

1 **California State University, Long Beach Policy Statement**
2 **96-19**
3 **August 6, 1996**

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7 **SUMMER AND WINTER SESSIONS GUIDELINES**
8 **(This supersedes PS 92-01)**
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10 **This policy was recommended by the Academic Senate on May 2, 1996**
11 **and concurred by the President on July 29, 1996.**

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13 1. COLLEGE MANAGEMENT DURING SUMMER AND WINTER SESSIONS

14 Because of the salary, enrollment, personnel, and other contractual issues involved, each
15 College Dean shall appoint an Associate Dean or other administrative designee as that
16 College's Summer and Winter Sessions Coordinator. The Dean shall also appoint another
17 Associate Dean or administrative designee as an Alternate Summer and Winter Sessions
18 Coordinator. Both of these individuals are responsible for attending the annual spring
19 planning meeting and for serving thereafter as the regular contacts between University
20 College and Extension Services and their College for all Summer and Winter Sessions
21 activities. One of these individuals shall be available during normal business hours
22 throughout the summer and winter. This rule specifically requires a five-day work week and
23 the staggering of vacations. Each College's Summer and Winter Sessions Coordinator is
24 responsible for ensuring that appropriate consultation with the faculty occurs throughout the
25 process of creating and implementing that College's Summer and Winter Sessions Schedule
26 of Classes.

27 In each College, the Dean or designated Coordinator is responsible for ensuring that all
28 enrollment limits are set in accordance with the CSU course classification guidelines and the
29 enrollment limits prevailing during the regular academic year, except that no instructor
30 should be assigned a section with an enrollment limit too low to yield a full salary without
31 that instructor's prior written consent. UCES will review the established enrollment limits
32 and notify the responsible College officials when limits clearly do not meet the criteria of the
33 course classification guidelines and normal practice. If the enrollment limits are held at an
34 artificially low level, the Office of Academic Affairs will declare Parts 4, 5, 6, and 10 of these
35 guidelines inoperative for a given College on the ground that inadequate revenues will be
36 generated to support the associated expenses.

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38 2. SUMMER AND WINTER SESSIONS CONTRACTS

39 Summer and Winter Sessions contracts are prepared from course information placed in the
40 campus registration and student information system (OASIS,SIS+). Each Academic
41 Department will be expected to input assignments and corresponding faculty information
42 during the Summer and Winter Sessions scheduling phases. Faculty assignments and
43 information which are not added during scheduling phases must be included on a UCES
44 Special Sessions Schedule Change Form and returned to UCES with Department Chair's
45 signature before the course is scheduled to begin. UCES will prepare and distribute faculty
46 contracts six-weeks prior to the start of Summer and Winter Sessions and will expect the
47 signed contracts returned to UCES four-weeks prior to the start of Summer and Winter
48 Sessions.

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50 3. FACULTY WORKLOAD

51 The load in Summer and Winter Sessions is one unit per week plus one extra unit;
52 therefore, a faculty member could teach a maximum of four (4) units in the three-week

53 Winter Session.* No faculty member may be employed for more than a total of twelve (12)
54 units during the three sessions offered during a given summer. In addition, written
55 permission of the College Dean is required before a faculty member may teach more than
56 six (6) units in a single session.

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58 * Exceptions must be approved by the College Dean and Associate Vice President for
59 Academic Affairs.

60 4. SUMMER COMPENSATION FOR CHAIRS*

61 Chairs of departments offering summer programs will be compensated for the resulting
62 administrative duties on a uniform basis. That basis will be one-tenth (.1) unit of
63 administrative salary for each four (4) full-time equivalent students (FTES) enrolled. The
64 computation of salaries will be based upon the actual FTES of the current summer. For
65 example, Department "A" has 14 FTES. The salary for the department's chair would be
66 calculated as follows:

67 Salary units= FTES ­p; 4 x (.1)
68 = 14 ­p; 4 x (.1)
69 = 3.5 x (.1)
70 = .4 (rounded off for salary purposes)

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72 *Program Directors are also eligible for compensation, if so designated by their College.

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74 5. SUMMER SESSIONS ADVISING

75 Faculty who have been contracted by their College to advise students are required to
76 maintain a log of their advising contacts on a form provided by UCES. This log must be
77 submitted to the Summer and Winter Sessions Office in the same manner as enrollment
78 rosters to substantiate the work performed. The advising logs may cover the period from
79 May 1 to August 1 of each year. One-half (.5) unit of salary will be paid for each twenty-two
80 (22) students advised, up to a maximum of three (3) units of salary. There are no
81 provisions for Winter Session advising.

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83 6. INSTRUCTIONALLY RELATED EXPENDITURES

84 Proposals to support summer projects or activities that are instructionally related in nature
85 and that can be shown to be of benefit to the Continuing Education Revenue Fund (CERF)
86 must be submitted by Colleges to the University College and Extension Services Dean's
87 Office. The Dean of University College and Extension Services will review the project or
88 activity and the proposed salaries and recommend approval or denial to the Provost and
89 Senior Vice President for Academic Affairs, who will make the final decision. Late proposals
90 will be considered for funding in the following year's Summer Sessions. Although Winter
91 Session is much shorter than Summer Sessions, similar consideration will be given to
92 proposals for Winter Session. The Dean of University College and Extension Services will
93 prepare an annual report to the Council of Deans and the Executive Committee of the
94 Academic Senate on the activities funded under this part of the Summer and Winter
95 Sessions Guidelines.

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97 7. CANCELLATION OF SUMMER AND WINTER SESSIONS CLASSES

98 Many of the staffing and salary formulas in effect for the regular state- supported academic
99 year do not apply during the Summer and Winter Sessions. Prior to the start of the session,
100 each College shall advise faculty members on enrollment levels required for full pay and
101 break-even operation. The number of students enrolled in a Summer and Winter Sessions
102 can be determined by using OASIS.

103 a. Classes that at their first meeting achieve the minimum level of paid registrations
104 required to fund the assigned faculty member's full salary, according to the salary schedule
105 in effect for that course, will not be cancelled.

106 b. If at the first class session the number of paid registrations is less than the minimum
107 number required for full pay for the faculty member and equal to or greater than the
108 estimated number of paid registrations required to achieve a break-even operation in that
109 College, the faculty member will inform the Academic Department and the College's
110 Summer and Winter Sessions Coordinator whether the faculty member is willing to teach
111 the class at the reduced pay level.
112 c. If at the first class session the number of paid registrations in a class is less than the
113 estimated minimum required for break-even operation in that academic College, the faculty
114 member, the Academic Department and the College Summer and Winter Sessions
115 Coordinator shall consult.
116 The Dean of University College and Extension Services, in consultation with the Academic
117 Department and/or the College Dean, will then decide whether to cancel the section or to
118 offer the faculty member the opportunity to teach the class at the reduced pay level.
119 In accordance with the Unit 3 Memorandum of Understanding, the decision to cancel a class
120 must be made prior to the second class meeting. Salaries are based on official class rosters
121 which are computer generated at the conclusion of the second week of instruction. These
122 census dates will be prorated for courses offered on other than a six-week basis. Similar
123 procedures are used for Winter Session.

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125 8. K-FACTOR CLASSES
126 Faculty teaching classes with a K-factor of more than 1.0 will be compensated according to
127 the weighted teaching units generated and the number of paid registrations in their classes.
128 The Dean of University College and Extension Services establishes a base fee for K-factor
129 classes. A College Dean may recommend to the Dean of University College and Extension
130 Services the establishment of a revised fee for particular laboratory or activity courses.
131 Such a request for a fee higher than the base fee must be supported by documentation of
132 the revenues and costs for the course(s) in question for the three previous Summer and
133 Winter Sessions and a projection of revenues and costs anticipated for the forthcoming
134 Summer and Winter Sessions, in order to establish the necessity for a higher fee. Requests
135 for a revised fee must be submitted in memo form signed by the College Dean.
136 Aside from the base fee already established by the Dean of University College and Extension
137 Services, there will be only one campus-wide fee for activity classes and one campus-wide
138 fee for laboratory classes, except with the approval of the Dean of University College and
139 Extension Services, the appropriate College Dean, and the Provost. All fees must be
140 established by the end of January in order to accommodate deadlines in the production of
141 the Summer Sessions Bulletin. Courses for which fees have not been established prior to
142 that date will automatically be assigned the base fee for the appropriate category.

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144 9. SUPERVISION AND GRADUATE CLASSES
145 For the Summer and Winter Sessions a College Dean may recommend to the Dean of
146 University College and Extension Services the establishment of a revised fee for particular
147 graduate seminars to permit a special salary scale that would yield a maximum salary to a
148 Full Professor on the basis of 15 enrolled students, to an Associate Professor on the basis of
149 12 enrolled students, and to an Assistant Professor on the basis of 10 enrolled students. In
150 the case of double-numbered 400 and 500-level courses, the graduate-division enrollments
151 would then be converted to upper-division enrollments by multiplying by a factor of 1.67 to
152 determine the overall enrollments and the regular salary scale would then be used.
153 A College Dean may also recommend a special salary scale for supervision courses which
154 would be based on a revenue-driven formula. Faculty members would be advised of this
155 salary scale prior to the issuing of the Summer and Winter Sessions faculty contracts.

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157 10. ENROLLMENT ADJUSTMENTS
158 If normal class limits are being observed, as defined in Part 1 of these guidelines, then

159 enrollment adjustments for salary purposes will be permitted in the following instances:
160 a. With the approval of the College Dean or designee, a faculty member teaching two or
161 more classes in the same department in the same summer or winter sessions will be
162 allowed to balance the paid registrations in those classes in order to maximize the overall
163 salary to be paid (except that no balancing out is permitted between C-classified and S-
164 classified courses).

165 If the classes are taught in different summer sessions, then the faculty member will receive
166 the salary for the first course at the conclusion of that course. The balancing will occur after
167 the conclusion of the last course taught by the faculty member that summer. In addition, if
168 the courses are taught with different modes of instruction or for differing numbers of units,
169 the balancing out will be adjusted accordingly. Thus, it requires 1.3 "excess" enrolled
170 students in a course with a K- factor of 1.0 to provide an adjustment equal to one student in
171 a course with a K-factor of 1.3. NOTE: a course with two or more classifications is a single
172 course and will be so treated for purposes of determining Summer Sessions salaries.

173 b. With the approval of both the College Dean and the Dean of University College and
174 Extension Services, a department or program will be allowed to balance paid registrations
175 among

176 ALL of its faculty teaching classes in the same department, in summer or winter sessions, in
177 order to maximize the total salaries to be paid, but only if the following conditions are met:

178 1. The department or program has generated a positive balance in summer or winter
179 operating expense funds, sufficient to cover the proposed excess salaries, during each of
180 the previous two summers or winters. The balance in operating expense funds is
181 determined by deducting salaries, other instructional expenses incurred by the department
182 (e.g., under Parts 4, 5, and 6 of these Guidelines), and University College and Extension
183 Services overhead from the student fees generated by the department. This financial
184 analysis will be developed by University College and Extension Services and provided to the
185 responsible College Dean.

186 2. Departments and programs approved for this kind of balancing out must be prepared to
187 absorb the entire cost of the excess salaries requested from their own share of the summer
188 or winter sessions operating expenses allocation. For example, a department or program
189 electing to pay its faculty additional salaries of \$2,000 would cause that amount to be
190 deducted from the summer or winter sessions operating expense allocation provided to the
191 department or program's College in the fall to offset the costs of running the summer and
192 winter sessions. The College Dean would then be responsible for determining whether the
193 full \$2,000 cost of the balancing out should be borne entirely by the department or program
194 requesting the additional salaries or shared by the College as a whole.

195 3. All balancing out among faculty members in a department or program will be
196 accomplished according to the same formula. First, any faculty member teaching two or
197 more classes will be permitted to balance enrollments in those classes (not to exceed full
198 salary). Then all remaining excess enrollments in the same department or program will be
199 divided by the number of faculty who are not yet at full salary to determine the number of
200 additional enrollments to be assigned to each individual faculty member (not to exceed the
201 number needed to produce full salary). This formula will assure that the balancing out is
202 equitable, regardless of rank, tenure status, gender, or full or part-time employment. For
203 example, Department "A" has generated 20 excess enrollments in some of its sections, but
204 still has 5 faculty members who lack sufficient enrollment to receive full salary.
205 The formula is then applied: $20 \div 5 = 4$

206 Each of the 5 faculty members is thus eligible to have up to 4 additional enrollments applied
207 in the calculation of summer and winter salaries. If a faculty member needs fewer than the
208 4 available enrollments to achieve full salary, the unneeded enrollments will go back into
209 the pool for redistribution to the remaining faculty members who have not yet achieved full
210 salaries.

211 c. No other balancing out of salaries is permitted.

212 No enrollments can be transferred to a succeeding or previous summer or winter sessions.

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214 11. The Academic Senate shall review these Summer and Winter Sessions Guidelines .

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220 EFFECTIVE: Fall 1996

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