

HIRING GUIDELINES FOR SUMMER SESSIONS TEACHING

- Academic-Year Senate Faculty, Academic-Year Lecturers or Academic-Year Academic Coordinators:
 - Limitations on compensation of 1/9th rate of annual salary per month (annual base salary plus any off-scale, divided by 9), up to 3/9ths based on [APM 600-14](#), [APM 660](#), [APM 661](#) and [APM 662, Appendix B-2](#).

- Fiscal Year Senate Faculty and other fiscal year appointees:
 - May earn up to 1/11th of annual salary rate for those hired before 7/1/14; or 1/12th of annual salary rate for those hired after 7/1/14, based on changes in policy. See [APM 600-14 c.](#)
 - Fiscal Year faculty and other fiscal-year appointees must turn in vacation days to receive additional compensation per [APM 600-14](#), [APM 660](#) and [APM 662, Appendix B-2](#).
 - Fiscal Year Faculty may also use Outside Professional Activities days and turn in vacation.
 - Fiscal Year faculty must fulfill all other assigned teaching obligations during the academic year in order to receive additional compensation for Summer Session Teaching.
 - HSCP Faculty are not eligible to receive additional compensation.
 - Compensation rate for Fiscal Year faculty -- Summer Sessions converts the annual rate to an Academic Year rate (FY annual times .84), then applies formula 0.275 times the number of units for the course.

- Recalled faculty – Compensation is limited to 43% per month of the annual rate at the time of retirement, range adjusted forward. (See [APM 205](#)). Payment may be extended across additional months in order to accommodate a negotiated rate of payment for teaching.

- Staff Hires –
 - Not eligible for additional compensation per policy. These appointees must reduce their percent of time in order to take on additional work as Lecturer in Summer Session for pay. Determine Lecturer rate based on departmental equivalencies. (education/experience level)
- Intercampus Academic Hires – Use an Inter-location payment form to pay these individuals using the guidelines above.
- Contract appointees (Non-UC Employees) – Look at Lecturer scales and level of experience to determine salary.
- Academic Enrichment Accounts should not be used as alternate compensation for Summer Session teaching.
- Deans have delegated authority for approving summer compensation, adhering to academic personnel policy and monitoring limits.