

Summer APDB Guidelines

In most cases, the summer APDB process is the same as for the academic year with some exceptions noted below. The following guidelines apply to summer APDB only.

IMPORTANT: Instructor Assignment Class in mySDSU Term Workload should be set to TEMP in Summer for faculty with AY appointments.

NOTE: Faculty with AY appointments must be paid for summer work unless continuing supervision as described below.

Faculty with 12-month appointments can retain the same Instructor Assignment Class as Fall and Spring semesters.

Summer Supervision

- Continuing supervision - Tenure-track faculty who are listed as the faculty of record for thesis and dissertation direction **DO NOT** have to be paid extra during the summer for continuing supervision that is an extension of academic year work. If a faculty member wishes to supervise a special study (499, 798, etc.), the decision to schedule it should be made by the chair/director and dean. If the independent study is an extension of regular academic year work (for example, in a faculty member's laboratory), it can be treated the same as thesis or dissertation direction.
- Non-continuing supervision - If summer supervision is a discrete project and is approved by the chair/director, a summer ATF should be submitted and the faculty member will be paid accordingly, or the chair/director may decline to approve scheduling the supervision section. Any special situations can be reviewed with Faculty Advancement.
- Lecturer supervision – Lecturers must be paid for all summer supervision.

12-month Faculty Appointments

Faculty with 12-month appointments who teach during the summer should be handled one of the following ways:

- In any cases where the 12-month duties do not cover summer teaching, a summer ATF must be submitted. (The 12-month appointment must be less than full-time.)
- If a faculty's assigned duties for their 12-month appointment cover summer teaching (e.g., full-time administrative appointment) or where limited summer supervision is covered by their 12-month appointment, they do not require an adjunct appointment form or summer ATF.
- Faculty with 12 month appointments will have the same Instructor Assignment Class as they have in Fall and Spring.