State of California
Memorandum

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From: Al Liddicoat
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Subject: Appointment and Payroll Procedures for Summer Term 2019

Teaching appointments for Summer Term 2019 will continue to be made under the self-support model through Extended Education. The provisions of the campus summer quarter agreement will continue to prevail for Summer Term 2019. The ineligibility lists were provided to colleges and departments and are accessible at https://academic-personnel.calpoly.edu/content/summer. If a faculty member is on the list as ineligible to teach during Summer Term 2019, but is the only qualified person available to teach the course, the dean may grant a waiver by completing the Waiver of Summer Term Triad Teaching Restriction box on the AP101S-2357 form.

New this year is the use of DocuSign to complete and route the AP101S-2357 form. The link to the electronic form can be located at https://academic-personnel.calpoly.edu/content/summer. In accordance with Executive Order 1099, specific School of Education courses need to be offered through the state and Academic Personnel will be coordinating directly with School of Education on faculty assignment and payment requests.

All non-teaching appointments (assigned time, administrative time, and OSF-reimbursed time) will continue to be made and processed as State-support appointments using Jobcode 2368 (Instructional Faculty-Extra Quarter Assignment) by the academic departments with the appointment being made by the college dean. All costs associated with 2368 assignments will be borne by the departments or colleges making the assignments, thereby avoiding the need for reimbursement to Extended Education for non-teaching assignments. The only exception will be for non-teaching assignments directly related to self-support courses through Extended Education (e.g. assigned time codes such as 11-excess enrollment and 15-nontraditional instruction which are considered to be Direct Instruction – see AP107-B form for details).

The campus agreement with CFA provides that tenured and probationary faculty members will be compensated at x/12 units and lecturers will be compensated at x/15. Also under the campus agreement, probationary and tenured faculty members are expected to perform normal instructionally-related responsibilities in proportion to their summer appointment including research, scholarship, creative activity, and/or service to the University, profession and/or community. Included with the updated documents are a set of FAQs that includes information regarding the impact of the anticipated general salary increases to summer employment. Based on this information,
Job code “2357-Instructional Faculty, Summer Session – Extension” is excluded from the GSIs for any summer 2019 appointments.

Per CalPERS, effective January 1, 2013, CSU employees will be required to wait 180-days from his/her retirement date before returning to work as a rehired annuitant.

Detailed procedures and applicable forms for Summer Term 2019 can be found at http://www.academic-personnel.calpoly.edu/content/summer.