

State of California  
M e m o r a n d u m



**To:** David Wehner, Tom Jones, Dave Christy,  
Mohammad Noori, Linda Halisky,  
Phil Bailey  
*Mike*  
**From:** Michael H. Suess  
Associate Vice President for Academic Personnel

**Date:** December 1, 2009

**Copies:** Robert Koob  
Rachel Fernflores  
Rich Saenz\*  
Marc Benadiba  
Academic Personnel Staff  
Dept. Heads/Chairs\*  
*\*with attachments*

**Subject:** Summer Term 2010 Eligibility Lists

---

Enclosed are eligibility lists for Summer Term 2010 assignments based on the teaching pattern as it exists for Fall, Winter and Spring Quarters of the 2009-10 academic year. Alterations in the projected teaching patterns may affect eligibility and should be brought to our attention for a final determination. The fifth column on the enclosed eligibility list identifies the faculty member's last summer quarter teaching assignment (only instructional time is reflected; administrative time and assigned time are not included). Please review the accuracy of the enclosed eligibility lists and bring any corrections or omissions to our attention as early as possible.

Even though "Summer Term" will be offered through Continuing Education rather than a State supported "Summer Quarter," we have agreed with CFA to continue the University's prior practice with respect to determining summer term eligibility and workload (WTU/12 for tenured/probationary faculty, and WTU/15 for lecturers). Course offerings shall continue to be based on the needs of the students with the proviso that all costs at the college level are to be covered by revenues procured through student enrollment fees. Eligibility to teach during Summer 2010 is based within the following parameters:

- (1) Teaching no more than the equivalent of seven consecutive full-time quarters (see third column on eligibility list--applies to both lecturers and tenure-track faculty); and
- (2) Teaching no more than the equivalent of ten quarters in a triad (see fourth column on list).

Exceptions to the above limitations may be granted if it is determined that the assignment of the faculty member is essential to the offering of required instruction and other qualified faculty members are not available to teach.

**PLEASE NOTE PROCEDURE: Requests and justifications for exceptions to the triad regulations will be documented directly on the AP101-S form. The signatures of the department chair and dean on the AP101-S will indicate their recommendation that such a waiver be granted. Final approval for any appointments involving requests for exceptions will rest with the AVP for Academic Personnel.**

- (3) Eligible tenure-track faculty will have priority for summer term assignments over lecturers for up to 60% (headcount) of summer term offers, assuming they are qualified to teach the courses offered. The respective department chair/head will determine tie-breaking procedures when faculty are equally eligible and qualified.
- (4) Summer Term appointments of tenured and tenure-track faculty members carry the obligation to fulfill normal instructionally related responsibilities including research, scholarship, creative activity, and service to the University, profession and to the community.

Summer Term appointment guidelines and templates for letters of appointment will be distributed in the future.

If you have any questions regarding an individual case in terms of eligibility or relative priority, unusual teaching patterns or assignments please contact me at 756-6570 or Al Liddicoat at 756-5217.