

## SUMMER 2026 PROCEDURE

- Dates of Summer Term Teaching Assignments:

5-week summer assignments	June 22 to July 24	(24 days)
7.5-week summer assignments	June 22 to August 12	(37 days)

### **APPOINTMENT PROCESSING**

- College/Department will complete an AP101S-Summer Term 2026 form in AdobeSign and route forward for approvals. This form routes to instructor and serves as appointment letter.
  - All appointments will use **2457** job code – State Support Immediate Pay.
  - 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 **2457** appointments.
    - Assigned Time - complete **AP107B** for state-support assignments not directly related to Summer Term 2026 instruction.
    - Reimbursed (Release) Time (OSF) – complete **AP107C** for reimbursed time, i.e. grant-funded release time.
- 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 2026 Form via AdobeSign. The amendment will also route to the instructor.
- Once the faculty signs AP101S, sender will receive a notice from AdobeSign that the packet is complete. AP101S and any appended documents (AP 107 Forms) will automatically file in faculty ePAF.

### **PAY SCHEDULE** for job code **2457** – State Support assignments:

Only **ONE** paycheck will generate after completion of the summer assignment(s). Those working in both the 5-week and 7.5-week sessions will receive a single paycheck for the combined assignments after the conclusion of their last session taught.

**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.

**Compensation aggregated and disbursed into one paycheck may affect the amount of taxes withheld. Employees should consult a tax professional for tax advice.**

- Paychecks will be disbursed **after** the following dates:
  - July 31 for assignment(s) during 5-week session (grades due July 28)
  - August 20 for assignment(s) during 7.5-week session (grades due August 18)

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## **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 through Extended, Professional and Continuing Education (EPaCE).
  - In order for a retiree to be appointed in Summer Term, their retirement date must be on or prior to December 24, 2025.
- The following types of deductions are NOT allowed:
  - Retirement
  - 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 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 2026, 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.**

## **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.

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**

- More information on the hiring process will be available soon.

### **Graduate Assistants**

- More information on the hiring process will be available soon.

### **Instructional Student Assistants (ISAs)**

- Departments will use the **ISA101S Summer 2026** AdobeSign powerform.

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## **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:	<u>Payroll</u> Michael Reniere	<a href="mailto:mreniere@calpoly.edu">mreniere@calpoly.edu</a>
Summer Term appointment procedures, process and policy:	<u>Academic Personnel</u> CAFES, CENG – Nicole Hadley BCSM, AIP – Katie Bull CLA, CAPS – Rachel Moorse CAED, OCOB – Sophia An	<a href="mailto:nhadley@calpoly.edu">nhadley@calpoly.edu</a> <a href="mailto:kbull@calpoly.edu">kbull@calpoly.edu</a> <a href="mailto:rmoorse@calpoly.edu">rmoorse@calpoly.edu</a> <a href="mailto:san07@calpoly.edu">san07@calpoly.edu</a>
Summer Term ISA questions:	<u>Academic Personnel</u> Jamie Mueller	<a href="mailto:jmuell02@calpoly.edu">jmuell02@calpoly.edu</a>
Special Session course, enrollment and compensation questions:	<u>Extended, Professional and Continuing Education (EPaCE)</u>	<a href="mailto:extended@calpoly.edu">extended@calpoly.edu</a>

## **REFERENCES** (<https://academic-personnel.calpoly.edu/content/summer>)

- Cal Poly Agreement for Summer Quarter Faculty Assignments (effective Summer 2007)
- Summer Term Guidelines for Teaching Assignments (effective Summer 2026)
- Summer Term 2026 Ineligibility Lists by College
- Summer Term 2026 Appointment and Payroll Procedures Memo
- Summer Term 2026 Appointment Procedures
- Summer Term FAQs
- AP101S-Summer Term 2026 Appointment/Assignment Record
- AP101S-Summer Term TA-GA Appointment/Assignment Record
- Business Process Guide: Complete AP101S Summer Term 2026 in AdobeSign
- Summer Term Position Numbers 2026
- ISA 101S Summer 2026 Appointment Record
- Per Unit Rate List provided to the College Dean's Office