

Instructor Handbook

2018

Dear UCSB Summer Sessions Instructors:

Thank you for participating in Summer Sessions 2018. The success of our summer program is due, in large part, to the strength of our faculty and graduate student instructors.

In addition to welcoming you as summer instructors, I would like to call your attention to the following academic, administrative, and employment issues and details outlined in this handbook.

We wish you a successful teaching experience at UCSB and stand ready to help you and answer any questions that might arise. For additional information please visit our Help Center at <http://www.summer.ucsb.edu/helpcenter>. If you have any questions or concerns, please call one of the following Summer Sessions Office contacts:

Payroll Questions

Jim Stegall—(805) 893-8381
j.stegall@summer.ucsb.edu

James Dennis —(805) 893-5940
finance@summer.ucsb.edu

Appointment Questions

Denise Belanger—(805) 893-7873
d.belanger@summer.ucsb.edu

Academic Questions

James Ford—(805) 893-3174
j.ford@summer.ucsb.edu

Any other general questions

2214 SAAS Building
(805) 893-2315
info@summer.ucsb.edu
<http://www.summer.ucsb.edu/faculty-and-staff-information>

Sincerely,

A handwritten signature in black ink, appearing to read 'J Ford', written in a cursive style.

James Ford, Ph.D.
Director of Summer Sessions

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Teaching and Student Relations

Instructors encourage the free pursuit of learning in their students, hold before their students the best scholarly and ethical standards, demonstrate respect for students as individuals, adhere to their role of intellectual guides and counselors, and protect their students' academic freedom. (Adapted from AAUP statement, 1966, Revised 1987; and part of the UC Faculty Code of Conduct, Academic Personnel Manual Policy - 015)

The University, in turn, protects the academic freedom of instructors. The University is founded upon faith in intelligence and knowledge, and it must defend their free operation. It must rely upon truth to combat error. Its obligation is to see that the conditions under which questions are examined are those which give play to intellect rather than to passion. Essentially the freedom of a University is the freedom of competent persons in the classroom. (Academic Personnel Manual Policy - 010, University Regulation No. 5)

Instructor Responsibilities

The UCSB Academic Personnel Manual (APM) Policy - 015 delineates the following responsibilities of its faculty members. An instructor is expected to meet classes; to post and keep regular office hours open to students without prior appointment; to hold examinations as scheduled; to evaluate student work in a timely manner; to ensure that grades directly reflect course performance.

Ethics and Conduct

The Faculty Code of Conduct (APM - 015) also contains a description of professional responsibilities, ethical principles, and types of unacceptable behavior. University discipline under the Faculty Code of Conduct is under the jurisdiction of the Chancellor of each campus. Discipline may be imposed for violation of ethical principles set forth in the Faculty Code of Conduct. Imposition of discipline against a faculty member is pursuant to the Faculty Code of Conduct and the procedures set forth by the Academic Senate (Bylaw 335).

Privacy of Student Records

The disclosure of student records is largely governed by State and Federal law, specifically the Family Educational Rights and Privacy Act (FERPA). Information concerning an instructor's responsibility toward a student's educational record and/or personal information may be found [here](#) on the Registrar's website.

Nondiscrimination and Freedom from Sexual Harassment

The University of California, in accordance with applicable Federal and State law and University policy, does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition (cancer related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services.

The University is committed to creating and maintaining a community in which all persons who participate in University programs and activities can work together in an atmosphere free of all forms of harassment, exploitation, or intimidation, including inappropriate sexual behavior. You are responsible for being familiar with these [policies](#), as well as behaving appropriately within their guidelines, and for assisting/referring students who have a sexual harassment concern. The Office of Equal Opportunity & Sexual Harassment is responsible for complaint procedures which may be found [here](#).

Student, Faculty and Staff Support Services

If you have academic concerns regarding a student you notice to be distressed, and/or are dealing with demanding or potentially violent behavior, the [Distressed Students Guide](#) gives guidance on how to deal with these situations. It also provides referral information as the situation may warrant.

Community Support Organization (CSO) is a free service provided to all students, faculty and community members during the evening and early morning hours. The objective of the escort service is to provide a safer mode of transportation through campus and Isla Vista. The escort service is based on the "buddy" system which is to simply provide another person to travel with you to your destination. The CSO Escort Service can be used by calling the Police Dispatch through the Escort Phone Line at 893-2000. Escorts can also be requested through the Red Emergency Phones located all over campus.

Absences from Class

Students are encouraged to attend all classes. In many courses, attendance may not be required; in other classes, 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. Please note that 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 their online system. You will receive a notification email from DSP when a student submits a request for your course. Students are advised to submit these requests to you 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 instructor information may be found on the [DSP website](#).

Supervision of Teaching Assistants

Teaching Assistants (TAs) are under the active direction and supervision of the Instructor of Record for whom final responsibility for the course's entire instruction, including the performance of TAs, is assigned; however, Associates may not evaluate fellow graduate student appointees (i.e., TAs). If TAs are assigned to a course for whom the Instructor of Record is an Associate, a faculty member must be named responsible for the evaluation of TAs and/or the resolution of any appointment-related issue. Prior to the start of classes, the Instructor of Record or faculty supervisor is required to provide TAs 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). Please note that the maximum workload hours for summer significantly differ from those in fall, winter or spring quarters. (Adapted from Graduate Division Handbook and Red Binder IV-10)

Office Hours

Access to instructors is a particularly important feature of Summer Sessions' courses. Please ensure that office hours of at least two hours per week are held for each course over the duration of its 3-, 6-, or 10-week session, and that students are informed via your syllabus about when you will hold office hours throughout the summer term.

Auditing

There is no official audit status in summer; however, it is the prerogative of the instructor to allow visitors to his/her classroom.

Emergencies and Emergency Management

In case of ANY EMERGENCY (Police, Fire, Medical or Utilities), DIAL **9-911** on any campus phone for emergency assistance. The Campus Fire or Police Department will respond immediately. They will call the police, fire department, or ambulance if such services are needed.

This includes 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.

If you notice that a student is distressed and have academic concerns, and/or are dealing with demanding or potentially violent behavior, the [Distressed Students Guide](#) gives guidance on how to deal with these situations. It also provides referral information as the situation may warrant.

The campus maintains an emergency alert system—UCSB Alert—that allows university officials to send text messages to designated email accounts, cell phones, and other devices in the event of an emergency. You can apply [here](#).

Final Examinations

By campus policy, final examinations are required in all undergraduate courses. Final examinations 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 Course Needing a Separate Final Form](#) available on the Summer Sessions website. Return the completed form to Registrar's scheduling unit no later than Monday, June 18. No student will be permitted to exceed the established maximum unless the Disabled Students Program determines that students with temporary or permanent disabilities who have special needs require additional time for the completion of an examination.

Fully Online Courses

If you are teaching a course completely online (no face-to-face meetings), but plan on having a proctored final exam, you will need to consider two things. First, some online students may be able to come to the UCSB campus for the proctored final. To arrange a room on campus for this proctored final, please ask your department's undergraduate advisor to submit a completed academic-related "[One-Time Room Request](#)" form. Please submit the form early into the summer session.

Second, for those online students unable to come to campus for the proctored final, please ask these students to contact James Ford at j.ford@summer.ucsb.edu in the UCSB Office of Summer Sessions. The Office of Summer Sessions will help your student locate a proctoring center where they can take any proctored exam required in the course. Arrangements for a remote testing location must be made at least three weeks prior to the exam date.

eGrades

All grades must be reported through the Registrar's [eGrade system](#). This [eGrade Tip Sheet](#) for instructors will help you through the grade posting process. The grade submission periods for Summer 2018 are also listed in eGrades.

Summer Calendar and Class Schedule

The summer calendar allows for courses of three varying lengths: 3-week, 6-week, and 10-week terms; additionally, the summer class schedule is based on an 80-minute time period. This differs from fall, winter and spring quarters where all courses are 10-weeks long and class meetings are based on 55-minute or 75-minute time periods. However, regardless of the length of the term, the (minimum) amount of contact time for each course is maintained appropriate to the course level as approved by the Academic Senate. Summer courses have been scheduled using these parameters and typically necessitate a class schedule that meets four or five times per week so that the minimum instructor-student contact time is maintained. The Summer 2018 Sessions calendar can be seen [here](#).

Adding and/or Dropping Classes

If a class has reached the maximum enrollment allowed by the registration system, additional students may be allowed to enroll via the waitlist system or approval code. The waitlist feature is activated through [eGrades](#); approval codes are found here as well and may be printed. Please give out add codes to students as soon as possible.

Below is a deadline chart for students to add and/or drop courses. After the dates indicated, students may drop or add 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	Session A	B	C	D	E	F	G
Deadline to Add w/out Approval	June 29	Aug 10	June 29	June 29	June 20	Aug 10	Aug 31
Deadline to Add with Approval	July 6	Aug 16	July 16	June 29	June 20	Aug 10	Aug 31
Drop with Full Refund	June 29	Aug 10	June 29	June 29	June 20	Aug 10	Aug 31
Drop Deadline (No W Grade)	July 11	Aug 21	July 11	July 2	July 23	Aug 13	Sept 4
Grade Option Change	July 24	Sept 4	July 24	July 10	July 30	Aug 20	Sept 11

Class Lists and Wait Lists

The name of all students who have registered in each class will be shown on a class list available for download from the Registrar's eGrade system. The [eGrade system](#) will also show any waitlist that has been activated for a course. The following resources are available on the Registrar's website, the [Instructors-Electronic Grading Tip Sheet](#) and the [Instructors-Waitlist Setup Instructions](#) . For questions and troubleshooting assistance contact eGrades@sa.ucsb.edu.

Low Enrollment Classes

Although Summer Sessions aims to offer every scheduled course, the campus reserves the right to cancel any course which does not meet minimum enrollment requirements. Except for special cases, which have been agreed upon ahead of time with departments and relevant faculty, the minimum enrollment criterion is not met if a class has fewer than 12 students in a lower-division course, fewer than 8 students in an upper-division course and fewer than 4 students in a graduate-level course. In those few instances that might arise when minimum enrollments are not met, the Office of Summer Sessions will consult with academic departments and the appropriate dean before a class is canceled.

Class Maximums

The maximum number of students who may enroll in a course is limited by the number of seats in the scheduled classroom and determined by department policy. The Registrar's Office matches the room size with the potential number of students proposed by the department.

Room Assignments

Assigned rooms are subject to change only if the room size or the equipment needed is inadequate for conducting the class. Instructors should request a change of room through their Department administrator who will, in turn, transmit the request to the Registrar's Office. Note: Please do not move furniture from one room to another.

Unassigned rooms are not to be used (even though they may appear to be available) without prior approval from the Registrar's Office.

Security

Classrooms are unlocked each morning, Mon - Fri, by 7:00 am and locked after 10:00 pm. They are normally not open on Saturday and Sunday and will be closed on July 4 and Sept 3. Faculty and students should not leave personal materials unattended in classrooms.

Credit Value of Courses

Students may not earn more units of credit, through performance of additional work, than have been officially approved for a course.

Audio/Visual Equipment

If you need extra equipment not in your assigned classroom, please talk with your department's Administrative Assistant about ordering equipment, especially since there may be a charge for the use of Classroom Services media equipment during summer classes. The Classroom Services Unit (805- 893-3549) requests that departments reserve equipment a minimum of two days before it is needed.

Instructional Consultation

Confidential consulting is available to faculty on all aspects of teaching and learning from the Office of Instructional Development. The purpose is to help faculty reflect on classroom practice and to suggest strategies for improvement. Services take the form of individual consultations by appointment, and workshops for groups of interested faculty. All consultations are strictly confidential and participation by faculty is entirely voluntary. Contact Dr. Lisa Berry at lisa.berry@id.ucsb.edu . The Faculty Handbook for Teaching is available [here](#).

Mentoring for Teaching Associates

All Summer Teaching Associates have an opportunity to participate in a summer mentoring program. Teaching Associates interested in mentoring should contact their department to connect with a faculty mentor. A mentor meets with his or her group of Associates three times, once before the term and two times during the term. After participating in this program, a certificate of completion is awarded to the Associate.

Summer Teaching Institute for Associates (STIA)

The Summer Teaching Institute for Associates (STIA) is a flexible pre-summer program, based on principles of interactive and collaborative learning that is designed to support graduate teaching associates with planning, teaching and assessing their summer courses.

Instructional Development consultants and past summer teaching associates assist novice associates with course planning, syllabus development, instructional techniques and assessment strategies.

STIA CERTIFICATE:

To earn a Summer Teaching Institute for Associates (STIA) certificate, you need to register at: <http://oic.id.ucsb.edu/stia-summer-teaching-institute-associates> and then complete the 3 modules by September 30th. Completion of the STIA program satisfies Requirement 2 of the Certificate in College and University Teaching.

Module 1: This 4-week module runs entirely online in GauchoSpace and Slack, starting Monday, May 7th, 2018 for Summer Session A and C instructors, and June 25th, 2018 for Summer B and Fall instructors. In this module you will prepare your syllabus, lessons, and assessments and give/receive feedback about them to/from your STIA peers. Time commitment: approximately 6-10 hours, depending on your preparation.

Module 2: Attend five STIA workshops between May and August and/or complete reflective writing assignments about your teaching. More information about these is provided after you register for the program and join the STIA GauchoSpace online community. Time commitment: approximately 6-10 hours.

Module 3: Mentoring: attend 3 mentoring circle meetings with your departmental mentor, 1 meeting before and 2 meetings during the summer session you are teaching. Contact the Graduate Advisor in your department to locate a faculty mentor.

Inquiries and questions about STIA? Contact the STIA Program Coordinator: Dr. Mindy Colin mcolin@ucsb.edu, 805-893-8395.

For other material, resources and links, see the Instructional Development website (<http://id.ucsb.edu/>) and in particular The Faculty Handbook on Teaching (<http://oic.id.ucsb.edu/faculty-handbook-teaching>) and Teaching with Technology (<http://oic.id.ucsb.edu/teaching-technology>).

Instructional consultants are also available to discuss any issues related to planning, teaching and evaluating your Summer Sessions course.

Teaching Appointment

All Faculty, Lecturers, Associates and Teaching Assistants teaching summer courses are issued a university appointment letter that identifies the nature of the activity in which they are participating. Compensation terms for teaching are listed in this document. Graduate students employed as Associates or Teaching Assistants must email finance@summer.ucsb.edu if they wish to accept the teaching assignment by the date indicated on their appointment letter in order to initiate the payroll process. Questions regarding academic appointments may be sent to Denise Belanger (d.belanger@summer.ucsb.edu).

Employment Forms and Pay Dates

Before teaching at UCSB, all necessary signed paperwork must be received by the Office of Summer Sessions. In addition, international instructors must possess the correct visa and a valid U.S. Social Security number to insure proper compensation. Note: salary will be delayed if all necessary paperwork is not on file because the hiring process will not have been completed. Please see James Dennis (finance@summer.ucsb.edu) in the Office of Summer Sessions (2214 SAAS Building) to complete and sign these forms.

Checks for visiting faculty members will be sent to their home departments; salary for UCSB instructors will be received by the same method they receive it during the academic year. Pay dates are listed on your appointment letter and on the [Summer 2018 Session Payroll Dates](#) information sheet.

Income Tax Information

There may be some tax and other deductions taken from summer instructor's salaries. In all cases, regardless of citizenship or visa status, California state taxes will be withheld. The amount of tax withheld from an instructor's salary is determined by the number of deductions you indicate on the W-4 Withholding Form that each employee completes. UCSB will mail a W-2 Tax Withholding report form to an instructor's permanent address by February 2019. This form is required in order to file federal and state income tax returns. To obtain information and forms for filing a federal tax return, consult the IRS website (<http://www.irs.gov/>). To obtain information and forms for filing a California state tax return, consult the California Franchise Tax Board website (<https://ftb.ca.gov/>).

Faculty who are not U.S. residents are urged to check with their home government agencies before leaving for UCSB regarding any special conditions, forms, or documents that may be needed. All foreign visitors who are not U.S. Citizens, Permanent Residents, Refugees, or nonresidents working outside of the U.S., are required to complete an on-line electronic record referred to as GLACIER. An account will be established in GLACIER and an email will be sent to the foreign visitor. The email will include a temporary UserID and Password that will allow access to the GLACIER system. GLACIER will prompt the foreign visitor to answer a series of questions. Once completed, GLACIER will generate forms and provide instructions on how to complete the registration process. In addition, GLACIER will identify whether payments to the foreign visitor will be subject to income tax withholding. Once Accounting has received the signed documents and has determined that the registration system is complete, payments to the foreign visitor can proceed.

If you are a U.S. citizen or a permanent resident, you will have Federal tax withheld as well as California state tax deductions. You will also be subject to such deductions as Medicare and Social Security. For a non-US citizen or permanent resident, a deduction equivalent to the Social Security

deduction will go into the University of California's Defined Contribution Plan. This deduction is in lieu of paying Social Security tax; it can be rolled over into another employer's plan or an IRA, and is not taxed until the money is withdrawn from these plans.

Instructors with a J-1 visa are exempt from Medicare and Social Security deductions. They may also be exempt from Federal income tax, but this latter exemption depends upon how long that person has been or will be in the U.S. and whether a tax treaty exists between the instructor's country of citizenship and the U.S. Instructors may already be aware of the existence of any tax treaties that affect them, but in any case, this is easily learned from the UCSB Accounting Office.

Regardless of citizenship or visa status, the amount of the deductions for taxes is not necessarily the amount of tax actually owed. If the instructor is subject to withholding, then they are required to file State and Federal tax returns after the end of the year, and the amount of tax owed will depend on total income and other personal circumstances and can be more or less than the amounts withheld from your summer salary.

Notes to Graduate Students

1. Students employed in academic titles (i.e., TA, Associate, Readers and Tutors) for the summer by the University must be enrolled at least half-time to be considered exempt from the Defined Contribution Plan (DCP) and Medicare withholding. Per IRS regulations, half-time enrollment in the summer term is 2 units; note that summer graduate student appointments do not include fee remission.

2. When you leave UC employment, you must provide the Plan (known as Safe Harbor) with instructions on what to do with the money in your account to avoid an automatic pay out. You may:

- Request a distribution to be paid directly to you;
- Arrange for a direct rollover of your money to a traditional IRA or other employer plan which accepts rollovers;
- Keep your money in the Plan if your balance is at least \$2000; or
- Receive retirement income from the Plan, if eligible.

Note that taxable distributions, paid directly to you, are generally taxed as ordinary income in the year they are issued and may be subject to early distribution penalties if they are taken before age 59½. To learn about the program and your choices more fully, this brochure is available at ucfocusonyourfuture.com.

Child Care Reimbursements for Academic Student Employees (ASEs)

Academic Student Employees (ASEs) are eligible for reimbursement up to \$900 for some child care expenses incurred during the ASE's summer appointment period. The criteria for reimbursement are:

- Minimum of a 25% summer academic appointment.
- Registered student status in the quarter preceding and succeeding the summer session appointment.
- Qualifying dependent (i.e., children age 12 and under by July 1 and in the custody of the ASE).

Requests for reimbursement of expenses can only be submitted after the expenses are incurred but no later than the end of fall quarter. The reimbursement claim form may be found [here](#).

Bring the completed form and applicable child-care provider receipt(s) to the Office of Summer Sessions (2214 SAASB). Payments are made through the payroll system in the same form that the ASE's pay is received (i.e., check or electronic deposit).

Insurance

All Summer Session instructors (including graduate student employees) are appointed on a "by agreement" basis. Per the Affordable Care Act, summer teaching appointments are now included in the calculation to determine eligibility of UC benefits. Go [here](#) for more information about UC benefits.

For graduate student employees, coverage provided by the Gaucho Health Insurance (GHI) continues through the summer from the preceding spring quarter (assuming they were registered spring quarter).

Library Privileges

Visiting faculty members and instructors may apply for faculty library privileges at the main circulation desk in the Davidson Library.

UCSB Davidson Library Hours of Operation: <http://www.library.ucsb.edu/hours>

Instructional Support Services: <http://www.library.ucsb.edu/services>