2015 Summer Sessions Updates

This communication summarizes information regarding 2015 Summer Sessions instructor hiring processes.

Responsibility for summer course offerings and instructional hiring under the incentive-based budget model resides with the colleges and divisions. While the Summer Sessions office will host the Web-Based Business Application (WBBA) for Summer 2015, responsibility for documentation, data, and approvals now resides with each dean’s office.

A few reminders for Summer 2015:

1. The Summer Sessions Web-Based Business Application (WBBA) is an optional tool to facilitate the business functions formerly managed by Summer Sessions. However, it is not necessary to use the WBBA.
   a. Departments using the WBBA to process payroll should be aware that Summer Session 1 is entirely paid at 2015-16 payroll rates, even though there are seven (7) working days in Summer Sessions 1 in the 2014-15 new fiscal year. Payroll for departments and colleges not using WBBA will be calculated by the number of working days before and after new pay rates go into effect.

2. Summer Sessions no longer approves instructors. Approval is now the responsibility of the dean’s office. WBBA has been updated to reflect this change; however, should you find remaining text stating that Summer Sessions must approve appointments, please contact Regina Slaughter-Canegan, rcanegan@ucdavis.edu (subject: WBBA Error Report), to request a correction.

3. Salary caps can be made at the discretion of the deans.

4. Reader hours are determined by departments.

5. DESII deadlines have an impact on summer resource allocation.

6. Minimum enrollment for all summer courses is determined by the responsible dean’s office (or department, if delegated by the dean’s office).

7. Cancellation of courses due to low enrollment will be managed by the dean’s office (or department, if delegated by the dean’s office).
   a. Departments using WBBA to generate contracts should note that the contracts identify course cancellation dates for SSI and SSII. These dates are based on previous years’ cancellation dates determined by Summer Sessions, although Summer Sessions no longer sets cancellation dates. Departments wishing to specify different cancellation dates may create contract addenda, or use the non-WBBA templates provided.

The subsequent pages provide information regarding summer compensation to serve as a guide. Specific questions should be addressed to the Academic Personnel Coordinator in each college or division, or Academic Affairs.
I. Summer Compensation by Title

The underlying policies for compensation have not changed. Summer Session instructor compensation is guided by APM-661, Additional Compensation/Summer Session Teaching. The Davis campus has adjusted this policy by the authority given to each Chancellor to approve other appropriate compensation.

- **Academic Year Faculty**
  Faculty having academic year appointments are appointed under the same title code as in the academic year. Summer compensation from all sources cannot exceed \( \frac{3}{9} \) the total academic year compensation.

  In prior years, summer salary was based on academic year salary. Academic units may want to follow this practice, but are not required to do so. For each unit of instruction given, the instructor receives 2.75\% of his or her base salary. Thus, for a three-unit course the instructor would receive 8.25\%, a four-unit course 11.00\%, and for a five-unit course 13.75\% of the base salary. The general formula is:

  \[
  \text{Nine-month Annual Salary} \times \text{# of Units} \times 2.75\% = \text{Total compensation per course}
  \]

  All compensation for the summer period must comply with the limits for additional compensation as outlined in APM-661 which is \( \frac{3}{9} \) for academic year appointments and \( \frac{1}{11} \) for fiscal year appointments. Direct compensation will be adjusted to reflect promotions and merit increases effective July 1. However, time worked in June will be based on the annual salary effective before July 1. Departments must insure the maximum percent of employment during the summer period does not exceed 100 percent.

- **Fiscal Year Senate Faculty**
  In prior years, summer salary was based on academic year salary. Academic units may want to follow this practice, but are not required to do so. Faculty having fiscal year appointments, including Lecturers with SOE, are appointed under the same title code as in the academic.

  Summer salary should be based on a nine-month equivalent (84\%) academic year salary. Vacation time must be used at the rate of one (1) day for six (6) hours of podium time. Summer instruction will most likely occur across multiple months, so the most appropriate month should be used. Vacation hours used by fiscal year faculty must be credited to the account(s) that pay the faculty member’s salary during the regular academic year (as these were the accounts that were charged the expense for vacation accrual). The total number of vacation hours used may be reported in the second pay period (i.e., it is not necessary to report half the vacation hours as used in the first pay period and the other half in the second pay period).

- **Retired faculty**
  Retired faculty may be recalled provided that they have been separated from the University for at least thirty days. In practice, this means that they cannot teach Summer Session 1 the same year that they retire in June. The hiring department must submit a request for recall. All recalls must have concurrence of the college Dean and the approval of the Chancellor, as described in APM 200-22.
Retired faculty are appointed under the same title code as in the academic year. The above standard formula may be used to calculate compensation, based on their last base salary rate. Payments must be within a 43% monthly limit which usually requires payments to be extended beyond the standard summer pay dates.

• **Non-Senate Lecturers (Unit 18, Covered by Collective Bargaining)**

  Lecturers who taught during the regular academic quarters are appointed as Lecturer in Summer Session, title code 1550. The compensation level for lecturers who hold joint appointments (e.g. as splits between a lecturer title and an academic coordinator title) should be based on the lecturer proportion of the salary only, not the aggregate salary.

  Summer salary for non-senate lecturers is also based on academic year salary. The same formula may be used as noted above for Academic Year Senate Faculty:

  Nine-month Annual Salary * # of Units * 2.75% = Total compensation per course

  Letters of appointment for all Non-Senate Lecturers must include the following language:

  As a Lecturer you are being appointed to a represented position subject to the Unit 18 Memorandum of Understanding. An electronic copy of the Unit 18 Memorandum of Understanding can be accessed at UCnet's Bargaining Units & Contracts page.

  Lecturers who only teach in Summer Session are also appointed as Lecturer in Summer Session, title code 1550. The compensation rate is determined by deans or department chairs as appropriate. The level of compensation should be based on department standards and practices for compensation of other lecturers within their unit. In most cases, beginning instructors in this category should be hired at the initial step of the Unit 18 pay scale.

• **International Visiting Scholars**

  Prior to nominating an international visiting scholar, the department should first consult with Services for International Students and Scholars (SISS) to ensure that the Visa status of the scholar permits teaching. All visiting scholars should be advised in writing to complete the online GLACIER form. Visiting scholars that do not complete this form may have income taxes deducted from their pay which can be difficult to recover.

  Generally, visiting scholars from foreign universities should be appointed as Visiting Professor, title code 1108.

  Compensation will be determined by deans or department chairs. The level of compensation should be based on department standards and practices for compensation of other lecturers within their unit.

• **Postdoctoral Scholars**

  Postdoctoral scholars must be appointed as Lecturer in Summer Sessions, title code 1550, for purposes of summer teaching. The home department of the postdoc should reduce their time on their grant for the period of the Lecturer appointment, unless their appointment as a Postdoctoral Scholar is already 50% or less.
• **Academic Student Employees (ASEs) - Associate Instructors, TAs & Readers** Academic Student Employees are UC Davis students employed as Associate Instructors (AIs), Teaching Assistants (TAs), and Readers. Their employment is covered by a collective bargaining agreement with the United Automobile Workers - Academic Student Employees (UAW).

Letters of appointment for all Academic Student Employees must include the following language:

This position is covered by a collective bargaining agreement between the University of California (UC) and the Association of Graduate Students Employees/United Automobile Workers (AGSE/UAW) Local 2865. An electronic copy of the UC and AGSE/UAW collective bargaining agreement can be accessed at:

http://ucnet.universityofcalifornia.edu/labor/bargaining-units/bx/index.html

The collective bargaining agreement between UC and AGSE/UAW requires that your name and departmental address be released to AGSE/UAW. Additionally, state law mandates that employees pay either membership dues or an agency fee to their exclusive representative (unions). AGSE/UAW’s membership dues are 1.15% a month of total gross pay and its agency fee is .92% a month of total gross pay.

**TA and reader** summer workload shall not exceed 240 hours over a six week time period, which is considered 100% appointment. (40 hrs/week * 6 weeks = 240 hours) Assigned workload is measured by how many hours the University could reasonably expect an ASE employee to take to satisfactorily complete the work assigned. Since the summer terms are compressed from 10 to 6 weeks in the summer, the percent appointment should be increased from that used in the academic year if the total course workload is the same.

**Associate Instructors** (Associate In) are UC Davis graduate students who are instructors of record and have not received their PhDs. The title code 1506 is used.

The salary rates for associate instructors are based upon the minimum annual 1/9th salary rate in Table 19 of the University of California Academic Salary Scales, unless the person already has an appointment at a higher level. In these rare cases, the higher salary is used. The actual pay is then calculated using the same formula used for ladder-rank faculty members and lecturers:

Nine-month Annual Salary * # of Units * 2.75% = Total compensation per course

An ASE employee who is considered the Instructor of Record during the Summer Session will be fully responsible for the Summer Sessions course. These student appointments require permission from the Committee on Courses of Instruction to teach upper division courses (numbered “100” or higher).

**Teaching Assistants** (TA) use the same title code as in the academic year. Summer TA and other student appointments made on a percent FTE are calculated by using the academic hourly rate times the number of hours in the appointment. For example; a 50% appointment would be 120 hours in a six week session (x) the current hourly rate of $26.75/hr. Policy for this requirement is in Article 24 of the labor agreement for student employees. As noted above the summer terms are compressed from 10 to 6
weeks in the summer and if the total course workload remains the same, the percent appointment may need to be increased from that used in the academic year. Total percent cannot exceed 100%.

Readers use the same title code as in the academic. Students who are hired as readers are compensated on an hourly basis. Under the collective bargaining agreement for Academic Student Employees, the hourly rate for an appointment for readers shall at a minimum be the hourly rate in effect for the preceding academic year. Usually reader hours should be determined by the class enrollment.

- **Pay Dates**

Payroll data entry is the responsibility of each department or dean’s office according to the procedures determined by each college and division. For those using WBBA, the system recommends compensation be equally divided among the monthly pay dates of July, August, September, and October 1. Monthly compensation for each summer session will be based a 50% allocation between two months. For payroll issues, please work with the Academic Personnel Coordinator in your college or division.

Departments using the WBBA to process payroll should be aware that Summer Session 1 is entirely paid at 2015-16 payroll rates, although there are seven (7) working days in Summer Sessions 1 in the 2014-15 fiscal year. Payroll for departments and colleges not using WBBA will be calculated by the number of working days before and after new pay rates go into effect.

**II. DESII deadlines**

The Data Editing System for Instructional Information (DESII) has summer deadlines in mid-July and late August which have greater significance under the incentive based budget model. As in academic year, the instructional department and course enrollment determine the allocation of resources by distributing a calculated amount of summer revenue. In summer, the instructional department is determined by the account paying the instructor’s compensation and the enrollment number is set on the census date. If the instructor is not being paid, the workload will default to the department origin of the course.

Summer student credit hours can now be credited to individual departments within DESII reports. In prior years revenue was collected by Summer Sessions and instructors paid from their operating accounts yielding no departmental information in DESII reports.

**III. Course Cancellation Procedures**

- **Minimum Enrollment**

Effective 2014, departments set minimum course enrollments.

- **Class/Section cancellation**

Under the new budget model, course cancellation is at the discretion of the deans or departments. All letters of appointment include a date for which offer of employment can be rescinded for low enrollment. While course cancellations may occur at any time, the cancellation date referenced in the letter of appointment is typically AFTER the drop for non-payment date as some classes experience significant reductions on this date.

- Departments using WBBA to generate contracts should note that the contracts identify course cancellation dates for SSI and SSII. These dates are based on previous years’
cancellation dates determined by Summer Sessions, although Summer Sessions no longer sets cancellation dates. Departments wishing to specify different cancellation dates may create contract addenda, or use the non-WBBA templates provided.

There is a dilemma when a class is to be canceled between providing instructors and students with as much advance notice as possible, and leaving as much time as possible for students to enroll in other classes. The following procedure may be followed:

- Following the beginning of course registration in early May, the departments should periodically monitor enrollments.
- About four weeks before the cancellation date, departments should warn instructors and TAs of courses close to minimum enrollment. Another warning should be made approximately one week before the letter of appointment cancellation date or immediately canceled if enrollments are expected not to reach the minimum required.

IV. Summer Sessions 2015: Remaining Timeline

Please refer to the attached timeline for the remainder of the season.