

FAQ's Frequently Asked Questions Summer Term

1. What are the dates of Stateside Summer Term Instructional assignments?

The dates vary each from year to year. Access current year information in the Summer Term Procedures on Academic Personnel's [Summer Term webpage](#)

2. What is the Final Exam Schedule?

Access current year information on the Office of the Registrar's [Calendars and Deadlines webpage](#)

3. Will the summer ineligibility list be used to determine priority of Summer Term teaching appointments offered?

Yes

4. 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 non-FERPing retiree to be appointed in Summer Term, their retirement date must be 180 days prior to the first day of instruction, regardless of the session in which they are scheduled to teach. Access current year information in the Summer Term Procedures on Academic Personnel's [Summer Term webpage](#)

Retired employees who are entering FERP or currently participating in FERP cannot be appointed as a rehired annuitant during Summer Term.

5. Can a Summer Term course for credit be run through Special Session?

Summer courses that run as Special Session and not as part of Summer Term have unique characteristics, such as an off-campus or international locations, travel or other cost considerations, or a schedule that does not match the 5, 8 or 10-week sessions offered during Summer Term. If academic departments have courses with these characteristics, please contact Extended Education.

6. How is the rate per WTU calculated for self-support appointments?

The monthly base rate is required to calculate the per WTU rate.

AY Ten/TT (includes Dept Chairs)	Multiply monthly base rate by 12 months and divide by 36 (Please do not remove Department Chair stipends.)
AY Temp Faculty	Multiply monthly base rate by 12 months and divide by 45
12Mo Ten/TT	Divide monthly base rate by 1.15 to convert to AY base rate, round, then multiply by 12 months and divide by 36
12Mo Temp Faculty	Divide monthly base rate by 1.15, round, then multiply by 12 months and divide by 45
12Mo Ten/TT (includes Dept Chairs)	Delete stipends, divide monthly base rate by 1.15, round, then multiply by 12 months and divide by 36

7. How is the approximate pay for summer term appointments calculated?

For State Support - job code **2368**:

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The monthly base rate (which is located on the pay check stub) is multiplied by 4, then multiplied by the fractional time-base, then divided by 3 to get the actual monthly rate to be paid in 3 payments.

For State Support - job code **2358**:

The monthly base rate (which is located on the pay check stub) is multiplied by the fractional time-base to get the actual monthly rate to be paid in 4 payments.

- 8. What will happen to the salary rates for Extended Education faculty job codes for Special Session instruction?** The two affected job codes are 2322 (Instructional faculty, Special Programs – For Credit) and 2323 (Instructional faculty, Extension – For Credit). According to the terms in Article 40, the published minimum salary rates for these two job codes shall increase at a rate consistent with the overall compensation pool increase for Unit 3. At Cal Poly, these published minimum rates are not used as the basis for instructor compensation; rather, the base salary rate in the instructor's primary faculty position is used as the basis for instructor pay within these job codes. The rate per WTU is calculated at 1/45th of the instructor's annual faculty salary on the last work day of their summer assignment.

- 9. Who signs the Summer Term appointment letter?**

Instructional Faculty	College Dean
Teaching Associates	College Dean
Graduate Assistants	College Dean
ISAs	ISA101-Summer Form – Dept. Chair/Head or Designee
Special Consultants	College Dean
Non-Teaching State Support (IAF, AT, OSF)	College Dean

- 10. What happens if the minimum number of students does not register for a course?**

The class will be cancelled no later than the third class meeting. The faculty member will be paid pro-rata for any classes taught. If a course is cancelled prior to beginning of the first class, there will be no compensation.

- 11. What happens if enrollment drops below the minimum level after the third class meeting?**

The course would continue and the faculty member would be paid.

- 12. Can a faculty member volunteer to teach a course without compensation?**

Yes; however, the faculty member would need to agree to a voluntary appointment by signing a statement to the effect that the volunteer assignment is a personal choice and completely optional:

Example: "I volunteer to teach course XXXX during Summer Term YEAR without compensation."

- 13. Can a faculty member voluntarily agree to be paid for one course and volunteer not to be paid for another?**

Yes. For the volunteer assignment, the faculty member would need to sign a statement to the effect that it is a personal choice and completely optional:

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Example: "I volunteer to teach course XXXX during Summer Term YEAR without compensation."

14. Can a faculty member volunteer to teach a portion of one course and be paid for the remaining portion?

No.

15. If needed, is it possible for a faculty member to use their accrued sick leave during summer assignments?

Yes.

16. Are final examinations required for Summer Term courses?

Yes, campus policies regarding final examinations continue to apply. Access current year information on the Office of the Registrar's [Calendars and Deadlines webpage](#)

17. Can a 12-month faculty member be assigned a Summer Term course?

Only without additional compensation and approval of the department chair and college dean. A 12-month faculty member will not be paid additional compensation for any teaching performed in Summer Term.

18. Can Volunteers not currently employed at Cal Poly teach summer courses?

Yes, if approved by College Dean.

19. How are State Support (job code 2368 and 2358) assignments processed?

College/Department:

- Follows [Business Process Guide: Complete AP101S-Summer Term 2023 in AdobeSign and Create a Summer Term Contract](#)
- Completes AP107 (A, B, or C), if applicable
- Completes AP101S- Summer Term 2023 Appointment/Assignment Record via AdobeSign
- Creates Summer Term Contract
- Verifies/Enters assignment into Term Workload

20. How and when will academic year faculty members be paid?

Paydays vary from year to year. Access current year information in the Summer Term Procedures on Academic Personnel's [Summer Term webpage](#)

Note: It is possible for an employee to have both a teaching assignment and a non-teaching assignment in the same session. They will have two separate assignments and will be paid separately for each assignment.

30. Is retirement deducted from paychecks of faculty paid in job code 2358?

If a faculty member worked less than full-time during either Winter or Spring Quarters, then earnings paid will be subject to retirement deductions.

Is retirement deducted from paychecks of faculty paid in job code 2368?

No

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32. What is the link to the paycheck calculator if I am considering changing my Federal or State tax withholding?

<https://afd.calpoly.edu/payroll/forms/2023%20Forms/paycheckcalculatoreff1.1.2023.xls>

33. How will parking costs be handled?

Academic Year employees with or without automatic parking fee deduction from their monthly paychecks who want to park on campus while working for additional compensation during Summer Term will be required to purchase a parking permit for summer. Employees are encouraged to use alternate ways to commute to work if they do not want to pay for summer parking.

34. Can ISAs (Instructional Student Assistants) be hired during the summer?

- Yes, the ISAs will be hired using the ISA 101-Summer form, similar to the process that is used during the academic year, and will be paid through state funds.
- Complete ASE101 and retain in the department or college.
- If the work performed is to support a Summer Term course, Extended Education will reimburse the college for the ISA compensation through the budget reconciliation process.
- If the work being performed is not supporting a Summer Term course, then the State funded ISA wages will not be reimbursed.

35. Can Teaching Associates be hired for Summer Term?

- Yes, Teaching Associates can teach summer courses.
- As with AY faculty, colleges prepare and send AP101S-Teaching Associate/Graduate Assistant Appointment/Assignment Record to Academic Personnel.
- Complete ASE101 and retain in the department or college.
- Job code is 2354 and pay is based on FTE and monthly base rate.
- TA pay months are June, July, August and September.

36. Can Graduate Assistants be hired during the summer?

- Yes, Graduate Assistants will be hired using the same process as with regular academic terms, using state (department or college) funds.
- The department/college will provide the AP101S-Teaching Associate/Graduate Assistant Appointment/Assignment Record and offer letter signed by the college dean using standard letter template.
- Complete ASE101 and retain in the department or college.
- GA pay months are July, August and September.
- If the work performed is to support a Summer Term course, the cost of the GA will be reimbursed to the college through the budget reconciliation process.

37. Can faculty be hired as Special Consultants, and under what circumstances?

Yes. The same procedures and policies 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 summer assignments by completion of the [SC100 Special Consultant Appointment and Agreement Form](#). The assignment may include a portion of or the entire summer period. 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 number of days authorized on the SC100.

38. What is the link for student fees?

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<http://afd.calpoly.edu/fees/> *(navigate down to Summer and select)*

39. Where should questions regarding Summer Term be directed?

Summer Term Pay questions	Payroll	Jennifer Hiatt (6-2605)
Summer Term appointment procedures, process, and policy	Academic Personnel	CAED, CAFES, CENG - Nicole Hadley (6-2841) OCOB, CSM - Katie Bull (6-6380) CLA - Lilliana Curtis (6-7805)
Summer Term Special Consultant or ISA questions	Academic Personnel	Nicole Hadley (6-2841)
Special Session courses	Extended Education	Cheri Baumgarten (6-1576)