

## Guidelines for Hiring UC Berkeley Summer Sessions Instructors

### All Summer Sessions hires fall into one of three categories

1. Identified through an open search.
2. Waiver of search because the person qualifies under one of the established categories in the new UC system-wide search waiver guidelines.
3. Exempt (see below).

### “Exempt” hires fall into two main categories

1. Faculty holding appointments in the associated department during the previous or following academic year, and campus graduate students are exempt from recruitment requirements. To be eligible for the following year the candidate must actually hold the faculty appointment.
2. Lecturers who were hired through a pool and taught for the previous academic year or summer (or with an established schedule to teach every other year) are automatically exempt within the same department. Lecturers who taught R&C courses during the same time period will be grandfathered even if the department of the new appointment is not the same.

### Notes:

1. Current UC Berkeley staff can overload, or temporarily reduce time to teach in Summer Sessions but a waiver must be requested.
2. Instructors hired through a pool or specific search for Summer Sessions teaching can be reappointed for AY fall/spring teaching with no search or need to return to the pool for hiring.
3. Visiting Professors who teach in Summer Sessions are exempt from open searches or waivers.
4. Graduate students who complete their degree in May are not exempt from hiring requirements to teach Summer Sessions.

### Appointment processes

#### *When a search is conducted*

1. Department conducts the search the same as for academic year lecturers, with the same search approval process.
2. The department submits the hire request information to Summer Sessions, including a screen shot of the AP Recruit Search Report approval page. Summer Sessions verifies that the correct information was uploaded and creates the appointment letter as usual.

#### *When a waiver is requested and approved*

1. Department submits a waiver request the same as for academic year lecturers, with the same approval process. The new system-wide search waiver guidelines are followed.
2. If the waiver is approved the department submits the hire request information to Summer Sessions including a screen shot of the search waiver approval page. The other procedures are the same as above.

#### *When an individual is exempt from search or waiver requirements*

1. The department identifies the individual to teach the course and confirms in HCM that he or she meets the requirements for exemption (see above).
2. The department states the exemption (and reason) in the Comments field of the Summer Sessions “ehire” form. The other procedures are the same as above.

### Suggested options for departments to conduct searches for summer sessions lecturers

- Add language to one of the department academic year lecturer pools to include Summer Sessions lecturers (see below for instructions).
- Create a separate department lecturer pool specifically for Summer Sessions.
- Work with several related departments to create and share a single pool for Summer Sessions.
- Open college-, division-, or school-wide pools specifically for Summer Sessions.
- Open a single campus-wide pool for R&C Summer Sessions lecturers.

### Instructions for adding Summer Sessions hiring to an existing academic year lecturer pool

- Add the title code for Summer Sessions lecturers in AP Recruit.
- In the body of the advertisement highlight the changes, making it clear that the pool includes possible hires for summer lecturer positions.
- Update the recruitment name in the General Information section in AP Recruit by adding (Summer Session included) or (Includes Summer Session).
- Upload the revised advertisement to the Advertisement documents section in AP Recruit (**Do not delete previously approved ads**).
- Send the request via email to the Dean's Office for review.