

January 3, 1992

SUMMER/WINTER SESSION GUIDELINES

1. SCHOOL MANAGEMENT DURING SUMMER SESSION. Because of the salary, enrollment, personnel, and other contractual issues involved, each College/School Dean shall appoint an Associate Dean or other administrative designee as that College/School's Academic Manager for Summer Session. The Dean shall also appoint another Associate Dean or administrative designee as an Alternate Academic Manager for Summer Session. Both of these individuals are responsible for attending the annual November planning meeting and for serving thereafter as the regular contacts between University Extension Services and their College/School for all Summer Session activities. One of these individuals shall be available during normal business hours throughout the summer. This rule specifically requires a five-day work week and the staggering of vacations. Each College/School's Academic Manager for Summer Session is responsible ensuring that appropriate consultation with the faculty occurs throughout the process of creating and implementing that College/School's Summer Session *Schedule of Classes*.

In each College/School, the Dean or designated Academic Manager is responsible for ensuring that all enrollment limits are set in accordance with the CSU course classification guidelines and the enrollment limits prevailing during the regular academic year, except that no instructor should be assigned a section with an enrollment limit too low to yield a full salary without that instructor's prior written consent. The Summer Session Office will review the established enrollment limits and notify the responsible College/School officials when limits clearly do not meet the criteria of the course classification guidelines and normal practice. If the enrollment limits are held at an artificially low level, the Office of Academic Affairs will declare Parts 4, 5, 6, and 10 of these guidelines inoperative for a given College/School on the ground that inadequate revenues will be generated to support the associated expenses.

2. SUMMER/WINTER SESSION CONTRACTS. Requests for summer/winter contracts should be returned to the Summer/Winter Sessions Office in accordance with published deadlines in order to facilitate processing of the necessary paperwork. Any section for which a Contract Request Form or a staffing report has not been received in the Summer/Winter Session Office one month prior to the first day of class for that section is subject to administrative cancellation by the Dean of University Extension Services. For classes without instructors, a staffing report must be filed by the appropriate deadline date to permit the Office of Summer/Winter Session to plan its workload and delay administrative cancellation as long as practicable.

3. FACULTY WORKLOAD. The load in Summer/Winter Sessions is one unit per week plus one extra unit; therefore, a faculty member could teach a maximum of four (4) units in the three-week Winter Session. No faculty member may be employed for more than a total of twelve (12) units during the three sessions offered during a given summer. In addition, written permission of the College/School Dean is required before a faculty member may teach more than six (6) units in a single session. **NOTE:** The Office of the Chancellor has imposed an absolute limit of eight (8) units in a single session. In addition, the State Controller's Office has notified the campus that there will be a delay in the processing of any single payment that exceeds \$9,999.

4. SUMMER COMPENSATION FOR NINE-MONTH CHAIRS. Nine-month chairs of departments offering summer programs will be compensated for the resulting administrative duties on a uniform basis. That basis will be one-tenth (.1) unit of administrative salary for each four (4) full-time equivalent students (FTES) enrolled. The computation of salaries will be based upon the actual FTES of the current summer. For example, Department 'A' has 14 FTES. The salary for the department's nine-month chair would be calculated as follows:

$$\begin{aligned}
 \text{Salary units} &= \text{FTES} \div 4 \times (.1) \\
 &= 14 \div 4 \times (.1) \\
 &= 3.5 \times (.1) \\
 &= .4 \text{ (rounded off for salary purposes)}
 \end{aligned}$$

5. SUMMER SESSION ADVISING. Faculty who have been contracted to advise students are required to maintain a log on a form provided by the Summer Session Office of their advising contacts. This log must be submitted to the Summer Session Office in the same manner as enrollment rosters to substantiate the work performed. The advising logs may cover the period from May 1 to August 1 of each year. One-half (.5) unit of salary will be paid for each twenty-two (22) students advised, up to a maximum of three (3) units of salary.

6. ASSIGNED TIME EXPENDITURES. Proposals to support assigned time Summer projects or activities that are instructionally related in nature and that can be shown to be of benefit to the Continuing Education Revenue Fund (CERF) must be submitted by Colleges/Schools to the University Extension Services Dean's Office on or before May 1 of each year, using the form entitled "Request for Instructionally Related Expenditure of Summer/Winter Sessions Allocations for Activities of Benefit to CERF." The Dean of University Extension Services will review the project or activity and the proposed salaries and recommend approval or denial to the Provost and Senior Vice President for Academic Affairs, who will make the final decision. Late proposals will be considered for funding in the following year's Summer Session. Although Winter Session is much shorter than Summer Session, similar consideration will be given to proposals for Winter Session. The deadline for Winter is October 1. The Dean of University Extension Services will prepare an annual report to the Council of Deans and the Executive Committee of the Academic Senate on the activities funded under this part of the Summer Session Guidelines.

7. CANCELLATION OF SUMMER/WINTER SESSION CLASSES. Many of the staffing and salary formulas in effect for the regular state-supported academic year do not apply during the Summer/Winter Sessions. Prior to the start of the Session, each College/School shall advise faculty members on enrollment levels required for full pay and break-even operation. The number of students enrolled in a Summer/Winter Session can be determined by using OASIS.

a. Classes that at their first meeting achieve the minimum level of paid registrations required to fund the assigned faculty member's full salary, according to the salary schedule in effect for that course, will not be cancelled.

b. If at the first class session the number of paid registrations is less than the minimum number required for full pay for the faculty member and **equal to or greater** than the estimated number of paid registrations required to achieve a break-even operation in that college or school, the faculty member will inform the college or school's Summer/Winter Session manager whether the faculty member is willing to teach the class at the reduced pay level.

c. If at the first class session the number of paid registrations in a class is **less** than the estimated minimum required for break-even operation in that academic college/school, the faculty member and the College or School's academic manager for Summer/Winter Sessions shall consult.

The Dean of University Extension Services, in consultation with the College/School Dean, will then decide whether to cancel the section or to offer the faculty member the opportunity to teach the class at the reduced pay level.

In accordance with the Unit 3 Memorandum of Understanding, the decision to cancel a class must be made prior to the second class meeting. Salaries are based on official class rosters which are computer generated at the conclusion of the second week of instruction. These census dates will be prorated for courses offered on other than a six-week basis. Similar procedures are used for Winter Session.

8. K-FACTOR CLASSES. Faculty teaching classes with a K-factor of more than 1.0 will be compensated according to the weighted teaching units generated and the number of paid registrations in their classes.

The Dean of University Extension Services establishes a base fee for K-factor classes. A School Dean may recommend to the Dean of University Extension Services the establishment of a revised fee for particular laboratory or activity courses. Such a request for a fee higher than the base fee must be supported by Documentation of the revenues and costs for the course(s) in question for the three previous summers and a projection of revenues and costs anticipated for the forthcoming summer, in order to establish the necessity for a higher fee. Requests for a revised fee must be submitted on the form entitled Revised Fee Request Form.

Aside from the base fee already established by the Dean of University Extension Services, there will be only one campus-wide fee for activity classes and one campus-wide fee for laboratory classes, except with the approval of the Dean of University Extension Services, the appropriate Academic Dean, and the Provost. All fees must be established by the end of January in order to accommodate deadlines in the production of the Summer Session *Bulletin*. Courses for which fees have not been established prior to that date will automatically be assigned the base fee for the appropriate category.

9. SUPERVISION AND GRADUATE CLASSES. For the Summer/Winter Session a College/School Dean may recommend to the Dean of University Extension Services the establishment of a revised fee for particular graduate seminars to permit a special salary scale that would yield a maximum salary to a full **Professor** on the basis of 15 enrolled students, to an **Associate Professor** on the basis of 12 enrolled students, and to an **Assistant Professor** on the basis of 10 enrolled students. In the case of double-numbered 400 and 500-level courses, the graduate-division enrollments would then be converted to upper-division enrollments by multiplying by a factor of 1.67 to determine the overall enrollments and the regular salary scale would then be used.

A College/School Dean may also recommend a special salary scale for supervision courses which would be based on a revenue-driven formula. Faculty members would be advised of this salary scale prior to the issuing of the Summer/Winter Session faculty contracts.

10. ENROLLMENT ADJUSTMENTS. If normal class limits are being observed, as defined in Part 1 of these guidelines, then enrollment adjustments for salary purposes will be permitted in the following instances:

(a) With the approval of the College/School Dean or designee, a faculty member teaching two or more classes in the same department in the same Summer will be allowed to balance the paid registrations in those classes in order to maximize the overall salary to be paid (except that no balancing out is permitted between C-classified and S-classified courses).

If the classes are taught in different sessions, then the faculty member will receive the salary for the first course at the conclusion of that course. The balancing will occur after the conclusion of the last course taught by the faculty member that Summer. In addition, if the courses are taught with different modes of instruction or for differing numbers of units, the balancing out will be adjusted accordingly. Thus, it requires 1.3 "excess" enrolled students in a course with a K-factor of 1.0 to provide an adjustment equal to one student in a course with a K-factor of 1.3. **NOTE:** a course with two or more classifications is a single course and will be so treated for purposes of determining Summer Session salaries.

(b) With the approval of both the College/School Dean and the Dean of University Extension Services, a department or program will be allowed to balance paid registrations among

ALL of its faculty teaching classes in the same department, in the same summer session, in order to maximize the total salaries to be paid, but only if the following conditions are met:

(1) The department or program has generated a positive balance in summer operating expense funds, sufficient to cover the proposed excess salaries, during each of the previous two summers. The balance in operating expense funds is determined by deducting salaries, other instructional expense incurred by the department (e.g., under Parts 4, 5, and 6 of these Guidelines), and University Extension Services

overhead from the student fees generated by the department. This financial analysis will be developed by University Extension Services and provided to the responsible College/School Dean.

(2) Departments and programs approved for this kind of balancing out must be prepared to absorb the entire cost of the excess salaries requested from their own share of the Summer Session operating expenses allocation. For example, a department or program electing to pay its faculty additional salaries of \$2,000 would cause that amount to be deducted from the Summer Session operating expense allocation provided to the department or program's College/School in the Fall to offset the costs of running the Summer Sessions. The College/School Dean would then be responsible for determining whether the full \$2,000 cost of the balancing out should be borne entirely by the department or program requesting the additional salaries or shared by the College/School as a whole.

(3) All balancing out among faculty members in a department or program will be accomplished according to the same formula. First, any faculty member teaching two or more classes will be permitted to balance enrollments in those classes (not to exceed full salary). Then all remaining excess enrollments in the same department or program will be divided by the number of faculty who are not yet at full salary to determine the number of additional enrollments to be assigned to each individual faculty member (not to exceed the number needed to produce full salary). This formula will assure that the balancing out is equitable, regardless of rank, tenure status, gender, or full or part-time employment. For example, Department "A" has generated 20 excess enrollments in some of its sections, but still has 5 faculty members who lack sufficient enrollment to receive full salary.

The formula is then applied:

$$20 \div 5 = 4$$

Each of the 5 faculty members is thus eligible to have up to 4 additional enrollments applied in the calculation of summer salaries. If a faculty member needs fewer than the 4 available enrollments to achieve full salary, the unneeded enrollments will go back into the pool for redistribution to the remaining faculty members who have not yet achieved full salaries.

(c) No other balancing out of salaries is permitted.

11. The Academic Senate shall review these Summer/Winter Session Guidelines in the fall of 1993.

Effective: Immediately