MEMORANDUM

March 22, 2021

TO: Al Liddicoat, Amy Fleischer, Andy Thulin, Christine Theodoropoulos, Dean Wendt, Philip Williams

FROM: Kathryn Rummell (KR) 
Interim Associate Vice Provost for Academic Personnel
Brian Tietje (BT) 
Vice Provost for International, Graduate, and Extended Education

COPIES: Cynthia Jackson-Elmoore, Helen Louie-Sumser, Cheri Baumgarten, Thomas Gutierrez, Lewis Call, Jennifer Hiatt, Academic Personnel Staff, College HR Analyst/Partners, Dept. Heads/Chairs

SUBJECT: Appointment and Payroll Procedures for Summer Term 2021

Teaching appointments for Summer Term 2021 will continue to be made under the self-support model through Extended Education and provisions of the campus summer quarter agreement will continue to prevail.

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 2021, 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.

The AP101S-2357 and all summer related documents and forms are available on the Academic Personnel Summer Term webpage at 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 IS-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.

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 2021 can be found at

http://www.academic-personnel.calpoly.edu/content/summer.