**FACULTY, 2018 Summer Sessions – Self Support**

### CONDITIONS OF APPOINTMENT

Summer term employment for Unit 3 Faculty instructional personnel **is** a conditional temporary appointment for a specific period of time. It is the responsibility of the Faculty member to meet with the first class. Other responsibilities may include teaching, office hours, and other responsibilities as assigned.

All faculty are bound by regulations set forth in the Collective Bargaining Agreement for Unit-3 Faculty and University policies; the system-wide regulations contained in resolutions of the Trustees; Executive Orders and policy directives issued by the Chancellor or designee; and the laws governing the CSU in the California Education Code and other pertinent statutes and regulations.

**SALARY**

**1/30th: If you held a Fall 2017 and/or Spring 2018 appointment (2360, 2361, 2358, 2359 or 2481) you will be paid at the 1/30th rate calculated according to the following formula:**

**(FT Annual Salary Rate) ÷ (30) = 1/30th Unit Rate. (1/30th Unit Rate) X (# Summer WTUs) = Salary Amount**

* **Faculty members who taught both Fall 2017 and Spring 2018 OR Spring 2018 only:**

Calculate summer salary on the Spring 2018 full-time base rate of pay

* **Faculty members who taught in Fall 2017 only, not in Spring 2016:**

Calculate summer salary on Fall 2017 full-time base rate of pay

**Faculty members who did not teach during the AY 2017-2018 or teach only in the summer:**

Using the 2357 Range 1 salary schedule, faculty may be re-appointed at their old salary provided it is not below the minimum for their classification or appointed at a (new) appropriate salary within the range classification.

**Enrollment Based Compensation:** Reduced enrollment compensation is applicable to **all** summer term faculty. If the course to which a faculty unit employee has been assigned has an enrollment of fewer than twenty (20) students at the second class meeting, s/he may withdraw from the appointment at that time and receive pro-rata compensation. Otherwise, if the course to which a faculty unit employee has been assigned has an enrollment of fewer than twenty (20) students, as determined by the census date, the faculty unit employee’s full salary shall be reduced by five percent (5%) for each student below twenty (20) students. However in no case may the reduced rate fall below sixty-five (65%) of the full salary. Census dates for Self-Supported Summer Session Courses are: June 8, 2018 for Session #1 (12 weeks) & Session #2 (first 6-weeks), and July 20, 2018 for Session #3 (second 6-weeks).

**Payments:** Remuneration for the duties of a Summer appointment will be paid according to the following schedule. Faculty members are paid once according to the units they worked within each session.

***Summer Session Dates for Faculty and Lecturers: Payroll Dates:***

Session 1 (12 weeks): Tuesday, May 29-Tuesday, August 21, 2018 Thursday, August 30, 2018

Session 2 (6 weeks): Tuesday, May 29-Tuesday, July 10, 2018 Tuesday, July 31, 2018

Session 3 (6 weeks): Wednesday, July 11-Tuesday, August 21, 2018 Thursday, August 30, 2018

**SIGN-IN, I.D. CARDS, AND IRCA VERIFICATION**

New 2357 faculty or those who have had a break in service of 18 months or more must complete the Sign-In Process in the Office of Human Resource Services, University Hall 165, (818) 677-2101, during the scheduled sign-in hours. In addition, they must have completed and cleared a successful background check (for sensitive positions only) and must establish identity and work authorization under the Immigration Reform and Control Act of 1986 (IRCA) by presenting the required documents listed on the back of the I-9 Form on or before the effective date of this appointment. **Completion of the Sign-In Process is necessary before any payment can be made and is required before a faculty member begins teaching.** New faculty will receive an I.D. Card as part of completing the Sign-In process.

**BENEFITS** (http://www-hrs.csun.edu)

**Retirement:** Federal law requires that all employees be covered by a retirement program. The appropriate retirement program and social security eligibility are based on timebase and length of appointment. Enrollment is automatically determined by Payroll Administration upon appointment. If you are enrolled in the California Public Employees’ Retirement System (CalPERS) and employment is less than full time, wages are subject to CalPERS retirement to a full time equivalent and, you will contribute a percentage of your gross monthly income based on your formula for your date of hire. If you are enrolled in the Part-time/Seasonal/Temporary (PST) Retirement Plan, you will contribute 7.5% of your gross income, up to a full time equivalent.

**ASSIGNMENT**

In addition to teaching responsibilities, duties will include those professional responsibilities normally assumed by temporary instructional faculty including, but not limited to, time for student conferences related to the class(es) being taught. Such conferences are to be scheduled outside of class hours.