

Complete an AP101S - Summer Term 2026 in Adobe Sign

During Summer Term 2026, all appointment/assignment requests will be submitted through Adobe Sign. This will allow for an all-paperless process.

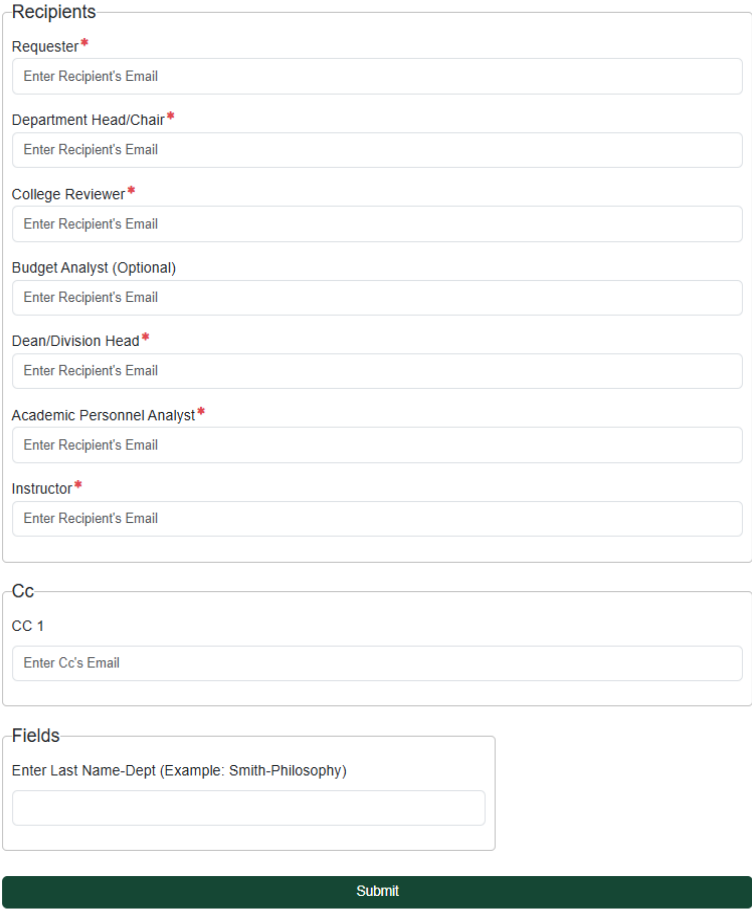
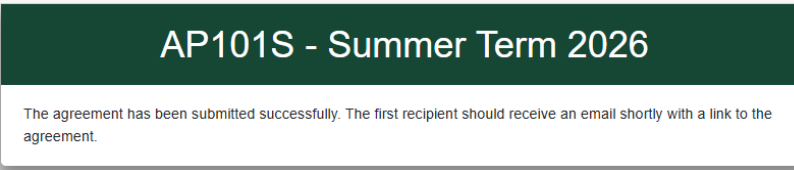
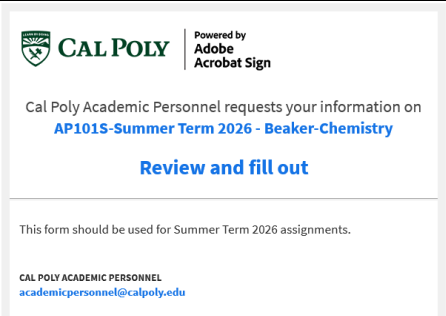
Summary of the process:

- College/department completes the AP101S - Summer Term 2026 form and routes for signatures
- Department head/chair reviews document, signs and routes to the college for review
- A designated person at the college level (i.e., HR business partner, associate dean, budget analyst) reviews the document, signs and routes to the dean
- Dean reviews document, signs and routes to Instructor
- Instructor reviews document, signs and routes to payroll imaging system
- Academic Personnel enters assignment into PeopleSoft referencing the imaged document, and sends pay request to Payroll for processing after summer session(s) concludes

Process Detail

The [Adobe Sign AP101S - Summer Term 2026 PowerForm](#) is accessed from the [Academic Personnel Summer Term webpage](#).

| Processing Steps | Screen Shot |
|---|---|
| <ul style="list-style-type: none"> • Navigate to the Academic Personnel Summer Term webpage. • Click on the AP101S - Summer Term 2026 form link • Follow the instructions on the PowerForm | <div style="background-color: #1a4d3d; color: white; text-align: center; padding: 5px;">AP101S - Summer Term 2026</div> <p>This form should be used for Summer Term 2026 assignments (Job Code 2457 - State Support Immediate Pay). Please use only Cal Poly email addresses and enter the signers based on the following procedure:</p> <ol style="list-style-type: none"> 1. Requester - Enter your email 2. Department Head/Chair - Enter email address 3. College Reviewer - Enter email address of the individual responsible for reviewing the appointment 4. Budget Analyst - (Optional) Enter email address of the individual responsible for reviewing the appointment 5. Dean - Enter email address 6. Academic Personnel Analyst CAFES, CENG: nhadley@calpoly.edu AIP, BCSM: kabull@calpoly.edu CLA, CAPS: rmoorse@calpoly.edu CAED, OCOB: san07@calpoly.edu 7. Instructor - Enter email address |

| Processing Steps | Screen Shot |
|--|--|
| <p>Establishing workflow - This step populates email addresses that will be used to send the form to the correct persons for signature.</p> <p>Recipients</p> <ul style="list-style-type: none"> The first Role, the Requestor, is the person completing the form. <ul style="list-style-type: none"> Enter your email address The second Role is the department head/chair <ul style="list-style-type: none"> Enter their email address The third Role is the college reviewer (determined by your college process) <ul style="list-style-type: none"> Enter their email address The fourth Role is the budget analyst (this is optional) <ul style="list-style-type: none"> Enter their email address The fifth Role is the dean <ul style="list-style-type: none"> Enter their email address The sixth Role is the Academic Personnel analyst responsible for your college. <ul style="list-style-type: none"> Enter their email address The seventh Role is the faculty member that is receiving the summer assignment. <ul style="list-style-type: none"> Enter their email address <p>Fields</p> <ul style="list-style-type: none"> Enter Name: <ul style="list-style-type: none"> Instructor's Last Name-Dept <p>Submit</p> <ul style="list-style-type: none"> Verify all required fields are entered correctly, click Submit. |  |
| <ul style="list-style-type: none"> You will receive a message of your success and notice that an email has been sent. The email sender is Academic Personnel Dept The subject is: Information Requested on "AP101S-Summer Term 2026 - Instructor Name-Department" |  |
| <ul style="list-style-type: none"> Go to your email inbox and locate the email Click on the Review and fill out button You will be prompted for your portal login. |  |

Processing Steps

- The form will open.

AP1015-Summer Term 2026 - Beaker-Chemistry

AP1015 State-Support
2026 SUMMER TERM
2457 APPOINTMENT AND ASSIGNMENT RECORD

Request Type: New Amendment

EMPLOYEE DATA

Full Name: * [] College: * Select...
 EmpID: * [] Org Unit: * [] DeptID: * []
 Primary Position: * Select... Salary Plan/Grade: [] Summer Position #: * []

WORK ASSIGNMENT ACTION

AY Ten/TT or Dept. Chair
 AY Lecturer
 Volunteer

ELIGIBLE TO TEACH Yes No

WAIVER OF SUMMER TERM TRIAD TEACHING RESTRICTION
 Signature of dean below certifies faculty member is *only qualified instructor* available for assignment. Summer IFF (teaching) WTU of [] exceeds Summer Eligibility of [] from "Number of WTUs eligible to teach Summer" column of the Summer Term Eligibility List located on the Academic Personnel Summer Term website.

WORK ASSIGNMENT AND PAY

- Complete the form.

TIPS:

- Summer Position #:** Refer to Summer Term 2026 Position Numbers document on the AP Summer Term webpage. Pay attention to **Position Ldescr** Instructional or Non-Instructional.
- Eligible to Teach:** Refer to your college's summer eligibility list on the AP Summer Term webpage.
- Attach Appropriate 107 Form:** If assignment includes administrative time, assigned time, or other support time, please attach *fully executed* AP 107 Form.
- Total WTU:** Round Total Assignment up to the nearest tenth.
- Current Mo Base Rate:** Refer to Summer Per Unit Rate spreadsheet sent to your college and/or PolyData Dashboards.
- Per Unit Rate and Total Term Salary** will calculate automatically based on **Employee Type**, **Total WTU**, and **Current Mo Base Rate** fields.

| CENG | | | | | | | |
|--------|--------------------------------|---------|--------------|----------|------------------------------|---------------|---------|
| Deptid | Deptid Ldescr | Jobcode | Position Nbr | Org Unit | Position Ldescr | Position Pool | Pool Id |
| 111200 | CENG-Aerospace Engineering | 2457 | 00015672 | 112 | Summer Instructional Fac | OF-SL001 | 190 |
| 111200 | CENG-Aerospace Engineering | 2457 | 00015673 | 112 | Summer Non-Instructional Fac | UCP-75100 | 703 |
| 112502 | CENG-Biomedical Engineering | 2457 | 00015674 | 119 | Summer Instructional Fac | OF-SL001 | 190 |
| 112502 | CENG-Biomedical Engineering | 2457 | 00015675 | 119 | Summer Non-Instructional Fac | UCP-75030 | 703 |
| 110200 | CENG-Civil & Environmental Eng | 2457 | 00015676 | 102 | Summer Instructional Fac | OF-SL001 | 190 |
| 110200 | CENG-Civil & Environmental Eng | 2457 | 00015677 | 102 | Summer Non-Instructional Fac | UCP-75200 | 701 |
| 112500 | CENG-College of Engineering | 2457 | 00015678 | 125 | Summer Instructional Fac | OF-SL001 | 190 |
| 112500 | CENG-College of Engineering | 2457 | 00015679 | 125 | Summer Non-Instructional Fac | UCP-70016 | 709 |
| 112500 | CENG-College of Engineering | 2457 | 00015680 | 125 | Summer Non-Instructional Fac | UCP-65275 | 710 |

ELIGIBLE TO TEACH Yes No

WAIVER OF SUMMER TERM TRIAD TEACHING RESTRICTION
 Signature of dean below certifies faculty member is *only qualified instructor* available for assignment. Summer IFF (teaching) WTU of [] exceeds Summer Eligibility of [] from "Number of WTUs eligible to teach Summer" column of the Summer Term Eligibility List located on the Academic Personnel Summer Term website.

AT Instructional (Types 11, 15, 17, 18) [] WTU []
 AT Non-Instructional (Other AT Types) [] WTU [] **TOT**


TOTAL ASSIGNMENT 6.33 WTU [Click to Attach 107 Form](#)

| Employee Type | Total WTU | Per Unit Rate | Current Mo Base Rate | Total Term Salary |
|--------------------------|-----------|---------------|----------------------|-------------------|
| AY Ten/TT or Dept. Chair | 6.4 | 1,667 | 5,000 | \$10,668.80 |
| AY Lecturer | | 0 | | |

- Verify that all required fields are entered correctly.
- Click blue **Submit** button at the bottom of the form.

AP101S-Summer Term 2026 - Beaker-Chemistry

**AP101S State-Support
2026 SUMMER TERM**
 2467 APPOINTMENT AND ASSIGNMENT RECORD



EMPLOYEE DATA Request Type: New Amendment

Full Name: Adam Beaker College: BCSM
 EmpID: 123456789 Org Unit: 123 DeptID: Chemistry & Biochemistry-115200
 Primary Position: Ten/Tenure Track Salary Plan/Grade: 3 - Asista... Summer Position #: 12345678

WORK ASSIGNMENT ACTION

AY Ten/TT or Dept. Chair
 AY Lecturer
 Volunteer

ELIGIBLE TO TEACH Yes No
WAIVER OF SUMMER TERM TRIAD TEACHING RESTRICTION
 Signature of dean below certifies faculty member is only qualified instructor available for assignment. **Summer IFF (teaching) WTU of** 0 **exceeds Summer Eligibility of** 0 **from** "Number of WTUs eligible to teach Summer" column of the Summer Term Eligibility List located on the Academic Personnel Summer Term website.

WORK ASSIGNMENT AND PAY

| | | | |
|------------------------------------|-------------|------------|--|
| 5 Week Teaching | 4 | WTU | Comments: Teaching BIO 101-01 |
| #2/2/26 - 7/24/26 AT Instructional | | WTU | |
| AT Non-Instructional | | WTU | |
| 7.5 Week Teaching | | WTU | |
| #2/2/26 - 8/12/26 AT Instructional | | WTU | |
| AT Non-Instructional | | WTU | |
| TOTAL ASSIGNMENT | 4.00 | WTU | Click to Attach 107 Form |

| Employee Type | Total WTU | Per Unit Rate | Current Mo Base Rate | Total Term Salary |
|--------------------------|-----------|---------------|----------------------|-------------------|
| AY Ten/TT or Dept. Chair | 4 | 1,667 | 5,000 | \$6,668.00 |
| AY Lecturer | | 0 | | |
| Volunteer | | | | |

APPROVALS

Dept Head/Chair: _____ Date: _____ Requested By: **Lindsay Howell**
 College Reviewer: _____ Date: _____ Budget Analyst: _____
 College Dean: _____ Date: _____
 Academic Personnel: _____ Date: _____ Org: _____ Empl Rcd: _____

Instructor Agreement: I understand this offer and salary are contingent upon minimum enrollment and upon notification no later than the third class meeting that a class section has been cancelled. In event of such cancellation, I shall be paid on a pro-rata basis for the days a class section was taught. If a class section is cancelled before the beginning of the first class, there will be no compensation. I understand that instructor payment will be processed after I submit and approve final grades, but not earlier than July 31 for those teaching the 5-week session and August 20 for those teaching the 7.5-week session. Those teaching in both the 5-week and 7.5-week sessions will receive a single paycheck for the combined assignments after the conclusion of their last session taught. Those with non-instructional assigned time appointment(s) will be paid after the conclusion of the session, in a separate payment than their teaching appointment(s). Pursuant to current regulations, no credit will be earned toward retirement, health benefits, senure (if probationary), promotion (if applicable), sick leave, eligibility for leave with pay, or seniority (if tenured) for this assignment, nor will this assignment affect my salary anniversary date or base salary. Questions regarding this appointment or the contents of this notification should be directed to your department head/char. Frequently Asked Questions (FAQs) for Summer Term: <https://academic-personnel.calpoly.edu/wordpress/summer>.
 I accept this agreement as outlined above and subject to the conditions set forth. I understand I will not receive pay until after I sign below.
 Instructor Signature: _____ Date: _____

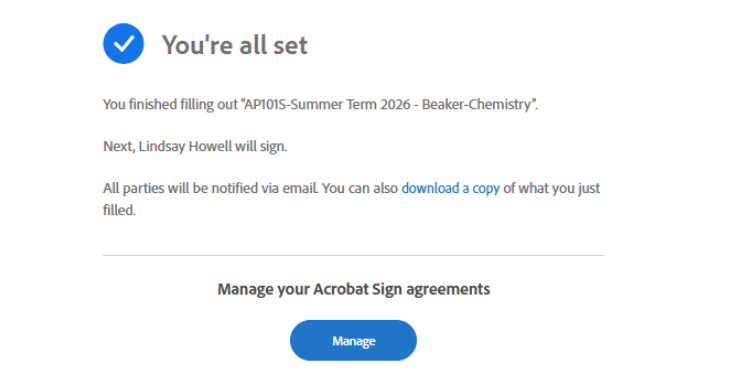
Rev: 5/2026

By form filling, I agree to this document, the [Consumer Disclosure](#) and to utilize electronic signatures. **Submit**

Processing Steps

- You will have the option to view and/or download the form.
- At this point the form has been sent to the next person on the workflow that you established earlier in the process.

Screen Shot



You're all set

You finished filling out "AP101S-Summer Term 2026 - Beaker-Chemistry".

Next, Lindsay Howell will sign.

All parties will be notified via email. You can also [download a copy](#) of what you just filled.

Manage your Acrobat Sign agreements

Manage