



Please read the following note about the consent agenda for the February 10, 2026, Academic Senate meeting.

University Faculty Personnel Policies

Following the process outlined in [AS-829-17](#), the Executive Committee voted to place the following update to the UFPP on the Consent Agenda:

AM-20251031: Guidelines for Summer 2026 Teaching Assignments

Issues, concerns, and questions should be directed to Kenneth Brown, chair of the Faculty Affairs Committee. If the concern is strong enough, any senator may request an item to be removed from the Consent Agenda **by February 3, 2026**.

Pursuant to AS-829-17, “Items removed from the Academic Senate consent agenda will be placed on the Senate agenda as business items. Personnel policy revisions shall be presented as reports attached to resolutions. The report contains the new university policy and all background or explanatory information about the change in policy. The Academic Senate Faculty Affairs Committee chair (or designee) is responsible for presenting the policy proposal to the Academic Senate Executive Committee and to the Academic Senate. The Academic Senate Chair (or designee) may invite interested parties concerning the policy proposals to be present at the meetings where pulled proposals will be discussed. Items not removed from the consent agenda are considered approved on the meeting date of the consent agenda.”

University Faculty Personnel Policies
Consent Agenda Report:
AM-20251031: Guidelines for Summer 2026 Teaching Assignments
Fall 2025

EXECUTIVE SUMMARY: The memo on Guidelines for Summer 2026 Teaching Assignments shall be placed in the UFPP Appendix of Administrative Memos.

BACKGROUND: The Academic Senate Faculty Affairs Committee (FAC) is a standing Senate committee with representation from each college, the library and professional consultative services, the Solano campus, Academic Affairs, and a student representative. FAC employs a streamlined process for Academic Senate approval of University Faculty Personnel Policies (UFPP) which specifies the nature of consultation with faculty affected by proposed changes and provides a clear accounting of which policy documents have been superseded by the proposed change. It also allows the Senate Executive Committee to place non-controversial updates to personnel policies or addition of administrative memos to the UFPP Appendix on the Senate consent agenda.

The UFPP Appendix of Administrative Memos provides a single and readily available archive of administrative memos that establish or are otherwise directly relevant to faculty personnel policies. Publishing a memo in the UFPP Appendix is a mere formality since any policy set by the memo already is established by the terms stated in the memo.

Summary of AM-20251031: Guidelines for Summer 2026 Teaching Assignments

Summer 2026 will operate on a short calendar due to the compressed period between the end of Spring Quarter 2026 and Fall Semester 2026. Longstanding limitations on faculty workload in summer sessions are revised to conform with this compressed calendar.

Impact on Existing Policy

AM-20251031 supersedes provisions in AM-20170530 concerning summer teaching assignments in 2026.

Implementation

The memo was issued to the campus Oct. 31, 2025 and was therefore in effect from that date. The memo only applies to Summer 2026 and will be retired afterwards.



To: College Deans

Date: October 31, 2025

From: Albert A. Liddicoat, Ph.D.
Provost and Executive Vice President

Copies: Simone Aloisio
College Associate Deans
College HR Business Partners

Subject: Guidelines for Summer 2026 Teaching Assignments

This memo provides the guidelines to determine reasonable maximum work assignments for teaching assignments administered for the Summer 2026 term.

General guidelines for faculty with full-time AY assignments:

1. Summer 2026 will consist of one 7.5-week session with an overlapping 5-week session. Employment during the summer session will be for additional compensation.
2. During the 5-week summer term, faculty will be limited to eight (8) WTU since the contact hours and teaching responsibilities are compressed by 50% and therefore this is in line with full-time effort. This is consistent with past practice limitations for the 5-week summer term.
3. During the 7.5-week session, faculty will be limited to twelve (12) WTU since the contact hours and teaching responsibilities are compressed by 25% and therefore this is in line with full-time effort.
4. Faculty teaching during both the 5-week and 7.5-week session will be limited to the equivalent of 100% effort during the overlapping period. This is limited to no more than twelve (12) WTU total.
5. Intersession 2-2.5-week instruction is less than 1/4 of the nominal quarter so faculty will be limited to four (4) WTU.
6. In accordance with the California State University (CSU) Out-of-State Employment Policy, the CSU is a state entity whose business operations reside within the State of California and prohibits hiring employees to perform CSU related work outside of California. As a result, faculty teaching during summer session should generally perform the work in California, even if the class is completely virtual.
7. Faculty with multiple types of appointments, e.g. grant funding, are limited to 125% effort for all combined work during any period of time over the summer, as well as any other provisions governing additional employment in the CSU (CBA 36).

Exceptions may be considered but they require an advance review with the AVP for Academic Personnel, who in turn will consult with me for approval prior to processing such an appointment. Faculty requesting such an exception must submit a memo to Academic Personnel that includes the justification for the teaching assignment and approval from the college dean no later than six weeks prior to the first day of classes for the assignment.

Any questions related to Summer 2026 employment should be directed to Simone Aloisio, AVP Academic Personnel.