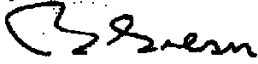



Date: November 27, 2007 Code: TECHNICAL LETTER
HR/Salary 2007-25

To: Associate Vice Presidents/Deans of Faculty
Human Resources Directors
Payroll Managers Reference: HR/Salary 2007-19

From: Bruce Gibson  Margaret Merryfield 
Interim Senior Director Senior Director
Systemwide Human Resources Academic Human Resources

Subject: Fiscal Year 2007/08 Salary Program for Faculty (Unit 3) – Salary Processing Guideline Update

Overview

Audience: Academic Personnel Managers and Staff, Campus Payroll Managers or campus designee responsible for faculty payroll processing

Action Item: Implement new SSI processing instructions for faculty (ongoing)

Affected Employee Groups/Units: All Faculty (Unit 3) employees

Summary

This Technical Letter provides clarification on several salary processing issues that have been identified following implementation of the most recent Collective Bargaining Agreement for Unit 3. It establishes SSI processing as a campus responsibility, and updates SSI processing procedures for Department Chairs and individuals who received FMI awards. In addition, based on the MOU entitled "Article 31.1 Interpretation", it updates Attachment B to Technical Letter HR/Salary 2007-19 by providing additional faculty classifications that may be paid over the range maximum. Academic personnel managers and staff, campus payroll managers, or campus designees responsible for faculty payroll processing should review the remainder of this technical letter for background information, updated processing guidelines, and examples.

Background

Since the implementation of the May 15, 2007 Unit 3 Collective Bargaining Agreement between the CSU and the California Faculty Association, the campuses have identified a number of issues related to payroll processing for faculty. This Technical Letter provides information and updated guidelines in five areas:

- A. Responsibility for SSI Processing for Faculty
- B. SSI Processing for Department Chairs
- C. Modification to Paying over the Maximum per Article 31.1
- D. Coding market or Equity Increases effective July 1, 2007
- E. Verifying SSI Eligibility for Faculty Members with Prior FMI Awards

Distribution:

CSU Presidents
Executive Vice Chancellor & CAO
Interim Vice Chancellor, Human Resources
Vice Presidents, Academic Affairs
Vice Presidents, Administration
Vice Presidents, Student Affairs

Vice Presidents, University Advancement
Associate Vice Presidents/Deans of Faculty
Budget Officers
HR Professionals
State Controller's Office/PPSD

A. Responsibility for SSI Processing for Faculty

Faculty SSI processing has been a responsibility typically shared between the campuses and the State Controller's Office (SCO). However, due to the increased complexity in determining an employee's base salary for the SSI award, **effective with the November 2007 pay period, this activity will become a campus responsibility.** Determining previously awarded Faculty Merit Increase (FMI) amounts, and in the case of Department Chair classifications, stipend amounts that are incorporated into the employee's base salary, caused delays in processing at the SCO level because additional research was required with the campuses. To preclude future delays in SSI processing, campuses will be fully responsible for this activity.

The following CIRS Compendium Reports are available to assist campuses in auditing Item 330, Anniversary Date and Item 958, Final Anniversary Date and Counter in PIMS for accuracy. We recommend reviewing these reports immediately to ensure all employees have received the appropriate SSIs following the 2006/07 and 2007/08 implementations, and periodic follow ups are recommended thereafter. The reports were reviewed and modified during October 2007 to reflect current SSI processing rules. Updated reports are generated on a monthly basis and generally available the first business day of the month.

D07 – Audit Report for Anniversary Date, Final Anniversary Date and Counter

D08 – Employees who will go over the SSI maximum per current counter with no prior FMIs within the position sequence (Department Chairs excluded)

D09 – Detailed history report for D08 population

Additional program information is available on the Human Resources Web site at:

http://www.calstate.edu/HRAAdm/SalaryProgram/Unit3/procinst_ssi_03-04.shtml

B. SSI Processing for Department Chairs

It is not the intent of the contract to prevent an otherwise SSI-eligible department chair from receiving an SSI. In some cases, however, individuals with remaining SSI eligibility based on their instructional faculty appointments have reached or exceeded the SSI maximum in the department chair classification. Previously awarded FMI and stipend amounts incorporated into the base salary of department chair assignments further complicate the process for determining SSI eligibility. Individuals appointed to a department chair assignment typically fall into one of the following appointment types:

- (a) Full Time Department Chair (e.g., 1.0 assignment)
- (b) Department Chair with Instructional Faculty assignment in one position (e.g., 1.0 timebase in department chair class, with PIMS Item 718 identifying the department chair timebase fraction)
- (c) Department Chair and Instructional Faculty assignments in separate concurrent positions

To ensure that individuals appointed in these assignments receive the maximum SSI to which they are entitled, the following instructions should be applied effective fiscal year 2007/08:

- For individuals in full time department chair assignments (e.g., 1.0 timebase), FMI and stipend amounts should be subtracted from the total salary to determine the maximum SSI percentage available. After the SSI percentage is determined based on the "true" base salary, that percentage is applied to the original department chair salary to determine the new chair salary, regardless of the SSI maximum for the department chair class.
- For individuals appointed in a department chair position with a less than full time department chair timebase fraction, or if appointed in a separate concurrent department chair position that is less than fulltime, the percentage of SSI received in the instructional faculty assignment will be applied to the entire salary of the department chair assignment, inclusive of stipend, regardless of the SSI maximum for the department chair class. Note that rules for subtracting FMI awards from the instructional faculty salary in order to determine SSI eligibility also apply.

Also note that if the department chair subsequently returns to a full-time (1.0) instructional faculty position, for any individual with an SSI counter greater than zero, the campus should re-evaluate the resulting salary after the chair stipend has been removed to determine further SSI eligibility.

The following processing instructions are provided in Attachment A:

- Salary Increase Program I – SSI for Department Chairs

C. Modification to paying over the maximum per Article 31.1

Technical Letter HR/Salary 2007-19 provided information on classifications in which faculty members could be hired above the salary range maximum with Presidential approval. This list has been expanded to include the Grant Related/Specially Funded Instructional Faculty, Academic Year (class code 2387) and 12-month (class code 2388) classifications, effective July 1, 2007. See Attachment B for an updated list of classes/ranges where individuals can be appointed above the salary range maximum with Presidential approval.

D. Coding Market or Equity Increases effective July 1, 2007

Campuses have requested clarification on how to process market or equity increases effective July 1, 2007 in consideration of the payroll transactions utilized to accommodate the compounded General Salary Increases, also effective July 1, 2007. In instances when a campus awards a market increase with an effective date of July 1, 2007, the campus needs to incorporate the 1% GSI (applied via PIMS SCR transaction) with the market increase via correction using the SCR code. These instructions are also applicable to equity increases effective July 1, 2007; however, it is important to note that the only equity increases permitted at this time were those approved prior to May 15, 2007, before the new Unit 3 contract was approved.

The following processing instructions are provided in Attachment A:

- Salary Increase Program II - Incorporating the 1% GSI with a Market or Equity Increase also effective July 1, 2007.

E. Verifying SSI Eligibility for Faculty Member with Prior FMI Awards

When the FMI settlement was implemented in early 2007, campuses were instructed to reset the SSI counters for the affected individuals. Two factors potentially render these counters inaccurate: (1) the long-standing practice of setting the counter based on increments of 2.5%, when the actual awarded SSIs in recent years have been set at 2.65%; and (2) the fact that the dollar amount of FMIs awarded stays constant in the calculation of SSI eligibility, while base salaries have increased. As a consequence, some individuals may actually be entitled to fewer SSIs than indicated by the counter, or may no longer be SSI-eligible. Therefore, when processing SSIs, campuses are advised to confirm remaining SSI eligibility for any individual with an SSI counter greater than zero and a history of FMI awards. As a reminder, the process for determining eligibility for individuals with prior FMI awards is to subtract the cumulative FMI awards from the current salary and compare the result to the SSI maximum.

Example:

As a result of the FMI-SSI settlement, the campus awarded an SSI to a faculty member (full professor, class code 2360) in spring 2007, using the July 1, 2005 salary schedule.

- *After the award*, the new base salary is \$6,764.
- Total FMI = 350
- SSI max (full professor) = \$6,589
- *Campus calculates new counter:*
 - Comparison rate after application of SSI = $\$6,764 - \$350 = \$6,414$
 - SSI max exceeds the comparison rate by 2.73%, so counter is set to 2 based on 2.5% increments.
- Based on instructions in HR/Salary Letter 2007-08 (supplement 1) and the counter of 2, the campus applied a 2.65% SSI for 2006/07 and reduced the counter to 1. In addition, the faculty member received GSIs of 3% (retroactive to July 1, 2006) and 1% and 3.7% (compounded) effective July 1, 2007. After these salary increases, the faculty member's new salary is \$7,490.

- In order to find out whether the faculty member is eligible for the **2007/08 SSI**, the campus must now determine a new comparison rate. The 2007/08 salary schedule SSI maximum for class 2360 = \$7,109. Comparison rate = \$7,490 – \$350 = \$7,140. Since the new comparison rate is **greater** than the SSI maximum, the faculty member has no more SSI eligibility and the counter should be reset to zero.

The following processing instructions are provided in Attachment A:

Salary Increase Program III – Adjusting Counters When Employee Is at or Above the SSI Maximum Prior to Reaching their Anniversary Date

Please direct questions regarding this technical letter as follows:

PIMS processing instructions -	CSU Audits representative at the SCO
CMS Baseline processing instructions -	CMS liaison for systemwide HR at (562) 951-4418
Collective bargaining aspects -	Labor Relations at (562) 951-4400
All other questions -	Academic Human Resources at (562) 951-4503

This document is available on Human Resources Administration's Web site at:
<http://www.calstate.edu/HRAdm/memos.shtml>.

BG/mm
Attachment

PROCESSING INSTRUCTIONS

**Salary Increase Program
 I – SSI for Department Chairs**

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Prior to cutoff of the respective pay period
Effective Date:	Employees anniversary date
PIMS Transaction:	MSA
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	Varies
Pay Form:	Base Pay
Lump Sum Earnings ID:	N/A
Employees on Leave:	N/A
Additional Information:	<ul style="list-style-type: none"> Processing instructions introduced pursuant to Technical Letter HR/SA 2001-02 for Department Chairs are no longer applicable effective with this technical letter. For FY 2007/08, if the campus review determines that changes to an employee's salary are not required, the new procedure pursuant to this technical letter may be implemented prospectively. For those employees who require a correction to their salary, the campus may void both the CRO and SCR transaction and correct the MSA transaction with the final salary. Anniversary Date, Final Anniversary Date and Counter should be maintained as appropriate.
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> Action/Reason: PAY/SSI (MSA) <ul style="list-style-type: none"> Effective Date: Refer to instructions above Anniversary Code: Update as appropriate Faculty SSI Remaining: Update as appropriate
	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A

Example1: Full Time Department Chair in a Single Position

To determine the comparison rate for SSI eligibility, you must subtract the flat-stipend amount, the stipend amount that is derived as a percentage of the starting instructional faculty (IF) salary and any FMI amounts.

In this example, the chair is a full time academic-year chair, rank full professor (class code 2482), receiving a stipend consisting of 7% of the starting IF salary plus \$120 per month. The chair has \$300 in prior FMI awards. The current full-time monthly salary, including stipend, is \$7,620. The SSI maximum is \$7,109.

1. Chair salary minus flat stipend = \$7,620 – \$120 = \$7,500
2. Starting IF salary = (1) divided by the percentage increment = \$7,500/1.07 = \$7,009
 The 7% stipend is \$7,500 – \$7,009 = \$491
3. Comparison rate for SSI eligibility = Starting IF salary – FMI amount = \$7,009 – \$300 = \$6,709

Determination of SSI eligibility:

The comparison rate of \$6,709 is less than the SSI maximum of \$7,109. To determine the available SSI percentage, divide the SSI maximum by the comparison rate: \$7,109/\$6,709 = 1.0596.

Since the SSI maximum rate exceeds the comparison rate by 5.96%, the employee is due a full 2.65% SSI.

Compute the new salary: Full time base salary x SSI percentage = \$7,620 x 1.0265 = \$7,822

Example # 1 Details:

Actual starting salary	\$7,620
SSI maximum	\$7,109
FMI amount	\$300
Flat stipend	\$120
7% stipend	\$491
Comparison rate	\$6,709
Eligible SSI percentage	2.65

Example 2: Employee in a Full Time Department Chair Classification with an Instructional Faculty Portion

To determine the comparison rate for SSI eligibility, you must again subtract the flat stipend amount, as well as the stipend derived as a percentage of starting IF salary applied to the chair fraction.

In this example, the chair is an academic year chair (class code 2482) whose assignment is based on a chair fraction of 0.4 and an instructional faculty fraction of 0.6. There are no prior FMI awards. The chair receives a 7% increase above the IF base on the chair portion plus a flat \$80 per month. The current full-time monthly salary is \$7,280. The SSI maximum is \$7,109.

1. Chair salary minus flat stipend = \$7,280 – \$80 = \$7,200
2. In this case, since there is no FMI amount, the comparison rate is identical to the full-time instructional faculty salary. To convert to the full-time IF salary, you must correct the salary obtained in (1) by a factor equal to the percentage increase times the chair fraction of 0.4.
 Correction factor = 0.07 x 0.4 = 0.028
3. Comparison rate = \$7,200/1.028 = \$7,004
 The 7% stipend is therefore \$7,200 – \$7,004 = \$196.

Determination of SSI eligibility:

The comparison rate of \$7,004 is less than the SSI maximum of \$7,109. Therefore, the chair is due an SSI. To determine the available SSI percentage, divide the SSI maximum by the comparison rate: \$7,109/\$7,004 = 1.0150. The chair should receive an SSI of 1.50% (up to the SSI maximum), and will have no more SSI eligibility.

Compute the new salary: $\$7,280 \times 1.0150 = \$7,389$

Example # 2 Details:

Actual starting salary	\$7,280
SSI maximum	\$7,109
FMI amount	0
Flat stipend	\$80
7% stipend	\$196
Comparison rate	\$7,004
Eligible SSI percentage	1.50

Example 3: Multiple Concurrent Positions in Department Chair and Instructional Faculty Assignments:

In this case, the chair is appointed into two concurrent positions, one as instructional faculty and one as department chair. In order to determine whether the chair is eligible for an SSI, one must determine the equivalent full-time instructional faculty rate, subtract any FMI awards, determine whether the comparison rate is below the SSI maximum, and, if applicable, apply the appropriate SSI percentage to both the instructional faculty and department chair salaries.

In this example, the individual is appointed as a 12-month chair (class code 2481) on a 0.6 time base with a salary of \$5,276 per month, and as AY instructional faculty (2360) on a 0.4 time base with a salary of \$2,860 per month. The individual holds the rank of full professor, and previously received \$250 in FMI awards. In the department chair class, the individual receives \$120 month flat stipend. The SSI maximum for the 12-month department chair class is \$8,193, and the SSI maximum for the AY full professor is \$7,109.

1. Full-time equivalent instructional faculty salary = $\$2,860/0.4 = \$7,150$
2. Comparison rate = (1) – FMI amount = $\$7,150 - \$250 = \$6,900$

Determination of SSI eligibility:

The comparison rate of \$6,900 is less than the SSI maximum of \$7,109. Therefore, the chair is due an SSI. To determine the available SSI percentage, divide the SSI maximum by the comparison rate: $\$7,109/\$6,900 = 1.0303$. The chair should receive an SSI of 2.65%, and then the counter should be reset to 1.

Compute the new salary:

Instructional faculty: $\$7,150 \times 0.4 \times 1.0265 = \$2,936$ (note: new full-time equivalent salary is \$7,339)
 Department Chair (DC): $\$8,793 \times 0.6 \times 1.0265 = \$5,416$ (note: new full-time equivalent salary is \$9,026)

Compute the stipend:

In this scenario, because the instructional faculty salary was already separately identified, it was not necessary to determine the portion of the chair salary that was generated by the stipend. However, once you know the full-time equivalent instructional faculty salary, you can determine the amount from the stipend as follows:

1. Convert AY to 12-month: FT IF salary x 1.15 = 12-month salary = $\$7,150 \times 1.15 = \$8,223$
2. Subtract 12-month IF salary from 12-month DC salary: $\$8,793 - \$8,223 = \$570$
3. In this case, the \$570 stipend is composed of (a) an additional 4.5% applied to the 12-month IF base plus (b) the flat stipend:
 Percentage increment = $\$8,223 \times 0.045 = \370
 Flat stipend = $\$120/0.6 = \200

Example # 3 Details:

Starting salary, DC (12 mo), 0.6	\$5,276
Starting salary, IF (AY), 0.4	\$2,860
FT equiv salary, DC	\$8,793
FT equiv salary, IF	\$7,150
SSI maximum, DC (12 mo)	\$8,193
SSI maximum, IF (AY)	\$7,109
FMI amount	\$250
Flat stipend, FT equivalent (\$120 on a 0.6 time base)	\$200
4.5% stipend, FT equivalent	\$370
Comparison rate	\$6,900
Eligible SSI percentage	2.65

Salary Increase Program

II – Incorporating the 1% GSI with a Market or Equity Increase Also Effective July 1, 2007

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	
Effective Date:	07/01/07
PIMS Transaction:	SCRC
Detailed Transaction Code (Item 719)	52 – Market, 53 – Equity (See note under Additional Information)
EH Remarks (Item 215)	HR/SA 2007-19
Pay Amount:	1% GSI + percent increase for market or equity
Pay Form:	Base Salary Increase
Lump Sum Earnings ID:	NA
Employees on Leave:	NA
Additional Information:	<ul style="list-style-type: none"> • This procedure is for market or equity increases effective 07/01/07 only. • Upon correction, change Item 719, Detail Transaction Code from 65 to 52 or 53 as appropriate. • For systemwide consistency in application, the original SCR transaction posted prior to the GEN transaction must be corrected to incorporate the market or equity increase. Re-compute subsequent salaries (including the 07/01/07 GEN transaction) to current.
SCO Personnel Letter:	NA

CMS PROCESSING INFORMATION:	
Workforce Administration:	<p>Campuses should use correction mode to make the following updates:</p> <ul style="list-style-type: none"> • Old Action/Reason: <ul style="list-style-type: none"> ○ PAY/GS2 (SCR-65) ○ Effective Date: 07/01/07 ○ Effective Sequence 0 • New Action/Reason(s): <ul style="list-style-type: none"> ○ PAY/MKT(SCR-52), or ○ PAY/EQU (SCR-53) ○ Effective Date: 07/01/07 ○ Effective Sequence 0 ○ Comp Rate: update as appropriate ○ Empl History Remarks: HR/SA 2007-19 <p>Note: The notepad should be used to denote the purpose of the change. As stated above, the GEN (Processed as PAY/GSI, Effective 07/01/ 07, Effective Sequence 1) transaction should be updated to incorporate the new market/equity and SCR-65 amounts. Transactions should be reflected as follows:</p> <ol style="list-style-type: none"> 1. Equity/Market (includes 1% SCR-65 amount) 2. GEN (includes all of the above in #1)
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A
Additional Instructions:	N/A

Salary Increase Program

III – Adjusting Counters When Employee Is at or Above the SSI Maximum Prior to Reaching their Anniversary Date

PAY SCALES IMPACT:	
Change Summary:	N/A
Class Code(s):	
CBID:	
Pay Scales Effective Date:	
Date in Production:	
Pay Letter:	

EMPLOYMENT HISTORY (EH)/PAYROLL IMPACT:	
Processing Responsibility:	Campus
Processing Date(s):	Prior to cutoff of the respective pay period
Effective Date:	Employees established Anniversary Date
PIMS Transaction:	CRO
Detailed Transaction Code (Item 719)	N/A
EH Remarks (Item 215)	N/A
Pay Amount:	N/A
Pay Form:	N/A
Lump Sum Earnings ID:	N/A

Employees on Leave:	N/A
Additional Information:	<ul style="list-style-type: none"> • Use this process only in situations where the employee's comparison salary is at or above the SSI maximum prior to reaching their anniversary date and the employee is precluded from receiving additional SSIs. • Process the CRO effective the month and year the employee would have received an SSI had their comparison salary not reached the SSI maximum prior to their anniversary date. • Change Anniversary Date (Item 330) to 9999 • Change Final Anniversary Date and Counter (Item 958) to 9999-0 • Normal procedures still apply for those employee's who have SSI eligibility when they reach their anniversary date (process the MSA transaction, re-compute counters and adjust Item 958 as appropriate).
SCO Personnel Letter:	N/A

CMS PROCESSING INFORMATION:	
Workforce Administration:	<ul style="list-style-type: none"> • Action/Reason: <ul style="list-style-type: none"> ○ DTA/MOU (CRO) ○ Effective Date: Use date referenced above ○ Anniversary Code: SSI Max ○ Faculty SSI remaining: 0
Temporary Faculty:	N/A
Benefits:	N/A
Time and Labor:	N/A
Leave Accounting:	N/A
Absence Management:	N/A
Labor Cost Distribution:	N/A

Pursuant to MOU Article 31.1 Interpretation, the salary range maximum for the following classes have been increased by 20% in addition to the 1% and 3.7% (compounded) GSI. The last column indicates those class/ranges where an employee can be appointed above the salary range maximum with Presidential approval, effective July 1, 2007.

Class Code	Range	Classification	May be Appointed Above the Range Max – Yes or No
0351	3	CMA Dept. Chair – Cruise – AY Assistant Professor	No
0351	4	CMA Dept. Chair – Cruise – AY Associate Professor	No
0351	5	CMA Dept. Chair – Cruise – AY Professor	Yes
0356	3	CMA Instructional Faculty – Cruise AY – Assistant Professor	No
0356	4	CMA Instructional Faculty – Cruise AY – Associate Professor	No
0356	5	CMA Instructional Faculty – Cruise AY – Professor	Yes
0357	3	CMA Lecturer B – Cruise AY	No
0357	4	CMA Lecturer C – Cruise AY	No
0357	5	CMA Lecturer D – Cruise AY	Yes
0551	3	CMA Dept. Chair – 2 nd Cruise – AY Assistant Professor	No
0551	4	CMA Dept. Chair – 2 nd Cruise – AY Associate Professor	No
0551	5	CMA Dept. Chair – 2 nd Cruise – AY Professor	Yes
0556	3	CMA Instructional Faculty – 2 nd Cruise AY – Assistant Professor	No
0556	4	CMA Instructional Faculty – 2 nd Cruise AY – Associate Professor	No
0556	5	CMA Instructional Faculty – 2 nd Cruise AY – Professor	Yes
0557	3	CMA Lecturer B – 2 nd Cruise AY	No
0557	4	CMA Lecturer C – 2 nd Cruise AY	No
0557	5	CMA Lecturer D – 2 nd Cruise AY	Yes
1195	3	Instructional Faculty, Director, Institute for Teaching/Learning – Assistant Professor (total summer payment ¼ of annual salary at equiv. rank and salary rate)	No
1195	4	Instructional Faculty, Director, Institute for Teaching/Learning – Associate Professor (total summer payment ¼ of annual salary at equiv. rank and salary rate)	No
1195	5	Instructional Faculty, Director, Institute for Teaching/Learning – Professor (total summer payment ¼ of annual salary at equiv. rank and salary rate)	Yes
2158	3	Lecturer B, Summer Term	No
2158	4	Lecturer C, Summer Term	No
2158	5	Lecturer D, Summer Term	Yes
2160	3	Instructional Faculty, Summer Term – Assistant Professor	No
2160	4	Instructional Faculty, Summer Term – Associate Professor	No
2160	5	Instructional Faculty, Summer Term – Professor	Yes
2282	3	Dept. Chair, Summer Term – AY Assistant Professor	No
2282	4	Dept. Chair, Summer Term – AY Associate Professor	No
2282	5	Dept. Chair, Summer Term – AY Professor	Yes
2308	3	Lecturer B, Statewide Nursing Program- AY	No

Class Code	Range	Classification	May be Appointed Above the Range Max – Yes or No
2308	4	Lecturer C, Statewide Nursing Program- AY	No
2308	5	Lecturer D, Statewide Nursing Program- AY	Yes
2310	3	Instructor Faculty, Statewide Nursing Program, AY – Assistant Professor	No
2310	4	Instructor Faculty, Statewide Nursing Program, AY – Associate Professor	No
2310	5	Instructor Faculty, Statewide Nursing Program, AY – Professor	Yes
2320	3	Resident Director, International Programs – AY – Assistant Professor	No
2320	4	Resident Director, International Programs – AY – Associate Professor	No
2320	5	Resident Director, International Programs – AY – Professor	Yes
2321	3	Resident Director, International Programs – 12 Month – Assistant Professor	No
2321	4	Resident Director, International Programs – 12 Month – Associate Professor	No
2321	5	Resident Director, International Programs – 12 Month – Professor	Yes
2358	3	Lecturer B – AY Assistant Professor	No
2358	4	Lecturer C – AY Associate Professor	No
2358	5	Lecturer D – AY Professor	Yes
2359	3	Lecturer B – 12 Month Assistant Professor	No
2359	4	Lecturer C – 12 Month Associate Professor	No
2359	5	Lecturer D – 12 Month Professor	Yes
2360	3	Instructional Faculty – AY Assistant Professor	No
2360	4	Instructional Faculty – AY Associate Professor	No
2360	5	Instructional Faculty – AY Professor	Yes
2361	3	Instructional Faculty – 12 Month Assistant Professor	No
2361	4	Instructional Faculty – 12 Month Associate Professor	No
2361	5	Instructional Faculty – 12 Month Professor	Yes
2364	3	Instructional Faculty, Overseas Contract Assignment – Assistant Professor	No
2364	4	Instructional Faculty, Overseas Contract Assignment – Associate Professor	No
2364	5	Instructional Faculty, Overseas Contract Assignment – Professor	Yes
2368	3	Instructional Faculty, Extra Quarter Assignment, QSYRO (quarterly payment is 1/3 of AY assignment) – Assistant Professor	No
2368	4	Instructional Faculty, Extra Quarter Assignment, QSYRO (quarterly payment is 1/3 of AY assignment) – Associate Professor	No
2368	5	Instructional Faculty, Extra Quarter Assignment, QSYRO (quarterly payment is 1/3 of AY assignment) – Professor	Yes
2369	3	Lecturer B, Overseas Contract Assignment – 12 Month	No
2369	4	Lecturer C, Overseas Contract Assignment – 12 Month	No
2369	5	Lecturer D, Overseas Contract Assignment – 12 Month	Yes
2387	0	Grant-Related/Specially Funded Instructional Faculty AY	Yes (Full Professor/Lecturer D only)

Class Code	Range	Classification	May be Appointed Above the Range Max – Yes or No
2388	0	Grant-Related/Specially Funded Instructional Faculty 12 Month	Yes (Full Professor/Lecturer D only)
2390	3	Instructional Faculty, Summer Quarter Assignment (quarterly payment is 1/3 of AY assignment) – Assistant Professor	No
2390	4	Instructional Faculty, Summer Quarter Assignment (quarterly payment is 1/3 of AY assignment) – Associate Professor	No
2390	5	Instructional Faculty, Summer Quarter Assignment (quarterly payment is 1/3 of AY assignment) – Professor	Yes
2391	0	Visiting Faculty - 12 Month	No
2393	0	Visiting Faculty – Academic Year	No
2394	3	Instructional Faculty, Executive Committee, Academic Senate - Assistant Professor (total summer payment 1/12 of annual salary at equiv. rank and salary rate)	No
2394	4	Instructional Faculty, Executive Committee, Academic Senate – Associate Professor (total summer payment 1/12 of annual salary at equiv. rank and salary rate)	No
2394	5	Instructional Faculty, Executive Committee, Academic Senate - Professor (total summer payment 1/12 of annual salary at equiv. rank and salary rate)	Yes
2395	3	Instructional Faculty, Chairman, Academic Senate – Assistant Professor	No
2395	4	Instructional Faculty, Chairman, Academic Senate – Associate Professor	No
2395	5	Instructional Faculty, Chairman, Academic Senate – Professor	Yes
2399	3	Instructional Faculty – AY Assistant Professor	No
2399	4	Instructional Faculty – AY Associate Professor	No
2399	5	Instructional Faculty – AY Professor	Yes
2481	3	Dept. Chair – 12 Month Assistant Professor	No
2481	4	Dept. Chair – 12 Month Associate Professor	No
2481	5	Dept. Chair – 12 Month Professor	Yes
2482	3	Dept. Chair – AY Assistant Professor	No
2482	4	Dept. Chair – AY Associate Professor	No
2482	5	Dept. Chair – AY Professor	Yes
2913	3	Supervising Librarian - 10 Month	No
2913	4	Supervising Librarian - 10 Month	No
2913	5	Supervising Librarian - 10 Month	No
2914	3	Supervising Librarian - 12 Month	No
2914	4	Supervising Librarian - 12 Month	No
2914	5	Supervising Librarian - 12 Month	No
2919	3	Librarian - 10 Month	No
2919	4	Librarian - 10 Month	No
2919	5	Librarian - 10 Month	No

Class Code	Range	Classification	May be Appointed Above the Range Max – Yes or No
2920	3	Librarian - 12 Month	No
2920	4	Librarian - 12 Month	No
2920	5	Librarian - 12 Month	No
2926	4	Librarian, Program Services - 10 Month	No
2926	5	Librarian, Program Services - 10 Month	No
2927	4	Librarian, Program Services – 12 Month	No
2927	5	Librarian, Program Services - 12 Month	No
7894	3	Dept. Chair, Statewide Nursing Program – AY Assistant Professor	No
7894	4	Dept. Chair, Statewide Nursing Program – AY Associate Professor	No
7894	5	Dept. Chair, Statewide Nursing Program – AY Professor	Yes

*Does not include following classifications/classes:

- Instructional Faculty, Summer Session, Extension and State Support (2457 and 2357)
- Demonstration Instruction Faculty (2362)
- Counselor (2341)
- SSPARs (3070-3075)
- Coaches and Coaching Assistants and Specialists (2373-2384)
- Music Studio Instructional Faculty (2365)
- Faculty Unit 403B Deduction Monthly (2337)
- Instructional Faculty, Special Programs-For Credit (2322)
- Instructional Faculty, Extension – For Credit (2323)
- Substitute Instructional Faculty (2356)
- Instructional Faculty – Summer Arts Program (2402)