



CALIFORNIA STATE UNIVERSITY, LONG BEACH

OFFICE OF FACULTY AFFAIRS

March 18, 2026

TO: Deans
Associate Deans
Administrative Services Managers
Department Chairs
Administrative Support Coordinators

FROM: Patricia Pérez
Associate Vice President for Faculty Affairs

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Associate Dean
College of Continuing and Professional Education

SUBJECT: 2026 SUMMER SESSION POLICIES AND PROCEDURES

This memorandum provides operational procedures for Summer Term 2026. Effective Summer 2026, the majority of summer courses will continue to be offered on state-side with May Intersession classes remaining on self-support. Summer session operations for state-side will be managed by Faculty Affairs and May Intersession by CPaCE.

Academic Scheduling

Departments will continue to use the scheduling portal for both May Intersession and state-side summer course offerings/schedule changes. Courses offered state-side during the Summer Term should be scheduled within the existing state-side sessions and courses offered via self-support should continue to use the existing self-support session codes as follows:

Summer Term 2263

Session Dates

Scheduling Contact

Self-Support Sessions

May Intersession (SSI)

May 18, 2026 – June 5, 2026

Please direct self-support scheduling questions to jackie.mitchell@csulb.edu.

State-Side Sessions

6 Week First (6W1)

May 26, 2026 – July 2, 2026

6 Week Third (6W3)

July 6, 2026– August 14, 2026

12 Week Regular (1)

May 26, 2026 – August 14, 2026

Please direct state-side scheduling questions to jennifer.hashimoto-mccreery@csulb.edu.

Course Feasibility

Generally, state-side and self-support courses must generate enough enrollment to cover faculty salaries and university overhead costs. Requests for exception may be considered for fieldwork, supervision, and cohort-based programs on a course-by-course basis and should be directed to the College Dean's Office for both state-side and self-support courses.

Enrollment Based Compensation (EBC) will continue to apply, per Article 21.15 of the CSU/CFA Collective Bargaining Agreement and should be considered in assessing course feasibility. The following EBC guidelines will remain in place for Summer 2026 state-side and self-support courses:



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1. Courses with enrollment caps of 20+ students are subject to the EBC salary reduction when enrollment at census falls below 20 students. The 5% reduction will be applied pursuant to Article 21.15.

21.15 The salary of a faculty unit employee appointed for summer term shall be pursuant to the rates for summer term work classifications provided in Appendix C. If the course to which a faculty unit employee has been assigned has enrollment of less than twenty (20) students, as determined by the final census date, the faculty unit employee's full salary shall be reduced by five percent (5%) for each student below twenty (20) students. In no case, however, may the reduced rate fall below sixty-five percent (65%) of the full salary.*

2. Courses with enrollment caps of less than 20 students but the enrollment falls below the established cap are subject to the EBC salary reduction of 5% for each student under the cap. The reduced rate will not fall below sixty-five percent (65%) of the full salary, pursuant to Article 21.15.
3. Supervision courses are **NOT** subject to the EBC salary reduction. Compensation for SUP courses is calculated based on enrollment numbers at census.

Requests for exception to EBC will be considered based on pedagogical considerations, classroom capacity limitations, or documented evidence of a potential negative impact on student success.

Appointment Contracts and Pay Deadlines

Instructional Faculty Contracts: State-side summer faculty appointment contracts will be generated the first week of May by Faculty Affairs based on the course schedule, with CPaCE issuing May Intersession contracts beginning early April. Contracts will be distributed to the Colleges for review and should be disseminated to the instructors prior to the first class meeting.

Colleges are required to submit the following items to Faculty Affairs and/or CPaCE as soon as they become available, and no later than **May 1st** to ensure the accuracy of the appointment contract. Late submissions will affect the timeliness of the appointment offer as well as the pay warrant.

- Summer Assigned Time Notification form
- Summer Volunteer Assignment Notification form
- Request for Exception to Summer Enrollment Based Compensation (EBC)
- New Hire Documentation: Salary Rate, CV, SC-1 Form, Official Transcript, 3 reference letters

Faculty Contract Revisions/Cancellations: State-side and self-support schedule changes will generate a revised contract (i.e., class added, dropped, instructor change, etc.). Revised contracts will not be issued until the schedule change is processed. Schedule changes should be submitted prior to the session census date to ensure an accurate and timely appointment contract.

Faculty Compensation Rates: Current AY faculty are compensated for state-side and/or self-support summer employment at 1/30th of their full-time academic year (AY) base salary rate per WTU pursuant to the CSU/CFA College Bargaining Agreement (CBA). Current Department Chairs and 12-month Faculty/Lecturers



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will be compensated at 1/30th of their AY *equivalent* base salary rate per WTU for summer workload. Salary rates for new hires are determined by colleges.

Academic Student Employees: State-side and self-support Teaching Associate (TA), Graduate Assistant (GA) and Instructional Student Assistant (ISA) appointment contracts and the accompanied Payroll Transaction Forms (PTF) **will continue to be generated by the Colleges**. TAs are compensated at the 1/30th rate. GAs and ISAs are compensated at their GA or ISA hourly rate during the preceding academic year. Rates for new hires are determined by the College. Contract templates and the Summer TA Base Rate calculator will be made available via the summer shared folders established for each college.

Contract/PTF Deadlines: The signature of the Dean or designee as the appointing authority on the contract is required to proceed with payment processing for both summer faculty and TA/GA/ISA appointments. Signed contracts (and PTFs for TA/GA/ISA) should be submitted to Faculty Affairs and/or CPACE (Self Support) as soon as they become available and no later than the published deadlines via the shared folders established for each college.

Summer Session	Session Dates	Signed Contract & TA/GA/ISA PTFs Due	Pay Warrant Issued By
May Intersession	May 18, 2026 – June 5, 2026	May 8, 2026	June 19, 2026
12 Week Regular (1)	May 26, 2026 – August 14, 2026	June 8, 2026	August 28, 2026
6 Week First (6W1)	May 26, 2026– July 2, 2026	June 8, 2026	July 16, 2026
6 Week Third (6W3)	July 6, 2026 – August 14, 2026	July 20, 2026	August 28, 2026

Maximum CSU Workload Guidelines

The following workload guidelines should inform all offers of state-side and self-support summer employment to ensure that summer work is not offered in excess of the maximum allowable CSU workload at any given point in time during the Summer Term.

Summer Workload/FTE Calculation

- Each course workload during the Summer Term is equivalent to that of a full semester but within a compressed timeframe; therefore, summer instructional workload is calculated independently per course based on the WTU (time/effort) and length of course.
- Full-time equates to 1 WTU per week of instruction during the Summer Term:

$$\text{Summer FTE} = \text{WTUs/Weeks}$$

Academic Year (AY) Faculty and New Hires

- State-side OR self-support summer workload cannot exceed 100%.
- A combination of state-side AND self-support summer workload cannot exceed 125%.
- A combination of other non-AY CSU employment (i.e., CPACE Faculty-Special Sessions, Staff, MPP, etc.) AND state-side/self-support summer workload cannot exceed 125%.



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12-Month Faculty, Department Chair-12M, Grant-Related Instructional Faculty-12M

- A combination of an active 12-month position AND state-side/self-support summer employment AND/OR other non-AY CSU employment cannot exceed 125%.

Summer Indirect Instructional Stipend (IDS)

Per the CSU/CFA CBA, tenured & tenure-track (T/T-T) faculty who do not receive a specific indirect instructional assignment with compensation during the Summer Term shall receive an indirect instructional payment in the amount of \$150 per WTU of direct instructional work assigned within the Summer Term. T/T-T faculty who receive assigned time for an indirect instructional assignment during the Summer Term are *not* eligible to receive the stipend.

IDS is applicable to both state-side and self-support summer instruction. Upon conclusion of the Summer Term, Faculty Affairs and CPaCE are responsible for calculating, approving, and submitting IDS directly to Payroll for payment. Faculty can expect IDS payments for the Summer Term to issue by **September 15th**.

Summer Session Academic Employment Resources

CPaCE Summer Employment Contacts	State-Side Summer Employment Contacts
Gracie Cole Administrative Services Manager (ASM), CPaCE Gracie.Cole@csulb.edu	Syan Wiggins Executive Director, Faculty Affairs Syan.Wiggins@csulb.edu
Maria Martinez Financial Management Specialist, CPaCE Maria.Martinez@csulb.edu	Temporary Academic Employment (TAE) Faculty Affairs TAE@csulb.edu

The following resources will be available on the [Summer Session webpage](#):

- Summer Session Operational Procedures Memorandum
- Summer Session Appointment Contract and Pay Calendar
- Summer Session Forms
- Summer Teaching Associate (2324) Base Rate Calculator