

March 5, 2013

To: Department Chairs, Deans, Program Directors, Elizabeth Adams, William Watkins, Jose Luis Vargas

From: Penelope Jennings   
Associate Vice President for Faculty Affairs

Subject: **12-month Department Chairs and the 125% Rule for Summer Teaching**

In response to inquiries by a couple of Department Chairs, and with the new CSU-CFA Faculty Collective Bargaining Agreement (CBA) now in effect, we have taken the opportunity to revisit and review the policy related to how the limitation on additional employment ("125% rule") described in Article 36 (Additional Employment) of the CBA is applied to 12-month Department Chairs during the summer.

Provost Hellenbrand has approved a proposal that beginning with Summer 2013, the calculation of vacation days to be used by Department Chairs will be based on the 12-week summer term, rather than on a weekly basis as has been done in the past. Thus, for example, for a 3-unit course (45.33 hrs/unit x 3 units = 136 hours), a 12-month Department Chair would be allowed 120 hours (10 hrs x 12 weeks) per the "125% rule" and would cover the remaining 16 hours (136-120 hrs) by taking two (2) vacation days.

Please direct any questions to Faculty Affairs (x2962)