

SUMMER SESSIONS INSTRUCTIONAL HIRING: DECISIONS, POLICIES, PRACTICES AND PROCESSES  
(updated February 2014 to reflect changes related to summer sessions in the budget model)

**Provost's January 2014 Decisions re Summer Sessions in the Budget Model**

- The UC Davis ladder salary cap for summer is a prudent guideline but not a rule or policy. Deans have the authority to determine appropriate compensation within the constraints of UC policies. (The summer sessions salary cap guideline remains \$10,400.)
- Deans have delegated authority for approving summer compensation, adhering to academic personnel policy and monitoring limits of summer compensation. This authority previously resided with the summer sessions office.

**Existing Policies**

- Academic-Year Senate Faculty, Academic-Year Lecturers or Academic-Year Academic Coordinators
  - Limitations on compensation of 1/9<sup>th</sup> rate of annual salary per month (annual base salary plus any off-scale, divided by 9), up to 3/9ths based on policies [APM 600-14](#), [APM 660](#), [APM 661](#) and [APM 662, Appendix B-2](#).

- Fiscal Year Senate Faculty

May earn up to one month of additional compensation at a 1/11<sup>th</sup> rate of annual salary during a fiscal year subject to the following:

- Faculty member must turn in vacation days to earn additional compensation per [APM 600-14](#), [APM 660](#) and [APM 662, Appendix B-2](#).
  - Fiscal Year faculty must fulfill all other assigned teaching obligations during the academic year in order to receive additional compensation for Summer Session Teaching.
  - Health Sciences Compensation Plan (HSCP) members are not eligible to receive additional compensation.
- Recalled faculty
    - Compensation is limited to 43% per month of the annual rate at the time of retirement, range adjusted forward. (See [APM 205](#)). Payment may be extended across additional months in order to accommodate a negotiated rate of payment for teaching and stay within the 43% limit.

- Non-faculty - Fiscal Year researchers
  - Currently those in research titles are not eligible for additional compensation. These appointees must reduce their percent of time under grant funding in order to take on additional work as Lecturer in Summer Session for pay. Determine the Lecturer rate based on past Lecturer salary or departmental equivalencies (education/experience level) for new Lecturer hires.
- Staff Hires –
  - Those in staff titles are not eligible for additional compensation. These appointees must reduce their percent of time in order to take on additional work as Lecturer in Summer Session for pay. Determine the Lecturer rate based on past Lecturer salary or departmental equivalencies (education/experience level) for new Lecturer hires.

### **Anticipated Policy**

- Payments for service
  - In accord with OP policy anticipated to be effective July 1, 2014, Summer payments should be based on the salary effective on the teaching days for when the service is rendered. For example, for service in June, use the June salary and for service in July use the July salary.

### **Best Practices and Processes**

- Intercampus Hires – Use an Inter-location payment form to pay these individuals using the guidelines above.
- Contract appointees (Non-UC Employees) – Use Lecturer scales and level of experience to determine salary.
- Per Office of the President guidance, units are encouraged to compensate instructors with salary instead of deposits to Academic Enrichment Accounts (formerly called research accounts).

**Summer Sessions Faculty Hiring Workgroup  
February 3, 2014 Meeting Summary and Final Recommendations  
Bobbie Lasky/Binnie Singh, Academic Affairs**

Attending:

Ian Blake, Tracy Lade, Christina Jones, Julie Fritz-Rubert, Robin Tapia, Ellen Barnes, Denise Christensen, Jessica Lewis, Binnie Singh, Bobbie Lasky, Julie Saylor

The Summer Sessions Faculty Hiring Workgroup met on February 3, 2014 to discuss their final recommendations.

Recommendations: **(BIA March 2014 note: all recommendations were endorsed and are effective for Summer Sessions 2014 and ongoing)**

- Deans should be allowed to delegate authority for appointments to department chairs, but should continue to hold authority for approving additional compensation within the established system-wide limits per APM 600 and APM 660.
- Deans should have authority to approve an MOU between the department chair and a faculty member to teach a class in summer session in lieu of a class during the academic year. (The summer sessions director had this authority previously.) The following rules would remain in effect: the faculty member would not be eligible for additional compensation in this case, and the department would need to cover the cost of delivering the course during the academic year; the faculty member would not be eligible to earn the full 3/9<sup>th</sup>s of additional compensation on grant funding during the summer period, since 100% effort on the grant could not be verified based on summer session workload.
- Per the Provost's letter of January 29, 2014 to the Council of Deans, the UC Davis ladder salary cap for summer should be seen as a prudent guideline and not a rule or policy. Deans should have the authority to determine appropriate compensation within the constraints of UC policies.
- All summer session compensation should adhere to the current summer sessions formula (2.75 percent per unit taught) to the extent appropriate; this formula is a guideline and not a rule or policy. Limitations on compensation during the off-duty summer period are outlined in [APM 660](#), [UCD 660](#), and [APM 661](#). Lecturers must be paid according to [Article 23 –Summer Sessions](#) of the IX contract and compensation for those in Teaching Assistants and Associates In titles must follow the compensation formula as bargained in [Article 24 –Summer Session](#) of the BX contract. All other requirements for recruitment and selection for summer sessions positions for these appointees must follow the article of the contract.
- Deans should follow the draft system-wide policy on summer session teaching slated for implementation July 2014 that states: "summer salary rates shall be calculated based on the salary rate in effect at the time it is earned." For example, service in June should be paid on the June salary rate and service in July should be paid on the July salary rate. Adherence to this new draft policy will facilitate grant compliance if faculty members have grant funding to pay themselves for additional work other than summer session teaching during the off-duty summer

period. They are required to report a percent of effort on a grant, and that percent must correspond to the payroll percent and salary rate. Effort reporting on grants should correspond to the payment of the grant funding.

- Deans should have the option to use the web-based appointment/approval system developed by Summer Sessions. This system will streamline workload at the department and Dean level by allowing approvals on all summer session appointments, and by generating a final appointment letter to outline the details of compensation and workload. We further recommend that the system be enhanced to allow for notifications to home departments and Deans offices for those who may be appointed by a secondary department for summer sessions teaching. This will assist in monitoring limitations in summer compensation as outlined in [APM 600](#). Undergraduate Education (UE) should be responsible for adapting this system for campus wide use (UE began modifications and enhancements several months ago). The system should continue to be maintained by campus and continue to be available unless the academic units determine it is no longer needed.
- Academic units should continue the Summer Sessions Office practice of issuing appointment letters.
- The Registrar should consider making the number of days between the drop day for a class and the date for the beginning of class consistent for summer session one and summer session two. This will provide consistent parameters for class cancellations should the need arise if class enrollment fails to meet minimum standards. The workgroup understands that the current inconsistency is due to system constraints and therefore consistency may not be feasible immediately.