

SAMPLE SUMMER SEMESTER FACULTY APPOINTMENT LETTER

June 21, 2007

David Copperfield
9999 Van Ness #999
San Francisco CA 94199

Dear David Copperfield:

On behalf of President Robert A. Corrigan, this is to notify you of your temporary faculty appointment at San Francisco State University in the State supported Summer Semester. We are happy to have you with us at the University and hope that you will find your teaching here a satisfying experience.

A summary of the policies and conditions of employment in the Instructional Faculty, Summer Session classification appear on the second page of this letter.

Information concerning your new summer faculty appointment or a change in your currt appointment follows

TRANSACTION TYPE:	NEW TEMP APPOINTMENT
APPOINTMENT BEGIN DATE:	6/11/2007
APPOINTMENT END DATE:	7/13/2007
DEPARTMENT:	PSYCHOLOGY
DEPARTMENT ID:	3185
JOB CODE:	2457
TITLE:	Summer Session State Support
FT MONTHLY SALARY BASE:	\$3,876.00
UNITS:	: 3.00
RATE PER UNIT:	\$1,550.40
TOTAL SALARY:	\$4,651.20

If you have questions regarding this appointment, please contact the dean of your College.

Sincerely,

Ted T Yamasaki
Associate Vice President, Human Resources

CC: Faculty File

POLICIES AND CONDITIONS FOR STATE-SUPPORTED TEMPORARY SUMMER FACULTY

1. The appointment of a faculty unit employee to Classification 2457, Instructional Faculty – Summer Session, for Summer Semester 2007 at San Francisco State University shall be covered by provisions in Article 21, Summer Sessions, in the Unit 3 (Faculty) Collective Bargaining Agreement.
2. A summer session appointment is a temporary appointment for a specific period of time.
3. The responsibilities of a faculty unit employee assigned to classification 2457 may include teaching, office hours, and other responsibilities accepted. Acceptance of this appointment and course assignment includes an agreement that the faculty employee meet the class on the first day regardless of enrollment, for classes not cancelled prior to that time.
4. All temporary appointments expire at the end of the period stated on the reverse page. Temporary appointments do not constitute service toward consideration for tenure.
5. The salary rate per Weighted Teaching Unit (WTU) for faculty employed during Summer Term in Classification 2457 is determined as follows:
Regular Academic Year Full Time Annual Salary (base salary as of the spring 2007 semester)/30 WTU's = Salary per WTU. There shall be no rate reduction for under-enrolled courses. In addition, Tenured and Probationary faculty employed at the campus in fall 2006 and/or spring 2007 who teach summer 2007 session(s) and do not have a summer appointment that includes payment for indirect instructional duties will receive \$150 per WTU for indirect instruction in the form of an additional, one-time lump-sum payment, issued at the end of the session(s) taught.
6. Pay warrants will be issued by the corresponding date(s) for each session (or session dates falling within a session) as indicated below:

<u>SESSION</u>	<u>SESSION DATES</u>	<u>PAY DATE</u>
R1	6/11/07 – 7/13/07	7/18/07
R2	6/25/07 – 8/17/07	7/25/07, 8/22/07
R3	7/16/07 – 8/17/07	8/22/07
7. State-supported summer term classes may be canceled by the President or designee. Such appointments may be cancelled at any time by layoff pursuant to Article 38 or cancelled at any time due to low enrollment or budgetary reasons, in which case, the faculty unit employee shall be paid on a pro-rata basis for each class taught prior to cancellation.
8. The total time base that results from multiple University appointments (academic and/or non-academic) held by CSU employees may not exceed 125%. This includes Summer Semester, Extended Learning, grant and contract and auxiliary unit (SFSU Foundation, Cesar Chavez Student Center, Franciscan Shops and Associated Students) appointments within all CSU campuses. http://www.sfsu.edu/~hrwww/emp_relations/hr_Directives/P211.html
9. Wages are subject to Public Employees' Retirement System (PERS) deductions if PERS membership is already established in another part-time faculty or staff position. Social Security membership is ordinarily mandatory for those required to be a member of PERS. Assignments solely in classification 2457 require participation in the PST Defined Contribution Retirement Plan. Faculty who are currently in the United States on a visa or who currently participate in PERS or the State Teachers' Retirement System through other employment or retirement may be exempted. For specific information, please contact the University Human Resources Department, or www.ssa.gov
10. Appointments solely in classification 2457, or in conjunction with any current, prior or subsequent university employment do not establish *new* Benefit eligibility. Specific questions concerning eligibility and benefit options should be referred to the University Human Resources Department. www.sfsu.edu/~hrwww
11. All faculty are bound by University regulations as set forth in the *Agreement Between The California State University and the California Faculty Association: Unit 3--Faculty*; system-wide regulations contained in resolutions of the Trustees; *Title 5 of the California Code of Regulations*; Executive Orders and policy directives issued by the Chancellor or her/his designee; the laws governing the CSU in the *California Education Code*; and other pertinent statutes and regulations.
12. Non-U.S. Citizens may be employed by San Francisco State University provided they meet certain requirements established by the Federal Immigration Reform and Control Act. All new employees must verify employment eligibility with the IRCA Coordinator in their college office.
13. Any commitments made by any member of the faculty or administration beyond the terms stated within this letter are of no validity or effect. Recommendations for subsequent appointment may be made only through appropriate faculty/administrative channels.