

# State-side Summer 2023: Implementation Guide

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## Overview

The purpose of this guide is to provide parameters and guidelines for creating the state-side Summer 2023 (“summer”) schedule. Its audience is college administrators and department chairs.

## Goal of Summer

Self-support summer is returning to state-side as part of a tactic to increase enrollment. To that end, this summer’s schedule needs must be squarely focused on student success and providing relief for progress to degree.

## Deadlines

These are the major operational deadlines for summer term

| Item   | Deadline              |
|--|-----------------------|
| Load class schedule into PeopleSoft          | March 10, 2023        |
| Enter contract data into PeopleSoft          | May 5, 2023           |
| Contracts sent out to instructors for summer | Week of May 15, 2023  |
| Appointments sent to Payroll for processing  | Week of July 24, 2023 |

## Budget and Enrollment Targets

The total budget for summer is just under \$1.9M, inclusive of all 2457 appointments (including summer chair appointments). Each allocation consists of the following elements:

- Lead Department: The college of the coursework being offered
- Budget: The maximum to be spent on all 2457 appointments\*
- SCU: The total target student credit units to enroll across all sections
- WTU: The total workload to be assigned across all 2457 appointments)

| Lead Department                        | Budget           | SCU           | WTU        |
|--|------------------|---------------|------------|
| 10100 - CLASS                          | 961,000          | 6,700         | 310        |
| 11350 - College of Business & Econ     | 155,000          | 1,600         | 36         |
| 11700 - College of Educ & Allied Stds* | 310,000          | 2,000         | 100        |
| 12100 - College of Science             | 465,000          | 2,800         | 150        |
| <b>Total</b>                           | <b>1,891,000</b> | <b>13,300</b> | <b>596</b> |

\*Excludes 2457 appointments in CEAS for coursework that have always been state-side during summer term.

### **Comparing Prior Summer Terms (“SP” sections)**

For those wanting to compare prior summer offerings in self-support to the upcoming state-side summer, look for any section with “SP” as a section number prefix (e.g. ENGL 200-01SP College Writing II).

### **Appointments and Workload**

#### **Order of Work**

Provision 21.24 controls for staffing in summer term, required ratios of probationary and tenure-track instruction, and work order. The following represents succinct statements about each respectively:

- Required ratios (“ratios”) of probationary and tenure-track instruction
  - East Bay’s required percentage is 20% by headcount
  - Amongst “SP” sections in summer 2022, this percentage was just shy of 45% by headcount
  - ARP will be monitoring summer ratios for compliance with the 20% requirement. Aside from this, ARP will not be imposing limits on probationary and tenure-track instruction. Instead, colleges need to simply stay within budget and enrollment targets.
- Work order
  - Consult 21.24 for detailed work order
  - ARP will be monitoring work assignments through the schedule of classes and instructor term workload (ITW) for compliance, especially in the case of one-year and three-year lecturers who did not have their entitlement met in AY 2022 (21.24 d.).

#### **Workload**

Workload for summer is separate from the academic year. Banking units from summer term to AY 23-24 is not allowed. Making any sort of similar arrangements to have time worked in the summer count towards required time to be worked in following the academic year is not allowed.

#### **Job Code 2457**

All faculty appointed to perform instructional and/or summer chair duties will be appointed under job code 2457 in compliance with Article 21. This includes faculty appointed in prior-summer terms using job code 2403. Each faculty member will receive an appointment letter via the temporary faculty contracts process. Since this job code calculates pay on a per-unit basis, total WTU assigned along with the faculty member’s 1/30<sup>th</sup> rate will determine total summer term pay before any applicable indirect instruction compensation per 21.22.

#### **Job Code 2403**

2403 appointments will be limited to grant work through ORSP. Exceptions will be considered on a case-by-case basis. Note that the overall goal of faculty appointments for summer is to utilize job code 2457 as much as possible.

### **Enrollment based compensation**

Enrollment based compensation per 21.15 will be implemented fully with limited exceptions considered for coursework classified with the following course classification numbers:

- C5: seminars
- C6 – C21: activity/lab courses
- S-classifications: supervisory courses
- C77 and C78: internships

### **125% Rule Limits**

Currently, the summer calendar is 48 days in length (duty and instruction days). This presents a limit of 10.5 WTU across all appointments during summer term. An extension of the calendar to at least 54 days allows for a limit of at least 12 WTU. In both cases, the limit is a proration of the normal 125% rule limit of 18.75 WTU in a regular 85-day academic-year term. Faculty with multiple types of appointments should be mindful of these limits and expected summer work.

In the event the summer calendar is updated to include more days (duty or instruction), this document will be updated accordingly.

### **Questions**

Questions about this document, or summer in general, may be addressed to:

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