



THE CALIFORNIA STATE UNIVERSITY  
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**Code:** TECHNICAL LETTER  
HR/Salary 2004-14

**To:** Associate Vice Presidents/Deans of Faculty  
Human Resources Directors  
Payroll Managers

**From:** Cathy Robinson   
Assistant Vice Chancellor  
Human Resources Administration

Cordelia Ontiveros   
Senior Director  
Academic Human Resources

**Subject:** Faculty (Unit 3) Salaries During State-Supported Summer Sessions at Semester Campuses

This letter serves to provide updated information on Faculty (Unit 3) salary administration for state-supported summer sessions offered by CSU campuses using a semester system, including CSU Stanislaus. Some CSU practices have changed, as a result of a recent arbitration decision and award. This letter addresses state-supported summer programs at semester campuses only, including fee buy-down campuses. There have been no changes in practice for self-support summer programs or for quarter system campuses.

State-supported summer term for extra pay

- **Salary at Humboldt and Sacramento** - Faculty members who teach for extra pay, in addition to their regular academic year position, during a state-supported summer term at Humboldt State University or at CSU Sacramento may be appointed by the campus into the classification codes listed below, as appropriate. The campus must have submitted an approved academic calendar that includes summer term pay periods. Faculty in these classifications receive twice their usual base pay rate per month, at an appropriate timebase. Summer salaries for these classifications are paid in three equal monthly installments, rather than in six monthly installments as during a regular semester.
  - 2158 Lecturer, Summer Term - Casual Employment Employee
  - 2160 Instructional Faculty, Summer Term - Casual Employment Employee
  - 2282 Department Chair, Summer Term - Casual Employment Employee

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- **Salary at other semester campuses, including Stanislaus** - Faculty members who teach for extra pay, in addition to their regular academic year position, during a state-supported summer term at other semester campuses (including CSU Stanislaus but excluding Humboldt State University and CSU Sacramento) may be appointed by the campus into the classification code listed below. Faculty members in this classification are paid on a per unit basis. The rate per unit is calculated by dividing the faculty member's academic year full-time base rate of pay by 30 (30 units represents full-time for one academic year at a semester campus): Summer Salary Rate Per Unit = (AY Full-time Salary)/(30).

➤ 2357 Instructional Faculty, Summer Session Casual Employment Employee

Faculty members who teach only in the summer do not have an academic year salary upon which to base their summer salary. Therefore, these faculty may be appointed at any appropriate salary level within classification code 2357. Also, per provisions 1.3, 1.5, and 21.2 of the Faculty Collective Bargaining Agreement (CBA), employees whose sole Unit 3 employment for that academic year is in classification code 2357 are excluded from the bargaining unit. Therefore, these employees are not covered by the terms of the CBA and are not covered by this letter.

**State-supported summer term as part of academic year**

- In order for a campus to appoint a faculty member to teach in the summer as part of the regular academic year assignment, either (1) the campus must have a negotiated agreement between the CSU and the California Faculty Association (CFA) that allows faculty to spread the academic year workload over the academic year plus the summer (currently allowed only at Humboldt State University and CSU Sacramento) **OR** (2) the campus must submit an academic calendar that includes a summer term that meets the CSU definitions to be equivalent to a regular semester. No extra salary is paid, and no additional benefits accrue. Regular academic year salary is paid in twelve equal monthly installments, in accordance with the approved campus academic calendar. Sick leave and other leave programs are available during the faculty member's academic year appointment.

**Retroactivity:** Campuses should determine on a case-by-case basis whether any faculty members require retroactive pay adjustments. In instances where funding approval is necessary for salary-related corrections that exceed a three-year period (e.g., prior to FY 2001/2002), campuses should contact the systemwide accounting office ([gashkar@calstate.edu](mailto:gashkar@calstate.edu)) for assistance.

This memorandum also is available on Human Resources Administration's Web site at: <http://www.calstate.edu/HRAdm/memos.shtml>. Questions may be directed to Academic Human Resources at (562) 951-4425.