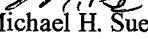


State of California
M e m o r a n d u m

CAL POLY

To: David Wehner, Tom Jones, Dave Christy,
Mohammad Noori, Linda Halisky,
Phil Bailey, Bonnie Konopak

Date: November 24, 2008

From: 
Michael H. Suess
Associate Vice President for Academic Personnel

Copies: Robert Koob
John Soares
Rich Saenz*
Marc Benadiba
Academic Personnel Staff
Dept. Heads/Chairs*
**with attachments*

Subject: Summer Quarter 2009 Eligibility Lists

Enclosed are eligibility lists for Summer Quarter 2009 assignments based on the teaching pattern as it exists for Fall, Winter and Spring Quarters of the 2008-09 academic year. Alterations in the projected teaching patterns may affect eligibility and should be brought to our attention for a final determination. The fifth column on the enclosed eligibility list identifies the faculty member's last summer quarter teaching assignment (only instructional time is reflected; administrative time and assigned time are not included). Please review the accuracy of the enclosed eligibility lists and bring any corrections or omissions to our attention as early as possible.

Pursuant to Title 5 regulations, eligibility is based within the following parameters:

- (1) Teaching no more than the equivalent of seven consecutive full-time quarters (see third column on eligibility list--applies to both lecturers and tenure-track faculty); and
- (2) Teaching no more than ten quarters in a triad (see fourth column on list).

Exceptions to the above limitations may be granted if it is determined that the assignment of the faculty member is essential to the offering of required instruction and other qualified faculty members are not available to teach. **PLEASE NOTE PROCEDURE: Requests and justifications for exceptions to the triad regulations will be documented directly on the AP101-S form. The signatures of the department chair and dean on the AP101-S will indicate their recommendation that such a waiver be granted. Final approval for any appointments involving requests for exceptions will rest with the AVP for Academic Personnel.**

Title 5, Section 42901 allows faculty to alter their vacation quarter by taking an advance quarter off and repaying it by working summer quarter. Deans are delegated the responsibility to approve advance quarters off with pay.

- (3) Eligible tenure-track faculty will have priority for extra quarter assignments over lecturers for up to 60% (headcount) of summer quarter offers, assuming they are qualified to teach the courses offered. The respective department chair/head will determine tie-breaking procedures when faculty are equally eligible and qualified.
- (4) Extra quarter appointments of tenured and tenure-track faculty members during summer quarter carry the obligation to fulfill normal instructionally related responsibilities including research, scholarship, creative activity, and service to the University, profession and to the community.

Summer Quarter Appointment Guidelines will be distributed as soon as they are completed. Appointment letters and payroll procedures for Summer Quarter 2009 will be distributed in May 2009.

If you have any questions regarding an individual case in terms of eligibility or relative priority, unusual teaching patterns or assignments, or quarter system regulations in general, please contact me at 756-6570 or Al Liddicoat at 756-5217.