



To: College Deans **Date:** October 31, 2025

From: Albert A. Liddicoat, Ph.D. *AL* **Copies:** Simone Aloisio
Provost and Executive Vice President College Associate Deans
College HR Business Partners

Subject: Guidelines for Summer 2026 Teaching Assignments

This memo provides the guidelines to determine reasonable maximum work assignments for teaching assignments administered for the Summer 2026 term.

General guidelines for faculty with full-time AY assignments:

1. Summer 2026 will consist of one 7.5-week session with an overlapping 5-week session. Employment during the summer session will be for additional compensation.
2. During the 5-week summer term, faculty will be limited to eight (8) WTU since the contact hours and teaching responsibilities are compressed by 50% and therefore this is in line with full-time effort. This is consistent with past practice limitations for the 5-week summer term.
3. During the 7.5-week session, faculty will be limited to twelve (12) WTU since the contact hours and teaching responsibilities are compressed by 25% and therefore this is in line with full-time effort.
4. Faculty teaching during both the 5-week and 7.5-week session will be limited to the equivalent of 100% effort during the overlapping period. This is limited to no more than twelve (12) WTU total.
5. Intersession 2-2.5-week instruction is less than 1/4 of the nominal quarter so faculty will be limited to four (4) WTU.
6. In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and prohibits hiring employees to perform CSU related work outside of California. As a result, faculty teaching during summer session should generally perform the work in California, even if the class is completely virtual.
7. Faculty with multiple types of appointments, e.g. grant funding, are limited to 125% effort for all combined work during any period of time over the summer, as well as any other provisions governing additional employment in the CSU (CBA 36).

Exceptions may be considered but they require an advance review with the AVP for Academic Personnel, who in turn will consult with me for approval prior to processing such an appointment. Faculty requesting such an exception must submit a memo to Academic Personnel that includes the justification for the teaching assignment and approval from the college dean no later than six weeks prior to the first day of classes for the assignment.

Any questions related to Summer 2026 employment should be directed to Simone Aloisio, AVP Academic Personnel.