

UC SANTA BARBARA
Summer Sessions

Summer
INSTRUCTOR
HANDBOOK

2023

www.summer.ucsb.edu

Dear Summer instructors,

Thank you for participating in Summer Sessions 2023! The success of our summer curriculum is a direct result of the strength of our faculty and graduate student instructors.

To help your summer teaching experience run as smoothly as possible, this handbook addresses many common academic, administrative, and employment issues. You can also find more information on the [Faculty and Staff](#) page of our website, and we are happy to assist if any questions or problems arise. Please feel free to reach out to us through any of these channels:

Appointment and Payroll Questions

Martin Stokes

mstokes@ucsb.edu

Academic Questions

Leesa Beck

leesa@ucsb.edu

General Information

info@summer.ucsb.edu

<http://www.summer.ucsb.edu/faculty-and-staff-information>

Thank you, and have a wonderful summer!

Sincerely,



Leesa Beck, PhD

Director of Summer Sessions

CONTENTS

GENERAL INSTRUCTOR RESPONSIBILITIES AND CONDUCT

Academic Personnel Manual	4
Privacy of Student Information	4
Nondiscrimination and Freedom from Sexual Harassment	4
Distressed Student Protocol	4

RESPONSIBILITIES RELATED TO COURSES

Supervision of Teaching Assistants	5
Learning Management System (Canvas)	5
Hybrid Format for In-Person Courses	5
Office Hours	5
Auditing	6
Absences from Class	6
Disabled Students Program (DSP)	6
Emergencies and Emergency Management	6
Final Examinations	6
Fully Remote or Online Courses	7
Grades	7

COURSE LOGISTICS

Summer Calendar and Class Schedule	8
Adding and Dropping Classes	8
Class Rosters	9
Classes with Low Enrollment	9
Class Maximums	9
Room Assignments	9
Classroom Security	10
Classroom Technology	10
Library Privileges	10

TEACHING SUPPORT

Instructional Consultation	11
Mentoring for Teaching Associates	11
Summer Teaching Inst. for Assoc (STIA)	11

EMPLOYMENT TERMS AND POLICIES

Teaching Appointment	12
Employment Forms and Pay Information	12
Payroll Deductions and Tax Information	12
For Non-US Residents	13
Special Note to Graduate Students	
Employed During Summer	13
Childcare Reimbursements	13
Insurance	13

GENERAL INSTRUCTOR RESPONSIBILITIES AND CONDUCT

Instructors are responsible for adhering to all applicable law and university policy. This section addresses some of the policies, laws, and related resources that most commonly affect Summer instructors, but is not exhaustive. Please reach out to Summer Sessions or Academic Personnel with questions or concerns.

Academic Personnel Manual

The [UCSB Academic Personnel Manual \(APM\)](#) contains extensive information on instructor rights and responsibilities, including the [Faculty Code of Conduct \(APM – 015\)](#), policies relating to [Academic Freedom \(APM – 10\)](#), and [Responsibilities of Non-Faculty Academic Appointees \(APM – 011\)](#). All instructors are encouraged to familiarize themselves with this resource.

Privacy of Student Information

Student educational records and personal information are protected under the Family Educational Rights and Privacy Act (FERPA), as well as under University policy. The Registrar website contains information about an [instructor's responsibility to protect student information](#). Instructors are encouraged to complete the FERPA Training in the [UC Learning Center](#).

Nondiscrimination and Freedom from Sexual Harassment

The University of California, in accordance with applicable federal and state laws, and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, or status as a veteran. The University also prohibits sexual harassment. Nondiscrimination policies cover admission, access, and treatment in University programs and activities, including courses.

Instructors should be familiar with policies related to [nondiscrimination](#) and [sexual harassment](#), and are considered [responsible employees](#) under Title IX, which means they are required to report suspected incidents.

Distressed Student Protocol

The [Distressed Student Protocol](#) gives guidance on how to address situations in which a student is distressed or exhibiting concerning behavior. Instructors can refer situations to Student Mental Health Coordination Services using their [online referral system](#). Instructors who wish to consult with Student Mental Health Coordination Services regarding a particular student or situation can reach them at 805-893-3030.

RESPONSIBILITIES RELATED TO COURSES

Supervision of Teaching Assistants

Teaching Assistants (TAs) are usually under the active direction and supervision of the Instructor of Record, who is responsible for all aspects of the course, including TA performance. However, Teaching Associates may not evaluate fellow graduate student appointees (i.e., TAs). If TAs are assigned to a course taught by an Associate, a faculty member must be assigned to evaluate the TAs and resolve any appointment-related issues.

Prior to the start of classes, the Instructor of Record or faculty supervisor is required to provide TAs with a completed [Description of Duties form](#). Faculty are asked to review assigned duties with TAs to ensure that they do not exceed eight (8) hours per day and that the job responsibilities given to TAs can be reasonably accomplished within the maximum workload for the percent time of the TAship (e.g. 60 hours for a 25% appointment, 120 hours for a 50% appointment, etc.). Please be aware that the maximum workload hours for Summer TAships differ substantially from those in Fall, Winter, and Spring quarters, as they assume a condensed course schedule.

Learning Management System (Canvas)

Once you have been officially assigned to a course within the Student Information System, you can set up your course in the campus's learning management system, [Canvas](#). Detailed instructions on how to use Canvas can be found at [Canvas Help Center](#).

New instructors who are having trouble accessing Canvas or their specific course(s) should contact the Collaborate Help Desk at help@collaborate.ucsb.edu for assistance.

Hybrid Format for In-Person Courses

Online and remote courses require special approval by the Senate. In-person courses may include some Zoom meetings and/or pre-recorded lectures, but per Senate policy, **at least 50%** of the course's approved contact time must remain in-person. Therefore, no more than 50% of the contact time can be replaced with remote content, including Zoom.

The campus does not currently support broadcasting in-person classes over Zoom. Our classrooms are not set up to accommodate this, and it does not typically result in a good educational experience for the people joining remotely. It can also be seen to violate Senate policy on approval for hybrid and online courses.

Office Hours

Access to instructors is a particularly important feature of Summer Sessions' courses. Instructors are expected to hold at least two office hours per week for the duration of their courses, and should make the time and location clear on the syllabi.

Auditing

UCSB has no official policies around course auditors. Instructors have the final authority on whether to allow visitors into their classroom.

Absences from Class

Students are encouraged to attend all classes. In many courses attendance is not required, while in others instructors may elect to make student attendance and/or participation a mandatory component of the class. Dealing with brief student absences from class for any cause is left up to the discretion of the instructor.

Instructors are expected to meet all scheduled classes. Any anticipated absences or deviations from assigned classes require prior approval from the appropriate Department Chair and the Director of Summer Sessions.

Disabled Students Program (DSP)

Students registered with DSP are required to submit requests for accommodations through the [DSP Services Portal](#). Instructors will receive a notification email from DSP when a student submits a request for their course. Students are advised to submit these requests at the beginning of the session. They are also advised to meet with you individually to discuss their needs and make arrangements for their exams.

Students that approach you outside of this format may not be registered with DSP. You may inform students that you need to have verification from DSP in order to provide an accommodation. Students should contact the DSP office for more information on how to [apply](#). Additional information for instructors may be found on the [DSP website](#).

Emergencies and Emergency Management

In case of ANY EMERGENCY (police, fire, medical, or utilities), call 911 on any campus phone or cell phone for emergency assistance. There are also emergency call boxes throughout the campus.

911 is also appropriate in any situation where a student in your classroom conducts themselves in a manner that makes you fear for your personal safety or for the safety of your other students.

The campus maintains an emergency alert system, UCSB Alert, that allows university officials to send text and email alerts in the event of an emergency. All Summer instructors are encouraged to [register for the UCSB Alert service](#).

Final Examinations

By Senate policy, final assessments are required in all undergraduate courses. Many instructors choose to give final assessments in the form of final papers or take-home exams. Proctored final exams in summer are typically held during the last class meeting of the session. However, for those instructors who wish to conduct a separately scheduled 3-hour final, the staff in your department

should submit the [Summer Final Exam Request Form](#) available on the Summer Sessions website. Completed forms must be submitted to the Registrar's scheduling unit no later than **May 15th**.

Students are **not** permitted to exceed the established time limit for an exam unless this specific accommodation has been approved by the Disabled Students Program. Students who need exam accommodations can make requests using the [DSP Services Portal](#) or contact [DSP](#) for assistance.

Fully Remote or Online Courses

Proctored final exams are generally not recommended for fully online or remote courses. Instructors who are unsure about how to best administer a final assessment for an online course should reach out to Instructional Consultant Mindy Colin (mcolin@ucsb.edu) in Instructional Development to discuss options.

Grades

All grades must be submitted to the Registrar through [eGrades](#) by the session grading deadline (generally the Thursday after the end of the session). This [eGrades Tip Sheet](#) explains the grade submission process. The specific grading deadline for each course is listed in eGrades.

COURSE LOGISTICS

Summer Calendar and Class Schedule

The standard summer calendar includes 3-, 6-, and 10-week sessions. Regardless of the session length, all courses must meet the minimum amount of required contact time as approved by the Academic Senate via the Master Course Approval system. To accommodate this, the summer scheduling blocks are based on 80-minute course meetings (versus 50- or 75-minute meetings in Fall/Winter/Spring), and courses generally meet 3-5 times per week (versus 2-3 in Fall/Winter/Spring). The [summer calendar](#), including session dates and deadlines, is available on the Summer Sessions website.

Adding and Dropping Classes

To help departments manage summer enrollment, summer courses have the option of using the campus's course waitlist system. If the waitlist has been activated, once a course fills, students who try to register will be added to the waitlist and enrolled automatically as space becomes available. Course waitlists can be activated through [eGrades](#) or by staff in your department. [More information on course waitlists](#), including how to set them up and manage them, can be found on the Registrar website.

Instructors can also enroll students beyond the course max or after the add deadline by distributing approval codes to students who are unable to register. Course approval codes can be found in eGrades. Instructors using approval codes should distribute them to students as early as possible.

The chart below shows students' deadlines to add and drop courses. After the dates indicated, students may add or drop courses by petition with the signed approval of the instructor and their

college dean (for UCSB students) or the Director of Summer Sessions (for non-UCSB students).

DEADLINES	A	B	C	D	E	F	G
DROP W/ REFUND	Jun 30	Aug 11	Jun 30	Jun 30	Jul 21	Aug 11	Sep 01
DROP A COURSE	Jul 12	Aug 22	Jul 24	Jul 03	Jul 24	Aug 14	Sep 05
ADD A COURSE	Jun 30	Aug 11	Jun 30	Jun 30	Jul 21	Aug 11	Sep 01
ADD W/ APPROVAL CODE	Jul 07	Aug 17	Jul 17	Jun 30	Jul 21	Aug 11	Sep 01
CHANGE GRADING OPTION	Jul 25	Sep 05	Aug 14	Jul 11	Jul 31	Aug 21	Sep 12
PAY FEES*	Jun 28	Aug 09	Jun 28	Jun 28	Jun 28	Aug 09	Aug 09

Class Rosters

Course rosters are available in [eGrades](#) and Canvas, and can be downloaded from either system.

Classes with Low Enrollment

Although we always hope to offer every scheduled course, courses may end up being canceled if they do not meet the minimum enrollment requirements. Except in special cases that have been agreed upon ahead of time with departments and relevant faculty, the normal minimums are 12 students for lower-division courses, 8 students for upper-division courses, and 4 students for graduate courses. In cases where the minimum is not met, Summer Sessions will consult with the academic department before canceling the course. Faculty and lecturers may have the option to teach under enrolled courses for a prorated salary, rather than having the courses canceled.

Class Maximums

Course maximums are determined based on a variety of factors, including departmental policy, TA availability, and projected demand. Course size may also be limited by classroom availability. Some course maxes are set artificially low in order to save space for students participating in the Freshman Summer Start Program, or other summer programs.

Room Assignments

Because classroom availability is limited, requests for room changes will only be considered if the size or equipment of the assigned room is inadequate for conducting the class. If needed, you should request room changes through your department administrator who will work with the Office of the

Registrar to make the adjustment. (Note: Instructors should never move furniture from one classroom to another!)

Instructors can reserve open classrooms on a one-time basis for course activities such as review sessions or breakout discussions. More information is available on the [Room Requests](#) page of the Registrar website.

Classroom Security

Classrooms are unlocked Monday-Friday, 7:00 am-10:00 pm. They are normally not open on Saturdays and Sundays, and will be closed on campus holidays, including Juneteenth, Independence Day, and Labor Day. Faculty and students should not leave personal materials unattended in classrooms.

Classroom Technology

Lots of useful information on classroom technology, including what equipment is available in each classroom and how to use the classroom lecterns, can be found on the [Classroom Services](#) page of the Instructional Development website.

Instructors who need additional equipment not normally assigned to their classroom should talk with their department administrator about reserving equipment, especially as there may be a charge for this service. The Classroom Services Unit may be unable to accommodate requests made less than two days in advance.

For assistance with classroom technology, please contact the Classroom Services Unit at 805-893-3549 or help@id.ucsb.edu.

Library Privileges

Visiting faculty and Summer lecturers may apply for faculty library privileges using the [Library Account Request Form](#), or by visiting the main circulation desk in the Davidson Library.

TEACHING SUPPORT

Instructional Consultation

The Office of Instructional Consultation (OIC) provides pedagogical training, advice, resources, and confidential consultations for all UCSB instructors. They can assist newer instructors in developing their teaching skills, and help more seasoned instructors to keep abreast of current pedagogical innovations and technologies, and how those might be incorporated into their classes. Services can take the form of individual consultations by appointment, or workshops for groups of interested faculty. All consultations are strictly confidential and participation is entirely voluntary. Check out the [Instructional Consultation website](#) for more information.

Mentoring for Teaching Associates

All Summer Teaching Associates have an opportunity to participate in a summer mentoring program. Teaching Associates interested in being paired with a faculty mentor should contact their department administrator. Mentors meet with their group of Associates three times, once before the term and two times during the term. Summer mentoring is required for Associates participating in the Summer Teaching Institute for Associates (STIA).

Summer Teaching Institute for Associates (STIA)

[STIA](#) provides graduate student Teaching Associates with a flexible pre-summer teaching orientation that helps prepare them for teaching as the Instructor of Record in Summer or Fall. STIA is open to all Summer and Fall Associates, and completion of the program satisfies Requirement 2 of the [Certificate in College and University Teaching \(CCUT\)](#). Associates interested in learning more or registering for STIA should visit the [STIA page](#) on the Instructional Development website.

EMPLOYMENT TERMS AND POLICIES

Teaching Appointment

All Summer instructors receive a university appointment letter that outlines the course(s) and dates they will be teaching, as well as the compensation and other important information about the appointment. Graduate students employed as Associates or Teaching Assistants must email finance@summer.ucsb.edu to accept the teaching assignment by the date indicated on their appointment letter. Questions regarding academic appointments may be sent to Senior Academic Personnel Analyst Martin Stokes (mstokes@ucsb.edu) in Summer Sessions.

Employment Forms and Pay Information

Instructors who are teaching at UCSB for the first time or returning to teach after an absence of a year or more must submit the required employment documentation before their appointment can become active in the UCSB payroll system, UCPath. International instructors must also possess the correct visa and a valid US Social Security number to ensure proper compensation. Staff from Summer Sessions will reach out to any new or returning instructors who need to provide documentation for employment.

Instructors who also teach during Fall/Winter/Spring will receive their Summer pay by whatever method they normally receive during the academic year (direct deposit or paper check). New and returning instructors will receive a paper check sent by mail to the home address on file in [UCPath](#). While new instructors may request direct deposit, it's important to note that direct deposit takes a minimum of one full pay cycle to become active, so the first paycheck will always be a paper check. Instructors teaching in only one session will have only one pay date in Summer, and therefore direct deposit may never activate.

Pay dates are listed on your appointment letter and on the [Summer 2023 Appointment/Payroll Calendar](#).

Payroll Deductions and Tax Information

For faculty and lecturers employed by UCSB during the academic year, Summer teaching is considered additional income. Questions about how additional income impacts tax withholding or tax liability should be directed to a tax professional. Information regarding retirement deductions for instructors who hold year-round appointments can be found in the [Academic Appointee Summer Salary Benefit Fact Sheet](#) published by the UC Office of the President.

For visiting faculty, summer-only lecturers, and academic student employees, the information you indicate on the W-4 Withholding Form will determine the amount of taxes withheld.

W-2s can be downloaded from [UC Path](#) after the end of the calendar year, or will be mailed to the instructor's permanent address in February.

For Non-US Residents

Instructors who are not US residents should check with their home government agencies before their appointment begins regarding any special conditions, forms, or documents that may be needed.

To ensure correct taxation and income reporting, all international instructors who are not US Citizens, Permanent Residents, or Refugees are required to create an electronic record within [GLACIER](#).

During the hiring process, you should receive an email with information about how to access GLACIER and enter your information. **Note that salary payments cannot be made until this process is complete.**

Special Note to Graduate Students Employed During Summer

To satisfy federal and state requirements, graduate students teaching in Summer are automatically enrolled in the University's Defined Contribution Plan (DCP) for retirement as "Safe Harbor" participants. Students who do not wish to participate in DCP must enroll in at least two units during Summer, and will be responsible for all related fees, as there is no fee remission in Summer.

Information about the plan and how to manage contributions is available in [Your Guide to Understanding Your Program: Information for Safe Harbor Participants](#). It is particularly important to understand the distribution options at the time you graduate and/or leave UC employment.

Childcare Reimbursements

Academic Student Employees (ASEs) are eligible for reimbursement of up to \$1350 for childcare expenses incurred during the ASE's summer appointment period. Please read the [Childcare Reimbursement Program Fact Sheet](#) for more information. Completed Childcare Reimbursement forms and applicable childcare provider receipts must be mailed to mstokes@ucsb.edu. Note that requests for reimbursements can be submitted only *after* the expenses are incurred but no later than the end of fall quarter.

Insurance

Per the Affordable Care Act, summer teaching appointments are included in the calculation to determine eligibility for UC benefits. All Summer Sessions instructors, including graduate student ASEs, are appointed on a "by agreement" basis, which could make them eligible for Core Benefits even if they are not teaching during the academic year, depending on the level and duration of employment. More information is available on the [UC Benefits Eligibility page](#). New Summer instructors are encouraged to review [information about UC benefits](#).

Graduate student employees who were covered by Gaucho Health Insurance (GHI) during Spring quarter will continue to be covered by GHI through the Summer term.