

SUMMER 2023 PROCEDURE

- Dates of Summer Term Teaching Assignments:

1 st 5-week summer assignments	June 26 to July 28	(24 days)
2 nd 5-week summer assignments	July 31 to September 1	(25 days)
8-week summer assignments	June 26 to August 23	(42 days)
10-week summer assignments	June 26 to September 7	(54 days)

APPOINTMENT PROCESSING

- College/Department will complete an AP101S-Summer Term 2023 form in AdobeSign and route forward for approvals. This form routes to instructor and serves as appointment letter.
 - All appointments will be either **2368** or **2358** job code appointments.
 - Job Code 2368**: Current faculty who were in full-time paid status during both winter and spring 2023.
 - Job Code 2358**: Current faculty who were not in full-time paid status during both winter and spring 2023.
 - If appointment includes administrative or assigned time, college/department will append fully executed appropriate AP 107 form to AP101S.
 - Administrative Time (IAF) generally limited to administrative assignments for AY Department Chairs - complete **AP107A** and process as job code **2368** appointments.
 - Assigned Time - complete **AP107B** for state-support assignments not directly related to Summer Term 2023 instruction.
 - Reimbursed (Release) Time (OSF) – complete **AP107C** for reimbursed time, i.e. grant-funded release time.
 - College/Department will create contract in PeopleSoft for all paid appointments.
 - College/Department will complete a Volunteer Form for all volunteer appointments.
 - All teaching appointments are contingent upon meeting enrollment targets prior to the third class meeting. When courses are cancelled prior to the third class meeting, faculty will be paid the pro-rata amount for number of class days taught. Upon course cancellation, college deans will immediately inform the affected faculty member via email and send an amendment AP101S Summer Term 2023 Form via AdobeSign. The amendment will also route to the instructor.
 - Once the faculty signs AP 101S, sender will receive a notice from AdobeSign that the packet is complete. AP 101S and any appended documents (AP 107 Forms) will automatically file in faculty ePAF.

PAY SCHEDULE for job code **2368** and **2358** assignments will be **paid** on the basis of the ten-week summer session.

- Faculty in job code **2368** will receive **THREE** paychecks. Paychecks will be disbursed on the following dates:
 - Aug 1
 - August 31
 - September 12
- Faculty in job code **2358** will receive **FOUR** paychecks. Paychecks will be disbursed on the following dates:
 - June 30
 - Aug 1
 - August 31
 - September 12

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Note: It is possible for an employee to have both a teaching assignment and a non-teaching assignment in the same session as long as the total assignment does not exceed full-time. They will have two separate assignments and will be paid separately for each assignment.

GENERAL INFORMATION

- 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 retiree to be appointed in Summer Term, their retirement date must be on or prior to December 28, 2022.
- The following types of deductions are NOT allowed:
 - Health Benefits
 - 403B
 - 457
 - 401K
 - Union Dues
- Background checks will be required for any new hire or rehires with more than 12 months break in service per the new CSU policy. Departments must submit background check requests to Academic Personnel as early as possible.
- All self-support appointments will reflect faculty salary as of Spring Term 2023, consistent with the Unit 3 Collective Bargaining Agreement (see FAQs for details).

***When in doubt regarding which of the options to use for appointing your faculty, please contact Academic Personnel for information or advice.**

Special Consultant Appointments During Summer

- Special Consultant appointments may be given to compensate faculty for some types of non-teaching assignments, including duties not related to their faculty position and other assignments outside their primary department. Special Consultant assignments are paid at a daily pay rate that may or may not equate to the faculty member's actual pay rate.
- The same procedures and policies that are 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 assignments during Summer Term assignments by completion of the [SC100 Special Consultant Appointment and Agreement Form](#).
- 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 days authorized on the SC100.

ACADEMIC STUDENT APPOINTMENTS

Student employees are allowed to work (up to 40 hours per week) during Summer Term if they are **not** enrolled or for:

- Undergrads enrolled in 5 units or less in Summer Term, **or**
- Grad students enrolled in 3 units or less in Summer Term **and**
- For both undergrads and grad students must have been enrolled in the previous Spring Term.

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During Summer Term, full-time students are limited to working 20 hours per week throughout the entire duration of Summer Term, regardless of the actual session(s) they are enrolled in.

Full-time students are:

- Undergrads enrolled in 6 units or more in Summer Term, **or**
- Grad students enrolled in 4 units or more in Summer Term

Teaching Associates

- Colleges prepare and send **AP101S - TA-GA Summer 2023** form to Academic Personnel.
- TA's are time-based (FTE) appointments
- TA's will be assigned to payroll classification code 2354.
- **Pay schedule** - paychecks will be issued as follows:
 - June 30
 - August 1
 - August 31
 - September 12

Graduate Assistants

- Colleges prepare both the **AP101S - TA-GA Summer 2023** form and the appointment letter signed by the College Dean and forward both documents to Academic Personnel.
- GA's are time-based (FTE) appointments
- GA's will be assigned payroll classification 2355, Range C
- **Pay schedule** - paychecks will be issued as follows:
 - July 30
 - August 31
 - September 30
- Since GA's are not supporting summer instruction, their salary will be paid by the college and their assignments will be exempt from the summer term budget reconciliation process.

Instructional Student Assistants (ISAs)

- Departments will use the ISA101S Summer 2023 AdobeSign powerform.

STUDENT REGISTRATION

- For detailed registration schedule, summer student fees and information please see [Office of the Registrar](#) website.
- Detailed Student Fee payment information can be found on the [Student Accounts](#) website.

QUESTIONS

For pay related questions:	Payroll – Jennifer Hiatt	6-2605
Summer Term appointment procedures, process and policy:	Academic Personnel - CAED, CAFES, CENG – Nicole Hadley OCOB, CSM – Katie Bull CLA – Lily Curtis	6-2841 6-6380 6-7805
Summer Term Special Consultant and ISA questions:	Academic Personnel – Nicole Hadley	6-2841
Special Session course, enrollment and compensation questions:	Extended Education – Cheri Baumgarten	6-7657

REFERENCES (<http://www.academic-personnel.calpoly.edu/content/summer>)

- Cal Poly Agreement for Summer Quarter Faculty Assignments (effective Summer 2007)

SUMMER 2023 PROCEDURE

- Summer Term FAQs
- Summer Term 2023 Ineligibility Lists by College
- Summer Term 2023 Appointment and Payroll Procedures Memo
- Summer Term 2023 Procedures
- AP101S-Summer Term 2023 Appointment/Assignment Record
- AP101S-TA-GA Assignment Form
- Business Process Guide: Complete AP101S in AdobeSign and Create Summer Term Contract
- Summer Term Positions 2023
- ISA 101S Summer 2023
- Per Unit Rate List provided to the College Dean's Office