



SUMMER INSTRUCTOR QUICK REMINDERS

General Summer Sessions instructor overview

Work Visas



It is the responsibility of the academic department to ensure...

- all nominated instructors who are not permanent residents of the U.S. have a visa status that permits them to work at UC Riverside. Any appointees who are found to be ineligible will have their summer appointment revoked, and a new appointee will need to be assigned to prevent the class from being cancelled.
- all nominees' visas have an expiration date that ends after the appointed session.

Visiting Assistant Professors



- Please inform Summer Sessions of any VAP instructors with an end date of June 30, 2026. If the date is not going to be extended, they will be hired as a Lecturer.

Readers



- All requests for summer Readers must be for courses with enrollments of no less than 35 students and are not supported by any secondary sections (i.e. DIS, LAB, etc).
 - Do not assign any duties to the Reader until you receive confirmation from the Summer Sessions office regarding the official start date of their appointment
 - Readers may only begin working after their appointment has been approved and becomes active in UCPATH.

Childcare Reimbursements



- Please have the employee complete the [UBEN 252 form here](#). After the employee has gathered the necessary documentation including receipts from a licensed childcare provider and proof of payment (e.g., copies of receipts, cleared bank checks), all the documents need to be emailed to Summer Sessions. The request must be submitted by the last day of the following term (e.g., Fall quarter).