



MEMORANDUM

January 16, 2024

TO: Kevin Dong, Bill Hendricks, Amy Fleischer, Philip Williams, Dean Wendt, Damon Fleming

FROM: Kathryn Rummell *Kathryn Rummell*
AVP, Academic Personnel

COPIES: Cynthia Jackson-Elmoore, Daniel Bernard, Jerusha Greenwood, Lisa Kawamura, Jennifer Hiatt, Academic Personnel Staff, College HR Analyst/Partners, Dept. Heads/Chairs

SUBJECT: **Summer Term 2024 Faculty Eligibility**

As with last summer, the University is planning to offer a stateside Summer Term 2024. This stateside Summer Term includes a new Summer Start program for incoming first-year students in certain programs.

1. During the summer term, AY faculty can teach up to full-time (12 WTUs for tenure/tenure-track and 15 WTUs for lecturers) for additional compensation.
2. During each five-week summer term, faculty will be limited to eight (8) WTUs 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) WTUs in one term or fifteen (15) WTUs for the entire summer.

Eligibility lists report only faculty who have either ZERO or PARTIAL eligibility (in WTUs) to teach during Summer Term 2024, 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 up to a full-time teaching assignment during Summer 2024.** A continuing faculty member who taught full-time FWS 2022-23 and FWS 2023-24, and taught Summer 2023 (regardless of time-base) will be listed as **not eligible** on the list due to having exceeded the 7 consecutive quarter rule, per Title 5 CCR § 42754. 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 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 2024 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.
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 tenured and probationary 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. One-quarter of Summer Term appointments may consist of probationary faculty hired to begin in Fall Quarter 2024.
5. 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 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 Kathryn Rummell (krummell@calpoly.edu) as early as possible. Summer Term appointment procedural instructions and FAQs will be distributed and posted in early Spring Quarter 2024.

If you have any questions regarding an individual case in terms of eligibility please contact Kathryn Rummell by email. Any questions regarding Special Session instruction (including QuarterPlus) should be directed to the Extended Education office (extended@calpoly.edu).

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