizer to assign classrooms based on reported class maximums. You will notice that classrooms have been deleted from the scheduling tab in R'Summer while the day/time configurations used in 2018 have been copied for the department's convenience. Please be sure to review day/time configurations and make any desired adjustments before submitting the course to Summer Sessions. We also ask that you ONLY submit preferred classroom requests for course(s) that require that particular classroom. Summer Sessions will do all that it can to accommodate preferences but cannot guarantee them. Please remember all summer scheduling is handled exclusively by the Summer Sessions office. Once space has been allocated for academic courses, Campus Scheduling will assign unused space for other campus activities. It is very important that departments get their summer course schedules submitted early to avoid a delay in scheduling classes, or to be left without a classroom! In the event of a room conflict,

priority will be given in the order that the room requests were received; enrollment and classroom equipment needs may also be considered, as applicable.

Summer Sessions' Course Times

The meeting times of all summer term offerings (including lectures, discussions, and labs) must be in alignment with the "CEU or Credit" value listed for the offering in Banner (SCACRSE, Hours block). To facilitate proper meeting lengths, all offering end-times will be automatically calculated based on the CEU value, the number of days the offering is scheduled to meet, and the session length. Calculated end-times will be rounded to the nearest 10-minute interval in alignment with regular quarter practices.

Following regular academic year practices, the first ten-minutes of every meeting's first hour will be given to student transition time. For example, a course that is designated to meet for a 1-hour meeting will be scheduled for 50 minutes. A course scheduled to meet for 2 hours will be scheduled for 110 minutes.

To maximize classroom usage, summer offering start-times will match the regular term's start-times of being either at 10 minutes from the hour, or 40 minutes from the hour (e.g., 9:10 AM, or 9:40 AM).

Note: Please keep in mind that any class meetings scheduled on a Friday may potentially cause final exam conflicts—it is recommended that classes not be scheduled on Friday when possible.

In order to provide the greatest convenience and scheduling simplicity for students, and to improve space utilization, summer course schedules follow a standardized model.

Primary courses (e.g., LEC) are scheduled to meet either **MTWR**, **MW**, or **TR**.

Courses meeting for 3 hour blocks or longer must be scheduled to meet on, or after, 1:10 PM.

Requests for courses meeting in 3 hour blocks prior to 1:10 PM will be considered only after all other scheduling has been completed.

Departments wishing to schedule courses outside of the standard model will need to use a non-general assignment classroom, (in other words, using a department owned classroom). After all classroom assignments have been made, Summer Sessions can look for available general assignment classrooms to accommodate those without department owned rooms.

Sessions' C1, C2, and C3 are for the Organic Chemistry series only. Other courses will not be permitted to be scheduled in these sessions.

Independent/Special Studies courses are to be scheduled in Session F.

Proposed Courses Due Date

Please submit all course proposals to Summer Sessions via R'Summer by no later than January 18, 2019. Any questions or concerns should be forwarded to Melissa Felix-Smith at melissa.felix-smith@ucr.edu, x2-1743.

Note: You do not need to submit proposed instructional appointments on the January 18th course proposal deadline—however, if you have the information already available, you may submit it early.

Note: DIS/LAB/CON/SCR and additional lecture sections (LCA) in CRAMS designated as **group activity** must be scheduled during the summer term. Summer instructional support staff should be appointed to lead them if the course has a discussion section or LCA during the regular academic year.

Guide for New Course Material and Service Fee (CMSF) Requests

Keep in Mind

- Special program CMSF's must include a 25% Return to Aid (RTA) allocation. This required allocation has been mandated by the Chancellor.
- When developing a summer program that will have a CMSF, you should contact FINAID as early as possible so that they can develop an aid package that supports the program's specific needs.
- All new CMSF's require the Chancellor's (and other's) approval, and are reported to UCOP; so, they take time to get processed. New CMSF requests must be fully developed by the department and submitted by the appropriate deadline—no exceptions.
- CMSF's are attached to courses, not programs. If a program has an approved CMSF used in prior summer(s) but changes the course(s), then new CMSF(s) will need to be approved.

Applicable UCR Policy & Forms

- Course Materials and Services Fees (CMSF) Establishment and Budgetary Review, Policy Number 550-25 (available at <http://fboapps.ucr.edu/policies/index.php?path=viewPolicies.php&policy=550-25>).
- *CMSF Application* forms are available from Summer Sessions or Financial Planning & Analysis.
 - FPA contacts; Christina Gidley (christina.gidley@ucr.edu), Britney Molin (britney.molin@ucr.edu).

New Summer CMSF Implementation Timeline

- Deadline to submit new program CMSF to Financial Planning & Analysis (FPA)

Summary of Submissions	Due Date
FLEAP-CMSF request and approved budgets to FP&A	Friday, November 9 th , 2018
FLEAP-CMSF request approved by Chancellor	Monday, December 10 th , 2018
FLEAP-CMSF fees published online and deposits accepted	Tuesday, December 11 th , 2018
NON-FLEAP-CMSF request and approved budgets to FP&A	Friday, February 1 st , 2019

- Deadline for summer fee table to be built and tested – **March 22nd**.
- Summer enrollment opens – **April 1st**.

Process Steps

- The program/department completes the *CMSF Application* form and submits it to FPA for review. Please keep Summer Sessions in the loop and copy communications!
- FPA presents to the Chancellor for approval
- FPA notifies the Registrar of new CMSF
- Registrar notifies SBS of new CMSF
- SS asks SBS to develop codes to attach to applicable class(es)
- SBS asks C&C to generate a new CMSF code(s)
- SS adds CMSF code(s) to summer fee table and tests charges/refunds for accuracy

Requirements for CMSF Inclusion in Summer Fee Table

- Chancellor's approval
- Registrar's confirmation of receipt
- SBS confirmation of receipt
- CMSF fee table codes created

Proposed Appointments Due Date

Please submit all proposed instructional appointee recommendations by:

- Group 1 (sessions A, C1, C2, D, and F) instructors are due by no later than March 1, 2019.
- Group 2 (sessions B, C3, and E) instructors are due no later than April 5, 2019.
- Group 1 Teaching Assistant recommendations should be submitted no later than April 15, 2019.
- Group 2 Teaching Assistant recommendations should be submitted no later than May 20, 2019.

Please note: Due to the implementation of UCPATH and Summer Sessions' partnering with BAS' Shared Services, the time required to process summer appointment recommendations has significantly increased. **All** recommendations must be submitted by their respective due dates. In addition, Summer Sessions has been tasked with ensuring all pre-approval requirements for academic appointments be completed prior to the issuing of a summer Letter of Appointment—**no appointment will be issued until approved**. If you should have any question or concerns, please forward them to Katherine Sathornkich at katsat@ucr.edu, x2-1739.

The Academic Senate has implemented deadlines for request submissions for Associate In_ to teach upper division courses. Request must be submitted to the Committee on Courses for approval. Please submit requests to the Senate Analyst, Beth Beatty (beth.beatty@ucr.edu) by the specified deadline.

<u>Session</u>	<u>Deadline</u>
Summer Sessions 2019 – Sessions A, C1, C2, D, & F	May 28 th , 2019
Summer Sessions 2019 – Sessions B, C3, & E	July 1 st , 2019

Nomination Information

Important note: **It is the home department's responsibility to ensure each appointee does not exceed his or her maximum summer compensation level from all summer income¹.**

Summer Sessions must submit a projected summer instructional expense budget for pre-approval prior to the offering of the summer term. Once the projected instructional appointments have been submitted, please forward any changes to appointment nominations to Katherine Sathornkich (katsat@ucr.edu) immediately.

Nomination Pre-Approval Requirements

The below listed nomination pre-approvals are academic requirements imposed by the Academic Senate's Committee on Courses as well as the colleges, which the office of Summer Sessions helps to monitor and enforce.

1. Nominations which do not require special approval are:

- a. All ladder-rank faculty teaching in Summer Sessions².
- b. Full/part-time Lecturers and visiting faculty who have taught during the current calendar year (January-December 2018).
- c. Associate In__ (graduate student instructors) who have taught the same lower-division course during the current calendar year (January-December 2018)³.

2. Nominations which require approval of the Dean of the appropriate College or School:

Deadlines to submit to College Dean's office are: Session A = Friday, 5/31/2019; Session B = Friday 7/5/2019.

- a. Full and part-time Lecturers or visiting faculty who have not taught during the current calendar year (January-December 2018).
- b. Associate In__ who have never taught the same lower-division course.

3. Nominations which require both the approval of the Dean of the appropriate College or School and the Academic Senate's Committee on Courses: Deadlines to submit to College Dean's office are: Session A = Friday, 5/3/2019; Session B = Friday 5/31/2019.

¹ All UCR employees' (except Lecturers) entire summer compensation from all sources cannot exceed 33.33% of their annual salary.

² Do not propose a faculty member whose appointment as a Summer Sessions instructor (in combination with any other supplemental pay) would put him or her above 33.33% of their academic year income. This is a violation of University regulations and waivers of this policy are not approved. Also, non-Senate academic personnel may have restrictions on their authorization to teach. If in doubt, please check with Academic Personnel at extension x2-3693.

³ All projected ASE positions will be posted on the Summer Sessions website by February 1.

a. Associate In__ nominated to teach upper-division courses. For information regarding this requirement, please contact the Academic Senate Office at extension x2-5539⁴.

4. Nominations of non-citizen faculty members require a visa status that permits them to work at the University of California, Riverside prior to issuance of an appointment. Fulfilling this requirement is the responsibility of the nominating department. Please be aware that this procedure could take up to 120 days.

Hiring Information

Please be sure to note the following information as these areas have caused problems in the past for summer term appointees due to the summer quarter spanning multiple academic years:

1. Nominated instructors who are not permanent residents of the U.S. must have a visa status that permits them to work at UC Riverside before Summer Sessions will issue an appointment letter.

PLEASE NOTE: It is the responsibility of the academic department to assist the proposed instructor in obtaining any required visas and to extend their I-20 expiration date through the session in which they will teach. Refer to the International Services Center website: http://internationalscholars.ucr.edu/visa/app_visa.html and follow directions for International Researchers and Faculty guidelines. This process must begin no later than 120 days prior to teaching, or approximately late February.

2. All appointees on a visa.

PLEASE NOTE: It is the responsibility of the academic department to assure all I-20 expiration dates extend through the appropriate session. Please check UCPATH System and **extend the I-20 end dates** for appointees on visa status who will work in the summer through the end of the session in which they will be working.

3. Instructors scheduled to teach who are on University payroll with an end-date of June 30, 2019.

Please do not separate employees with appointments that end on June 30, 2019. This exception does not apply to employees with appointments that end prior to June 1, 2019 because they should already be separated in the UCPATH System. Please add D01083 (Summer Sessions) as an alternate home department in the UCPATH System.

4. All requests for Readers must be for courses with enrollments of no less than **35** students, and must be submitted via e-mail to katsat@ucr.edu. Reader hours will be assigned based on the number of students enrolled as of the first class meeting.

Reader rates:	With Baccalaureate (Graduate)	\$16.26/hour
	Without Baccalaureate (Undergraduate)	\$15.45/hour

⁴ The qualifications of graduate students nominated as Associate In__ or Teaching Fellow appointments to teach upper-division or graduate courses are carefully scrutinized by Deans and the Academic Senate Committee on Courses. Please be sure that the qualifications (teaching ability, knowledge of subject matter, and experience) are carefully documented. All Associate In__ must have their masters or the equivalent of a masters and at least one year of teaching experience.

Responsibilities

Academic Department's Responsibilities:

1. Proposing summer term course offerings **(due 1/18/2019)**.
2. Nominating Instructors of Record **(Group 1 due 3/1/2019, Group 2 due 4/5/2019)**.
3. Nominating Teaching Assistants and hourly employees **(Group 1 due 4/15/2019, Group 2 due 5/20/2019)**.
4. Informing Summer Sessions of appointees who are **not** currently on University payroll via R'Summer. Please select "New Hire" or "Separated" from the pull down options. Upon notification, Summer Sessions will contact the appointee with hiring information.
5. Ensuring summer term appointees do not exceed UC summer compensation limitations.
6. Updating I-20 expiration dates in R'Summer or the UCPath System for all nominees with an I-20 end date prior to the end of the summer appointment.
7. Assist foreign scholars nominated to teach in summer with obtaining their visa.
8. Make sure that any foreign worker meets INS requirements to be eligible to work in the U.S.
9. The ASE contract requires that academic departments must post any formal guidelines for hiring ASEs on the home department's website.
10. Inform Summer Sessions of graduate students scheduled to graduate with Ph.D. in summer of 2019, via R'Summer. Please make a note in the Notes/Comments section in R'Summer.
11. Check mark the box for appointees who will require Dean or COC approval via R'Summer. Appointment letters will be held until approval has been received.

Summer Sessions' Responsibilities:

1. Facilitate the hiring process for summer only employees not currently on university payroll.
2. Appoint all summer instructors and approved instructional support staff.
3. Oversee payments for summer instructional appointments.
4. Review and approve time records for hourly employees.
5. Schedule all rooms for lectures, labs, discussions, and all other required activities.
6. Issue appointment letters for all instructional and instructional support staff.
7. Post ASE listings on the Summer Sessions website.
8. Manage all summer term information in Banner and 25Live including room and instructional assignments.

Departments are not to make any changes to summer information in Banner. Summer Sessions will handle all instructional changes as well as any other changes (such as building/room assignments) and update Banner and 25Live accordingly. If a department makes any changes to information in Banner, Summer Sessions will not know to make any necessary adjustment(s) and the department will be responsible for erroneously paid instructional costs.

THINGS TO KNOW

In this section:

Appointment Letters	page 13
General Summer Information	page 13
Contingency Numbers (go/no-go decisions)	page 13
iGrade Submissions	page 14
Maximum Enrollment Caps	page 14
Media Services	page 14
Textbooks/Printing and Copying	page 14
Pay Date and Paychecks	page 15
Registration/Enrollment	page 15
Team Teaching	page 15
Contact Information	page 16

Appointment Letters

Summer Sessions manages all letters of appointment electronically through R'Summer. Instructional appointees receive an email with a secure hyperlink that will take the appointee to a secure website that has all appointment information, including compensation, pay date, effective dates of the appointment, and classroom location. The appointee will be able to electronically sign the appointment letter by clicking on an accept button and print a hard copy for his/her records.

It is recommended to remind instructional staff to double check course meeting location and times online at <http://www.classes.ucr.edu/> prior to the start of the session as classroom assignments can change.

General Summer Information

Key summer information is available on our website at <http://www.summer.ucr.edu/>, course information is available at <http://classes.ucr.edu>, and registration information is available through R'Web's self-service portal <http://rweb.ucr.edu>.

Contingency Numbers (go/no-go decisions)

Course cancellations are based on enrollment contingency numbers.

- **Lower division** (0-99 numbered courses) require no fewer than 12 officially enrolled students to run.
- **Upper division** (100-199) require no fewer than 8 officially enrolled students to run.
- **Graduate level** (200 and up) require no fewer than 4 officially enrolled students to run.

Decisions regarding class cancellations due to low enrollment will be made by Summer Sessions starting the week before the start of instruction. Summer Sessions will handle all course cancellations and update Banner accordingly.

Departments are not to cancel courses in Banner for any reason. If a department cancels a summer offering in Banner, Summer Sessions will not know to cancel any associated appointments and the department will be responsible for all incidental expenses—including erroneously paid instructional costs.

iGrade Submissions

Reminders regarding iGrade submission will be sent out to instructors through the Registrar's Office via webmail. If you or your instructors have any questions about iGrade, please contact Jason Heidenfelder at Jason.heidenfelder@ucr.edu or x2-5896.

Grade submission deadlines

Session A	Tuesday, July 30, by 5:00 PM
Session B	Wednesday, September 4 by 5:00 PM
Session C1	Tuesday, July 16, by 5:00 PM
Session C2	Tuesday, August 6, by 5:00 PM
Session C3	Tuesday, August 27, by 5:00 PM
Session D	Tuesday, August 13, by 5:00 PM
Session E	Tuesday, September 17, by 5:00 PM
Session F	Wednesday, September 4, by 5:00 PM

Maximum Enrollment Caps

The maximum enrollment for each summer offering should be in alignment with regular term practices and appropriate for the assigned room capacity. Summer Sessions will enforce each offering's maximum enrollment cap set by the department. Once this cap has been met, no further enrollments can take place. To increase or decrease the cap, please contact Melissa Felix-Smith of the Summer Session's office at melissa.felix-smith@ucr.edu, x2-1743.

Media Services

All media service charges will be billed directly to the requesting department. To view available media details for any general assignment classroom, please visit <http://flex.ucr.edu/>

Textbooks/Printing and Copying

Please follow normal academic year procedures for ordering textbooks. Textbooks need to be ordered in plenty of time so that students can purchase them prior to the start of instruction. The instructor is responsible for submitting his or her textbook order(s) on time. If applicable, instructors are responsible for obtaining desk copies for TA's. Questions should be directed to the campus bookstore.

Printing and copying services are to be provided by the academic department. This is an indirect expense and monies have been allocated to each department for this purpose.

Pay Date and Paychecks

- Instructors teaching in Session A, C1, C2, and D will be paid on August 1st.
- Instructors teaching in Session B, C3, and E will be paid on August 30th.
- Instructors teaching in Session F (Term) will have split payments and will receive half of their compensation on August 1st and the other half on August 30th.

Summer compensation is subject to all usual deductions.

Paychecks will be issued for instructors who are new-hires or re-hires, (previously separated employees) for the summer. Paychecks for these instructors will be mailed to their **home address** that they designated during the onboarding process. All other instructors will receive their pay in the same manner as the academic year (i.e., direct deposit or paychecks mailed directly to their **home address** on file with UCPATH). Every employee can access the UCPATH Portal and make updates to their address.

Registration/Enrollment

All registrations/enrollments must take place through either Banner or the Summer Sessions office. Please **do not** let anyone on your staff matriculate, enroll, drop, or withdraw a student from the summer term in Banner. However, departments may increase a student's maximum unit load or waive a prerequisite for a student in lieu of an Enrollment Adjustment Form.

Team Teaching

When more than one instructor shares instructional responsibility for a course, each will receive a portion of his/her summer compensation according to their share of the course responsibilities. For example, if two instructors equally share in the responsibility of a course, each would receive one-half of his/her salary at their respective title and rank.

Contact Information

Summer Session Administrative Office:

Leonard Taylor x2-1710 leonard.taylor@ucr.edu
Director of Administration

Katherine Sathornkich x2-1739 katsat@ucr.edu
Administrative Analyst
(instructional appointments, salary administration, appointment letters)

Melissa Felix-Smith x2-1743 melissa.felix-smith@ucr.edu
Summer Sessions Administrator
(room scheduling, course requests, summer registration)

Kristin Haasis x2-7840 kristin.haasis@ucr.edu
Admin. Officer
(faculty payroll and hiring)

Office hours: 9:00 AM to 4:00 PM, Monday - Friday (closed 12:00 PM to 1:00 PM for lunch).

COMPENSATION

In this section:

Compensation Rates for Instructors of Record	page 18
Compensation Rates for Instructional Support	page 19
Teaching Titles and Qualifications for ASE's	page 20
Summer Sessions ASE Workload	page 21
General ASE Responsibilities and Duties	page 21
Table 1 Faculty	page 23
Table 3 Faculty (BUS/ECON/ENGR)	page 24
Table 17-1 Lecturers	page 25
Table 18 TAs, Teaching Fellows, Readers	page 26
Table 19 Associate_Ins	page 27

Compensation Rates for Instructors of Record

Summer salary is based on the appointee's nine-month annual base salary in effect as of **June 30, 2019**. *Summer compensation is exclusive of administrative stipends, above-scale payments, staff appointments, increases in pay effective after June 30, 2019, or other compensation.* Pay will be prorated or increased depending on the length of the session and unit value of the course. Courses shorter than five weeks are not prorated. Refer to chart below.

Ladder Rank, Adjunct, and Visiting Faculty

- Ladder Rank Faculty are compensated according to the chart below and on their nine-month annual salary in effect as of June 30, 2019.
- Adjunct and visiting faculty who hold academic titles at comparable institutions will be compensated based on a level that is closest to their nine-month academic annual salary at their home institution (subject to verification).
- Compensation for academic-year appointees may not exceed three-ninths during the summer period.

NSF or NSI (Unit 18 Lecturers)

- Lecturers are compensated according to the chart below based and on their nine-month annual salary in effect as of June 30, 2019.
- First-time Lecturers are paid based on the bottom step of the Table 17 salary scale.

Associate In_

- Associate In_ appointees are compensated according to the chart below based and the annual salary associated with the status quo of the course. First time course offerings will have the annual salary set at step 1 on the Associate In_ salary scale.

Session Length	1 Unit Course (0.25 of base)	2 Unit Course (0.5 of base)	3 Unit Course (0.75 of base)	4 Unit Course (base)	5 Unit Course (1.25 of base)	6 Unit Course (1.5 of base)
3-week	2.13%	4.25%	6.38%	8.50%	10.63%	12.75%
4-week	2.13%	4.25%	6.38%	8.50%	10.63%	12.75%
5-week	2.13%	4.25%	6.38%	8.50%	10.63%	12.75%
7-week	2.38%	4.75%	7.13%	9.50%	11.88%	14.25%
8-week	2.75%	5.50%	8.25%	11.00%	13.75%	16.50%
9-week	3.19%	6.38%	9.56%	12.75%	15.94%	19.13%
10-week	3.54%	7.09%	10.63%	14.17%	17.71%	21.26%

Compensation Rates for Instructional Support

Teaching Assistants

Teaching Assistants are compensated by assigned workload. Assigned workload is the projected hours the University could reasonably expect the TA to take to complete their assignment.

25% appointment.....\$1,611.50 50% appointment.....\$3,223.00

Compensation is calculated at \$32.23 per hour and is determined according to the percentage of appointment and length of the session.

Please keep in mind that a TA appointed at half-time (50%) is expected to be assigned a workload equivalent to 20 hours per week for each week that the session has regularly scheduled classes. The total workload time must include all time spent in preparation, classroom and laboratory teaching, office hours, reading/grading student papers, and any responsibilities after regular instruction has ended.

Although the CASE Union contract language allows for departmental postings, all ASE positions will be posted on Summer Sessions' website.

Instructional Assistance

- **Readers⁵**
(paid one hour per student enrolled)
Readers with Baccalaureate (Graduate) \$16.26/hr
Readers without Baccalaureate (Undergraduate) \$15.45/hr
- **Student Assistants**
Paid the hourly rate earned during the academic year at the same title.

Academic Support

Please contact the Director of Summer Sessions regarding requests for non-instructional support arrangements. Academic support positions are only allowed if there is a clear relationship between the requested support and the ability to successfully offer the course.

Emeriti

Compensation for Professor Emeriti is based on current UCR compensation rates for the title level at which the appointee retired.

⁵ A minimum of 35 officially enrolled students are required before a Reader can be assigned to a summer course.

Teaching Titles and Qualifications of ASE's

- A **Teaching Assistant** (TA) is a registered graduate student in full-time residence, chosen for excellent scholarship and for promise as an instructor. Various programs may have other criteria and these must be posted.
 - The responsibilities of a Teaching Assistant include:
 - Serving as an apprentice under the active tutelage and supervision of a regular faculty member.
 - Holding discussion sections, labs, or quiz sections under the active direction and supervision of a regular member of the faculty to whom final responsibility for the course's entire instruction, including the performance of his or her TAs, has been assigned.
 - A Teaching Assistant is not responsible for:
 - The instructional content of a course, or for selection of student assignments.
 - For planning of examinations, or for determining the course grade for students.
 - For instructing the entire enrollment of a course or for providing the entire instruction of a group of students enrolled in a course.

The Instructor of Record is in charge of a course and is responsible for assigning the final grade in the course.

- A **Teaching Fellow** is a registered graduate student in full-time residence who has advanced to candidacy for the doctorate, or otherwise has achieved appropriate professional maturity, and who has been chosen because of competence to conduct the entire instruction of a lower-division course under the general supervision of a regular faculty member. Assignment to conduct instruction in an upper-division or graduate course or course section may not be made except with the approval of the Committee on Courses. Teaching Fellows should have at least two years of teaching experience.
- **Associate Instructors (Associate In_)** is a registered graduate student who should be competent to work independently and without supervision to conduct the entire instruction of a lower division course. The minimal qualifications for appointment to the title Associate In_ shall be possession of a master's degree or equivalent training and at least one year of teaching experience. **Assignment to conduct instruction in an upper division course or course section may not be made except with the approval of the Committee on Courses.**

Summer Sessions ASE Workload

- A Teaching Assistant, Teaching Fellow, or Associate In_ who is not an Instructor of Record, can have a maximum total appointment no greater than 100% at any given time—which equals a workload of no greater than 40 hours per week.
- An ASE who is considered the Instructor of Record during the Summer Sessions will be responsible for the Summer Sessions course and can have a maximum total appointment no greater than 100% at any given time.
- ASE's should initiate discussions with their supervisors as soon as they anticipate any workload related issues.
- ASE's should refer to their appointment letter for their appointment effective dates.

General ASE Responsibilities and Duties

- To attend, to the extent required by the department, all meetings of the class in which s/he is doing laboratory work, section discussions, or grading papers or exams.
- To consult with the instructor in charge of the course as to grading policies, course content, and procedures.
- To attend all meetings of classes, sections, and laboratories for which s/he is personally responsible. Failure to meet regularly scheduled classes for which the TA is responsible constitutes a dereliction of duty and may be grounds for termination of employment. If there is a good reason for absence, the TA must inform the academic program and the Office of Summer Sessions to arrange for a substitute.
- To make proper and thorough preparation for each class, lab, or section for which s/he is responsible.
- To assign the amount of written work proper to the lab or section for which s/he is responsible, and to read and grade the written work thoroughly and as rapidly as possible.
- To post at least one office hour per week per section or laboratory, depending on the course, and to hold those office hours without fail.
- To report grades accurately and on time to the instructor in charge of the course.
- To give grade books to the instructor in charge at the end of his or her term of appointment.
- To maintain a professional attitude toward all students in his or her classes at all times. The ethical standards of behavior for faculty instructors apply equally to Teaching Assistants.

Minimum Qualifications of All Teaching Titles

- 3.00 GPA.
- Fewer than 8 units of Incomplete grades.
- Be advanced to candidacy within 12 quarters after entry if a PhD candidate.
- Be making acceptable progress toward the degree.
- Any student whose native language is not English must pass an oral English language competency exam before performing duties as a TA.

- No one may serve in a teaching title for more than 18 quarters (no exceptions can be made to this regulation).
- Exceptions to the minimum qualifications may be sought by an academic program on behalf of a TA. Exceptions may be granted at the sole discretion of the Graduate Division and the Graduate Dean. Please note: Exceptions are granted to academic programs. ASEs should not petition the Graduate Division directly for exceptions.

Information Specific to Reader Appointments

The title Reader is given to a student employed for his or her ability to render diverse services as a “course assistant” which will normally include grading of student papers and examinations. A reader will not be given the responsibilities customarily accorded a teaching assistant.

- All requests for Readers must be for courses with enrollments of no less than 35 students, and must be submitted via e-mail to Katherine Sathornkich at katsat@ucr.edu. Reader hours will be assigned based on the number of students enrolled as of the first class meeting.

Minimum Qualifications for Readers

- Readers will usually be graduate students; but qualified undergraduate students may be so employed, especially when graduate students are not available.
- Professional readers, not enrolled as students, may be employed to meet special needs, but only on an hourly basis.
- Readers should have maintained at least a 3.0 grade point average in their previous academic work, and should have taken and received at least a “B” in the course or equivalent in which they are serving.
- For students who have completed at least one full year of graduate work, the record of the year just past will be substituted for the undergraduate record. The appointing department will have the responsibility of ascertaining that these standards are maintained.

This information can be viewed at <http://graduate.ucr.edu/teaching.html>.

**TABLE 1
FACULTY--LADDER RANKS--PROFESSOR SERIES*
ACADEMIC YEAR**

<u>Rank</u>	<u>Step</u>	<u>Years at Step</u>	<u>Salary Scale 7/1/17</u>		<u>Salary Scale 7/1/18</u>	
			<u>Annual</u>	<u>Monthly</u>	<u>Annual</u>	<u>Monthly</u>
Instructor	--	--	51,900	4,325.00	54,000	4,500.00
Assistant Professor	I	2	60,300	5,025.00	62,700	5,225.00
	II	2	64,000	5,333.33	66,600	5,550.00
	III	2	67,500	5,625.00	70,200	5,850.00
	IV	2	71,300	5,941.67	74,200	6,183.33
	V	2	75,000	6,250.00	78,000	6,500.00
	VI	2	78,900	6,575.00	82,100	6,841.67
Associate Professor	I	2	75,100	6,258.33	78,100	6,508.33
	II	2	79,000	6,583.33	82,200	6,850.00
	III	2	83,100	6,925.00	86,400	7,200.00
	IV	3	88,100	7,341.67	91,600	7,633.33
	V	3	94,900	7,908.33	98,700	8,225.00
Professor	I	3	88,200	7,350.00	91,700	7,641.67
	II	3	95,000	7,916.67	98,800	8,233.33
	III	3	102,200	8,516.67	106,300	8,858.33
	IV	3	109,700	9,141.67	114,100	9,508.33
	V	--	117,800	9,816.67	122,500	10,208.33
	VI	--	127,000	10,583.33	132,100	11,008.33
	VII	--	137,000	11,416.67	142,500	11,875.00
	VIII	--	148,200	12,350.00	154,100	12,841.67
	IX	--	160,800	13,400.00	167,200	13,933.33

Comp Group A02

*The Acting Professorial titles, Adjunct Professor Series, Professor in Residence Series, Curator Series, and the Agronomist in the Agricultural Experiment Station Series are also paid on the Academic-Year Faculty Ladder Ranks salary scale.

For faculty on the minimum scale, please see Table 1M.

TABLE 3
FACULTY--LADDER RANKS--BUSINESS/ECONOMICS/ENGINEERING*
ACADEMIC YEAR

Rank	Step	Years at Step	Salary Scale 7/1/17		Salary Scale 7/1/18	
			Annual	Monthly	Annual	Monthly
Assistant Professor	I	2	80,300	6,691.67	83,500	6,958.33
	II	2	84,400	7,033.33	87,800	7,316.67
	III	2	88,600	7,383.33	92,100	7,675.00
	IV	2	93,300	7,775.00	97,000	8,083.33
	V	2	97,400	8,116.67	101,300	8,441.67
	VI	2	100,900	8,408.33	104,900	8,741.67
Associate Professor	I	2	97,500	8,125.00	101,400	8,450.00
	II	2	101,000	8,416.67	105,000	8,750.00
	III	2	105,000	8,750.00	109,200	9,100.00
	IV	3	108,700	9,058.33	113,100	9,425.00
	V	3	112,700	9,391.67	117,200	9,766.67
Professor	I	3	108,800	9,066.67	113,200	9,433.33
	II	3	112,800	9,400.00	117,300	9,775.00
	III	3	118,600	9,883.33	123,300	10,275.00
	IV	3	125,300	10,441.67	130,300	10,858.33
	V	--	132,500	11,041.67	137,800	11,483.33
	VI	--	142,000	11,833.33	147,700	12,308.33
	VII	--	152,300	12,691.67	158,400	13,200.00
	VIII	--	163,000	13,583.33	169,500	14,125.00
	IX	--	176,200	14,683.33	183,200	15,266.67

Comp Group A06

*The Acting Professorial titles, Adjunct Professor Series, Professor in Residence Series, Agronomist in the Agricultural Experiment Station Series, and the Professional Research Series (limited to faculty on research status) in the appropriate disciplines are also paid on the Academic-Year Faculty Ladder Ranks Business/Economics/Engineering salary scale.

For faculty on the minimum scale, please see Table 3M.

**Table 17
NON-SENATE FACULTY (NSF) UNIT 18
PRE-SIX YEAR LECTURERS AND SENIOR LECTURERS
PART TIME LECTURERS AND SENIOR LECTURERS WITH POTENTIAL SECURITY OF EMPLOYMENT
PRE-SIX YEAR CHILD DEVELOPMENT DEMONSTRATION LECTURERS
STANDARD TABLE OF STARTING SALARIES***

	Scale 7/1/2017			Scale 7/1/2018		
	Annual	Monthly	1/9 Monthly	Annual	Monthly	1/9 Monthly
Minimum: AY Pre-Six Lecturer/Lecturer P5OE PT /Child Dev Demo Lect	53,402	4,450.17	5,933.56	54,738	4,561.50	6,082.00
	54,738	4,561.50	6,082.00	56,107	4,675.58	6,234.11
	56,106	4,675.50	6,234.00	57,509	4,792.42	6,389.89
	57,507	4,792.25	6,389.67	58,945	4,912.08	6,549.44
	58,945	4,912.08	6,549.44	60,419	5,034.92	6,713.22
	60,419	5,034.92	6,713.22	61,930	5,160.83	6,881.11
Minimum: FY Pre-Six Lecturer/Lecturer P5OE PT	61,930	5,160.83	6,881.11	63,479	5,289.92	7,053.22
	63,478	5,289.83	7,053.11	65,065	5,422.08	7,229.44
Maximum: AY Pre-Six Child Dev Demo Lect	65,064	5,422.00	7,229.33	66,691	5,557.58	7,410.11
	66,692	5,557.67	7,410.22	68,360	5,696.67	7,595.56
	68,358	5,696.50	7,595.33	70,067	5,838.92	7,785.22
	70,066	5,838.83	7,785.11	71,818	5,984.83	7,979.78
	71,819	5,984.92	7,979.89	73,615	6,134.58	8,179.44
	73,614	6,134.50	8,179.33	75,455	6,287.92	8,383.89
	75,455	6,287.92	8,383.89	77,342	6,445.17	8,593.56
	77,342	6,445.17	8,593.56	79,276	6,606.33	8,808.44
	79,275	6,606.25	8,808.33	81,257	6,771.42	9,028.56
	81,257	6,771.42	9,028.56	83,289	6,940.75	9,254.33
Minimum: AY Pre-Six Sr. Lecturer/ Sr. Lect. P5OE PT	83,290	6,940.83	9,254.44	85,373	7,114.42	9,485.89
	85,370	7,114.17	9,485.56	87,505	7,292.08	9,722.78
	87,503	7,291.92	9,722.56	89,691	7,474.25	9,965.67
	89,693	7,474.42	9,965.89	91,936	7,661.33	10,215.11
	91,934	7,661.17	10,214.89	94,233	7,852.75	10,470.33
	94,231	7,852.58	10,470.11	96,587	8,048.92	10,731.89
Minimum: FY Pre-Six Sr. Lecturer/ Sr. Lect. P5OE PT	96,586	8,048.83	10,731.78	99,001	8,250.08	11,000.11
	99,003	8,250.25	11,000.33	101,479	8,456.58	11,275.44
	101,480	8,456.67	11,275.56	104,017	8,668.08	11,557.44
	104,014	8,667.83	11,557.11	106,615	8,884.58	11,846.11
	106,617	8,884.75	11,846.33	109,283	9,106.92	12,142.56
	109,281	9,106.75	12,142.33	112,014	9,334.50	12,446.00
	112,011	9,334.25	12,445.67	114,812	9,567.67	12,756.89
	114,813	9,567.75	12,757.00	117,684	9,807.00	13,076.00
	117,684	9,807.00	13,076.00	120,627	10,052.25	13,403.00
	120,626	10,052.17	13,402.89	123,642	10,303.50	13,738.00
	123,640	10,303.33	13,737.78	126,731	10,560.92	14,081.22
	126,733	10,561.08	14,081.44	129,902	10,825.17	14,433.56
	129,898	10,824.83	14,433.11	133,146	11,095.50	14,794.00
	133,147	11,095.58	14,794.11	136,476	11,373.00	15,164.00
	136,476	11,373.00	15,164.00	139,888	11,657.33	15,543.11
	139,887	11,657.25	15,543.00	143,385	11,948.75	15,931.67
	143,386	11,948.83	15,931.78	146,971	12,247.58	16,330.11
	146,970	12,247.50	16,330.00	150,645	12,553.75	16,738.33
Maximum: AY Pre-Six Lecturer/Sr. Lect./Lect P5OE PT/Sr. Lect P5OE PT	150,645	12,553.75	16,738.33	154,412	12,867.67	17,156.89
	154,411	12,867.58	17,156.78	158,272	13,189.33	17,585.78
	158,270	13,189.17	17,585.56	162,227	13,518.92	18,025.22
Maximum: FY Pre-Six Lecturer/Sr. Lect./Lect P5OE PT/Sr. Lect P5OE PT	162,227	13,518.92	18,025.22	166,283	13,856.92	18,475.89

Comp Group A43

*These rates are intended as a guide for setting salaries for newly-hired Pre-Six Unit 18 NSF in the above-referenced titles only.

Any salary adjustments for Unit 18 Pre-Six and Continuing NSF are governed by their MOU.

Please refer to Table 15 for minimum and maximum annual salary ranges for the above-referenced titles.

**TABLE 18
STUDENT TITLES*
TEACHING ASSISTANT AND EQUIVALENT, OTHER**

	Salary Scale 10/1/17 <u>Hourly</u>	Salary Scale 10/1/18 <u>Hourly</u>
Reader**		
With Baccalaureate	15.78	16.26
Without Baccalaureate	15.00	15.45

Comp Group A61/B61

	<u>Annual</u>	<u>1/9 Monthly</u>	<u>Quarterly</u>	<u>Annual</u>	<u>1/9 Monthly</u>	<u>Quarterly</u>
Teaching Assistant**	41,306	4,589.56	13,768.67	42,546	4,727.33	14,182.00
Nursery School Assistant**	41,306	4,589.56	13,768.67	42,546	4,727.33	14,182.00
Community Teaching Fellow**	41,306	4,589.56	13,768.67	42,546	4,727.33	14,182.00
Teaching Fellow**	48,429	5,381.00	16,143.00	49,882	5,542.44	16,627.33

Comp Group A63/B63

*For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). For any of the titles in this list that are covered by a Memorandum of Understanding (MOU), the Salary Scale applies only to the extent provided for in the MOU.

**Rates for Reader, Teaching Assistant, Nursery School Assistant, Community Teaching Fellow, and Teaching Fellow apply to both represented and non-represented employees in these titles, except for represented and non-represented Teaching Assistants (Graduate Student Instructors) and represented Readers, Nursery School Assistants, and Community Teaching Fellows enrolled at the Berkeley campus. For Berkeley campus rates for these exceptions, consult the Berkeley Academic Personnel Office. An example of a non-represented employee is a Teaching Assistant whose work takes place primarily outside of California.

**TABLE 19
STUDENT TITLES*
ASSOCIATE****

ACADEMIC YEAR	Salary Scale 10/1/17		Salary Scale 10/1/18	
	<u>Annual Range</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Monthly Range</u>
	43,277 - 51,302	4,808.56 - 5,700.22	44,576 - 52,842	4,952.89 - 5,871.33
	Salaries within the range		Salaries within the range	
	<u>Annual</u>	<u>1/9 Monthly</u>	<u>Annual</u>	<u>1/9 Monthly</u>
	43,277	4,808.56	44,576	4,952.89
	44,118	4,902.00	45,442	5,049.11
	45,120	5,013.33	46,474	5,163.78
	46,104	5,122.67	47,488	5,276.44
	47,051	5,227.89	48,463	5,384.78
	48,109	5,345.44	49,553	5,505.89
	49,221	5,469.00	50,698	5,633.11
	50,166	5,574.00	51,671	5,741.22
	51,302	5,700.22	52,842	5,871.33
FISCAL YEAR	<u>Annual Range</u>	<u>Monthly Range</u>	<u>Annual Range</u>	<u>Monthly Range</u>
	48,109 - 58,883	4,009.08 - 4,906.92	49,553 - 60,650	5,505.89 - 6,738.89
	Salaries within the range		Salaries within the range	
	<u>Annual</u>	<u>1/9 Monthly</u>	<u>Annual</u>	<u>1/9 Monthly</u>
	48,109	4,009.08	49,553	5,505.89
	49,221	4,101.75	50,698	5,633.11
	50,166	4,180.50	51,671	5,741.22
	51,302	4,275.17	52,842	5,871.33
	52,467	4,372.25	54,042	6,004.67
	53,650	4,470.83	55,260	6,140.00
	54,926	4,577.17	56,574	6,286.00
	56,184	4,682.00	57,870	6,430.00
	57,480	4,790.00	59,205	6,578.33
	58,883	4,906.92	60,650	6,738.89

Comp Group A67

*For employees in any of the above-referenced titles who are exclusively represented, the application of the Salary Scale is subject to the requirements of the Higher Education Employer-Employee Relations Act (HEERA). For any of the titles in this list that are covered by a Memorandum of Understanding (MOU), the Salary Scale applies only to the extent provided for in the MOU.

**This title is available only to registered graduate students or, with respect to the summer term, to individuals who were registered graduate students during the preceding academic year. Rates for Associate apply to titles covered by a Memorandum of Understanding and to non-represented titles, except for employees at the Berkeley campus. For Berkeley campus rates, contact the Berkeley Academic Personnel Office. The San Francisco campus does not use the title.