



MEMORANDUM

April 27, 2023

TO: Amy Fleischer, Andy Thulin, Christine Theodoropoulos, Damon Fleming,
Dean Wendt, Philip Williams

FROM: Kathryn Rummell
Associate Vice Provost for Academic Personnel

COPIES: Cynthia Jackson-Elmoore, Thomas Gutierrez, Lisa Kawamura, Jennifer Hiatt,
Academic Personnel Staff, College HR Analyst/Partners, Dept. Heads/Chairs

SUBJECT: Appointment and Payroll Procedures for Summer Term 2023

Teaching appointments for Summer Term 2023 will continue to be state-support 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 2023, 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-Summer Term 2023 form.

The AP101S-Summer Term 2023 and all summer related documents and forms are available on the Academic Personnel Summer Term webpage at <https://academic-personnel.calpoly.edu/content/summer>.

All appointments will be made and processed using jobcode 2358 or 2368, depending on the faculty member's primary appointment. Instructional versus non-instructional appointments (assigned time, administrative time, and OSF-reimbursed time) will be differentiated by position number. All costs associated with non-instructional assignments will be borne by the departments or colleges making the assignments.

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 their retirement date before returning to work as a rehired annuitant.