State of California
Memorandum

To: Andy Thulin, Christine Theodoropoulos, Scott Dawson, James Meagher, Douglas Epperson, Dean Wendt

Date: January 24, 2018

From: Albert A. Liddicoat, Vice Provost, Academic Affairs and Personnel

Copies: Kathleen Enz Finken, Brian Tietje, Sandra Harris, Cheri Baumgarten, Dustin Stegner, Graham Archer, Jennifer Hiatt, Academic Personnel Staff, College Analysts, Dept. Heads/Chairs

Subject: Summer Term 2018 Faculty Eligibility

As with the past eight Summer Terms, the University is planning to offer Summer Term 2018 through Extended Education as a self-supported program. The prior practices will continue with respect to determining summer term eligibility and workload.

1. During the summer term, AY faculty can teach up to full-time (12 WTU for tenure/tenure-track and 15 WTU for lecturers) for additional compensation.

2. During the five 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. Faculty may teach in different five week summer terms as long as they do not exceed eight (8) WTU in one term or fifteen (15) WTU for the entire summer.

Course offerings shall continue to be based on the needs of the students with the proviso that all costs at the college level are to be covered by revenues procured through student enrollment fees. Please note that due to the self-support nature of the summer program, the University cannot ensure summer term teaching assignments.

The format and content of the eligibility lists for teaching assignments during Summer Term 2018 is the same as that used for Summer Term 2017, wherein the list reports only faculty who have either ZERO or PARTIAL eligibility (in WTUs) to teach during Summer Term 2018, along with a brief explanation for the ineligibility or partial eligibility. Academic-year faculty with no other summer assignments who do not appear on the list are eligible for a full-time teaching assignment (jobcode 2357) during Summer 2018. A continuing faculty member who taught full-time FWS 2016-17 and FWS 2017-18, and taught Summer 2017 (regardless of time-base) will be listed as not eligible on the list due to having exceeded the 7 consecutive quarter rule. Teaching assignments in Special Session programs held during the period between Spring and Fall terms (jobcode 2322) are not subject to the Summer Term eligibility process, and will have no impact on ability to teach during Summer Term. The Quarter Plus Program, off-campus programs, and international programs are all examples of Special Session programs that are run during this period. Non-teaching assignments (jobcode 2368) during a previous Summer Term will likewise not impact Summer Term teaching eligibility. Faculty in 12-month assignments are excluded from the eligibility process since summer is part of their normal teaching pattern.

Eligibility to teach during Summer Term 2018 is determined based on the following parameters:

1. Faculty may not teach more than the equivalent of seven consecutive quarters, regardless of time-base — rule applies to tenure-track faculty and full-time lecturers; and

2. Faculty may teach no more than the equivalent of ten (10) FTE quarters in a triad (12-quarter period) -- rule applies only to tenure-track faculty.
Exceptions to the above limitations may be granted if it is determined that the assignment of the faculty member is essential to the offering of required instruction and no other qualified eligible faculty members are available to teach. As in previous Summer Terms, requests and justifications for exceptions to the triad regulations will be documented directly on the AP101-S form. The signatures of the department chair/head and dean on the AP101-S will indicate their recommendation that such a waiver be granted. Final approval for any appointments involving requests for exceptions will rest with the AVP Academic Personnel.

3. Eligible tenure-track faculty will have priority for Summer Term assignments over lecturers for at least 60% (headcount) of Summer Term offers, assuming they are qualified to teach the courses offered. The respective department chair/head will determine tie-breaking procedures when faculty are equally eligible and qualified.

4. Summer Term appointments of tenured and tenure-track faculty members carry the obligation to fulfill normal instructionally related responsibilities including research, scholarship, creative activity, and service to the University, profession and to the community.

Please note that due to the self-support Summer Term program and the unpredictable nature of Summer Term assignments, faculty may not request an Advance Quarter Off with pay.

Please review the accuracy of the enclosed lists with your departments and bring any questions or corrections to the attention of Chris Blackburn (756-5281) or Elena Morelos (756-6575) as early as possible. Summer Term appointment procedural instructions and FAQs will be distributed and posted in early Spring Quarter 2018.

If you have any questions regarding an individual case in terms of eligibility please contact Chris Blackburn by email or at 756-5281. Any questions regarding Special Session instruction (including QuarterPlus) should be directed to Cheri Baumgarten in the International, Graduate, and Extended Education office.

This information is available at http://www.academic-personnel.calpoly.edu/content/summer.