FAQ’s
Frequently Asked Questions
Summer Term

1. **What are the dates of Self-Support Summer Term Instructional assignments (job code 2357)?**
   
The dates vary each from year to year. Access current year information in the Summer Term Procedures on Academic Personnel’s [Summer Term webpage](#).

2. **Which sessions are used for the State-Support Summer Term Non-Instructional (job code 2368) assignments?**
   
The 10-week Session of each year.

3. **What is the Final Exam Schedule?**
   
Access current year information on the Office of the Registrar’s [Calendars and Deadlines webpage](#).

4. **Will the summer ineligibility list be used to determine priority of Summer Term teaching appointments offered through Extended Education?**
   
Yes

5. **Retired employees**
   
Retired employees cannot be rehired within 180 days of their retirement date. If their retirement date was within the prior 180 days, the retiree cannot be rehired for compensation at any CalPERS covered agency, including self-support (Extended Education).

   In order for a non-FERP-ing retiree to be appointed as a 2357 (instructional faculty summer session) in Summer Term, their retirement date must be 180 days prior to the first day of instruction, regardless of the session in which they are scheduled to teach. Access current year information in the Summer Term Procedures on Academic Personnel’s [Summer Term webpage](#).

   Retired employees who are entering FERP or currently participating in FERP cannot be appointed as a rehired annuitant or as a 2357 (instructional faculty summer session).

6. **Can a Summer Term course for credit be run through Special Session?**
   
No. The only courses offered through Special Session during summer are off-campus and international programs courses and other programs offered only through Special Session such as self-support graduate and certificate programs, Quarter Plus and Early Start.

7. **How is the rate per WTU calculated for self-support appointments?**
   
The monthly base rate is required to calculate the per WTU rate.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Formula</th>
</tr>
</thead>
<tbody>
<tr>
<td>AY Ten/TT (includes Dept Chairs)</td>
<td>Multiply monthly base rate by 12 months and divide by 36 (Please do not remove Department Chair stipends.)</td>
</tr>
<tr>
<td>AY Temp Faculty</td>
<td>Multiply monthly base rate by 12 months and divide by 45</td>
</tr>
<tr>
<td>12Mo Ten/TT</td>
<td>Divide monthly base rate by 1.15 to convert to AY base rate, round, then multiply by 12 months and divide by 36</td>
</tr>
<tr>
<td>12Mo Temp Faculty</td>
<td>Divide monthly base rate by 1.15, round, then multiply by 12 months and divide by 45</td>
</tr>
<tr>
<td>12Mo Ten/TT (includes Dept Chairs)</td>
<td>Delete stipends, divide monthly base rate by 1.15, round, then multiply by 12 months and divide by 36</td>
</tr>
</tbody>
</table>

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8. How is the approximate pay for summer term appointments calculated?

For Self Support - job code 2357:
Take the rate per WTU from the calculation performed above then multiply it by the number of WTUs assigned to teach. Total WTUs having 2 decimal places must first be rounded UP to the nearest tenth in order to determine correct salary (do not round down).

For State Support - job code 2368:
The monthly base rate (which is located the pay check stub) is multiplied by 4, then multiplied by the fractional time-base, then divided by 3 to get the actual monthly rate to be paid in 3 payments.

9. Will the anticipated GSIs be applied to Self-Support Summer Term appointments?

Generally, no. For faculty members who worked for the campus in the prior academic year, the contract provides that salaries in the self-support summer instructional classification 2357 (summer session, self-support) are tied to the prior academic year salary. For that reason, pay for summer in job code 2357 should be based on salaries in effect prior to the application of the GSIs.

10. What about GSIs for State-Support Summer appointments?

The GSIs will be implemented on the effective date for faculty members active in job code 2368 (instructional faculty, extra quarter) as well as faculty members with active summer-quarter appointments as lecturers (job code 2358).

11. What will happen to the salary rates for Extended Education faculty job codes for Special Session instruction? (not applicable to 2357-Instructional Faculty Summer Session job code)

The two affected job codes are 2322 (Instructional faculty, Special Programs – For Credit) and 2323 (Instructional faculty, Extension – For Credit). According to the terms in Article 40, the published minimum salary rates for these two job codes shall increase at a rate consistent with the overall compensation pool increase for Unit 3. At Cal Poly, these published minimum rates are not used as the basis for instructor compensation; rather, the base salary rate in the instructor’s primary faculty position is used as the basis for instructor pay within these job codes. The rate per WTU is calculated at 1/45th of the instructor’s annual faculty salary on the last work day of their summer assignment.

12. Who signs the Summer Term appointment letter?

<table>
<thead>
<tr>
<th>Faculty Role</th>
<th>Signatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructional Faculty</td>
<td>Vice Provost for International, Graduate, and Extended Education</td>
</tr>
<tr>
<td>Teaching Associates</td>
<td>Vice Provost for International, Graduate, and Extended Education</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>College Dean</td>
</tr>
<tr>
<td>ISAs</td>
<td>ISA101-Summer Form – Dept. Chair/Head or Designee</td>
</tr>
<tr>
<td>Special Consultants</td>
<td>College Dean</td>
</tr>
<tr>
<td>Non-Teaching State Support (IAF, AT, OSF)</td>
<td>College Dean</td>
</tr>
</tbody>
</table>

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13. Why must a course offered through Extended Education be cancelled if minimum enrollment is not achieved prior to the third class meeting?

The costs to offer courses through self-support must be covered by revenue collected from student enrollment. State funds may not be used to subsidize the cost of teaching a course through self-support.

14. What happens if the minimum number of students does not register for a course?

The class will be cancelled no later than the third class meeting. The faculty member will be paid pro-rata for any classes taught. If a course is cancelled prior to beginning of the first class, there will be no compensation.

15. What happens if enrollment drops below the minimum level after the third class meeting?

The course would continue and the faculty member would be paid.

16. If the minimum number of students would support a lower paid faculty member, may the higher paid faculty member agree to be paid at a lower rate?

No. The faculty member’s rate of pay has to be honored and cannot be negotiated outside of the faculty collective bargaining agreement.

17. If the minimum number of students would support a lower paid faculty member, may the college dean proceed down the priority list until the cost of an appointment can be made within the break-even point?

Yes, as long as the spirit of the summer agreement eligibility is met.

18. Can a faculty member volunteer to teach a course without compensation?

Yes, however, the faculty member would need to agree to a voluntary appointment by signing a statement to the effect that the volunteer assignment is a personal choice and completely optional:

Example: “I volunteer to teach course XXXX during Summer Term YEAR without compensation.”

19. Can a faculty member voluntarily agree to be paid for one course and volunteer not to be paid for another?

Yes. For the volunteer assignment, the faculty member would need to sign a statement to the effect that it is a personal choice and completely optional:

Example: “I volunteer to teach course XXXX during Summer Term YEAR without compensation.”

20. Can a faculty member volunteer to teach a portion of one course and be paid for the remaining portion?

No.

21. If needed, is it possible for a faculty member to use their accrued sick leave during assignments paid from Extended Education?

No. Sick leave is accrued in a State position and cannot be transferred to Extended Education.
22. Are final examinations required for Summer Term courses assigned through Extended Education?
Yes, campus policies regarding final examinations continue to apply. Access current year information on the Office of the Registrar’s [Calendars and Deadlines webpage](#).

23. Can a 12-month faculty member be assigned an Extended Education Summer Term course?
Only without additional compensation and approval of the department chair and college dean. Extended Education will reimburse the college for pro-rata amount of salary for Summer Term work assigned to 12-month faculty member. A 12-month faculty member will not be paid additional compensation for any teaching performed in Summer Term.

24. Can Volunteers not currently employed at Cal Poly teach summer courses?
Yes, if approved by College Dean

25. What job code will be used to compensate AY faculty assigned to Summer Term?
Job Codes for various assignments can be found in the [Summer Appointment Type Matrix](#).

26. What are the non-teaching assignment types?
Job Codes for various assignments can be found in the [Summer Appointment Type Matrix](#).

27. How are State Support (job code 2368) assignments processed?
College/Department:
- Follows [Create a Summer Term Extra Quarter Non-teaching Contract BPG](#)
- Completes AP101-NonInstructional (State Support) Summer Term
- Creates 2368-Extra Quarter Assignment offer letter signed by the Dean
- Completes AP107 (A, B, or C)
- Enters assignment into Term Workload
- Submits all documents to Academic Personnel

28. How are Self Support non-teaching (job code 2357) assignments processed?
College/Department:
- Completes AP101S-Instructional (Self Support) Summer Term (including Assigned Time WTUs using code 11 or 15 only, if applicable)
- Completes AP107-B (if applicable)
- Enters assignment into Term Workload and prints Term Workload page
- Submits all documents to Academic Personnel

Academic Personnel creates offer letter to be signed by the Vice Provost for International, Graduate, and Extended Education

29. How and when will academic year faculty members be paid?
Paydays vary from year to year. Access current year information in the Summer Term Procedures on Academic Personnel’s [Summer Term webpage](#).

**Note:** It is possible for an employee to have both a teaching assignment (2357) and a non-teaching assignment (2368) in the same session. They will have two separate assignments and will be paid separately for each assignment.
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30. Is retirement deducted from paychecks of faculty paid in job code 2357?
If a faculty member worked full-time during both of the Winter and Spring Quarters then retirement benefits will not be deducted. If a faculty member worked less than full-time during either of those quarters, then earnings paid will be subject to retirement deductions.

31. Is retirement deducted from paychecks of faculty paid in job code 2368?
No

32. What is the link to the paycheck calculator if I am considering changing my Federal or State tax withholding?
http://www.afd.calpoly.edu/payroll/links.asp

33. Will assignment to job codes 2357 or 2368 affect other deductions?
This information is in the Summer Term Procedures on Academic Personnel’s Summer Term page

34. How will parking costs be handled?
Academic Year employees with or without automatic parking fee deduction from their monthly paychecks who want to park on campus while working for additional compensation during Summer Term will be required to purchase a parking permit for summer. Employees are encouraged to use alternate ways to commute to work if they do not want to pay for summer parking.

35. Can ISAs (Instructional Student Assistants) be hired during the summer?
- Yes, the ISAs will be hired using the ISA 101-Summer form, similar to the process that is used during the academic year, and will be paid through state funds.
- Complete ASE101 and retain in the department or college.
- If the work performed is to support a Summer Term course, Extended Education will reimburse the college for the ISA compensation through the budget reconciliation process.
- If the work being performed is not supporting a Summer Term course, then the State funded ISA wages will not be reimbursed.

36. Can Teaching Associates be hired for Summer Term?
- Yes, Teaching Associates can teach summer courses.
- As with AY faculty, colleges prepare and send AP101S (Self Support) to Academic Personnel. AP will prepare appointment letter for signature of Vice Provost IG&EE.
- Complete ASE101 and retain in the department or college.
- Job code is 2354 and pay is based on FTE and monthly base rate.
- TA pay months are June, July, August and September.

37. Can Graduate Assistants be hired during the summer?
- Yes, Graduate Assistants will be hired using the same process as with regular academic terms, using state (department or college) funds.
- The department/college will provide the AP101S and offer letter signed by the college dean using standard letter template. Extended Education will not be processing these appointments.
- Complete ASE101 and retain in the department or college.
- GA pay months are July, August and September.
- If the work performed is to support a Summer Term course, the cost of the GA will be reimbursed to the college through the budget reconciliation process.
38. Can faculty be hired as Special Consultants, and under what circumstances?

Yes. The same procedures and policies applicable during the academic year also apply during Summer Term, and compensation can be paid from State funds. Special Consultants (job code 4660) are appointed for summer assignments by completion of the SC100 Special Consultant Appointment and Agreement Form. The assignment may include a portion of or the entire summer period. Special Consultants are paid on a monthly basis according to the number of days submitted each month on the SC101 Special Consultant Pay Request up to the maximum number of days authorized on the SC100.

39. What is the link for student fees?

http://afd.calpoly.edu/fees/ (navigate down to Summer and select)

40. Where should questions regarding Summer Term be directed?

<table>
<thead>
<tr>
<th>Summer Term Pay questions</th>
<th>Payroll</th>
<th>Jennifer Hiatt (6-2605)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Term appointment procedures, process, and policy</td>
<td>Academic Personnel</td>
<td>Carol Sammons (6-5228) or Chris Blackburn (ext. 6-5281)</td>
</tr>
<tr>
<td>Summer Term Special Consultant or ISA questions</td>
<td>Academic Personnel</td>
<td>Nicole Hadley (ext. 6-2841)</td>
</tr>
<tr>
<td>Summer Term and Special Session course, enrollment and compensation questions</td>
<td>Extended Education</td>
<td>Sandra Harris (6-7657) or <a href="mailto:summer@calpoly.edu">summer@calpoly.edu</a></td>
</tr>
</tbody>
</table>