# M24 Curriculum Plan and Budget FAQ's

1) **Instructors —** Curriculum plans should include a mix of instructors—regular-rank faculty, lecturers, and Associates. Appointment of instructors for the summer term include:

### a. Academic Student Employees (ASEs)

- Associate Appointments — Note that in summer, the minimum requirements for an Associate appointment include a Master's degree, one year's teaching experience as a Teaching Assistant (Red Binder IV-3-II-D), and Spring 2024 enrollment. The deadline for graduate students to meet these requirements in order to hold an Associate appointment in Summer 2024 is before their appointment begins.

    NOTE: Departments are asked to include in their internal recruitment process for Associates and TAs, a mechanism to determine whether the ASE will be eligible for the summer appointment.

- Departments proposing an Associate to teach an upper-division course should complete the "Associate Appointment Form (Summer Sessions)" and submit the required documents directly to the Committee on Courses & General Education (CCGE) in the Academic Senate (not Graduate Division). For current information about the Chair of CCGE please click here.

- Summer Teaching Associates continue to have the opportunity to participate in the Summer Teaching Associate Mentoring Program, in which Associates are mentored by an experienced faculty member who provides planning and pedagogical support to Teaching Associates throughout the session in which they teach. It is expected that departments will have identified faculty to serve in this role.

- During the summer term, ASEs may be employed up to 100% in any combination of UCSB employment (e.g., TA, Associate, Reader, GSR, Student Assistant, etc.) and/or sequential summer sessions. For example, an ASE may accept 100% employment during both Sessions A and B because the session dates do not overlap; however, the same ASE could not be employed at 100% in both Sessions A and D because the session dates overlap during June and part of July. International students on a F-1 or J-1 visa may also be employed up to 100%; however, those on a J-1 visa require OISS approval.

### b. Summer Teaching Appointments of Year-Round Employees

Year-round employees (e.g., staff, academic coordinators, scientists, etc.) with a year-round 100% appointment who are recommended for and accept a summer teaching appointment must either:

- reduce their year-round appointment during the session in which they teach so that the combined appointments do not exceed 100%, **or**
- accept the Summer Sessions appointment without salary.

The employee's home department will need to approve either the reduction in percent time or allow release time to teach. Note: Postdoctoral scholars require additional prior approval by the Associate Vice Chancellor (AVC) for Academic Personnel to hold a summer teaching appointment.

### c. Recalled Faculty

Departments proposing to recall a faculty member to teach in the summer term need to complete the Academic Recall Appointment Form . For assistance in completing the "Proposed Recall Appointment" section, please contact Martin Stokes, mstokes@ucsb.edu

NOTE: The IRS requires a minimum 30-day separation from active UC employment prior to a recall. For summer teaching, this means that the faculty member who retires at the end of spring quarter can teach only in the second half of summer (i.e. Sessions B, F or G).

### d. Lecturers

Lecturers — including those proposed only for the summer term — must complete the UC Recruit appointment process or have received a recruitment waiver. It is the department's responsibility to conduct these recruitments and obtain all necessary approvals.

2) **Teaching Assistants** — The UC/UAW contract stipulates that a 50% TAship in summer is equal to 120 workload hours (vs 220 workload hours in FWS). Departments are encouraged to review the actual workload hours needed to support a course and then calculate the corresponding percentage. For example, if a summer course needs 175 hours to complete TA duties, the percentage is calculated as 175/240*100= 73%. Please contact Martin Stokes (mstokes@ucsb.edu) for assistance in conducting this review or calculating percentages.

3) **Scheduling** — Current policy and practice requires summer courses be offered in a three-week, six- week, or ten-week scheduling format.

4) **Compensation** — UCSB regular-rank faculty, visiting faculty, and lecturers will receive 8.5% of their annual salary in effect June 30, 2024 for each 3-5 unit course they teach. Compensation for visiting faculty who teach only in summer is determined via review of the appointment recommendation (i.e., memo with candidate's curriculum vitae) by the appropriate Dean/Associate Dean. In no case should salary levels be promised to a proposed visiting instructor without prior approval from the appropriate Dean. Finally, please note that travel and living expenses are not reimbursed for visiting instructors.

5) **Enrollment Data** — A useful tool for curriculum development is Power BI . Once on the website, scroll down to Power BI Applications and click Course Analytics > Course Enrollment > Enrollment by Course.  Your department will be able to access the last five years of summer enrollment.

Please request access through REGT Access.  Contact Sara Cook, Associate Registrar, for assistance in establishing access to Power BI.

6) **Course Material Fee —** Departments are responsible for assessing any approved course material fees that are established for their courses. Any additions or changes to materials fees effective Summer 2024 should be submitted to the Office of Budget and Planning no later than January 8, 2024.  For more information, please visit Course Material and Service Fees | Office of Budget & Planning (ucsb.edu)