New Guidelines for Hiring UC Berkeley Summer Sessions Instructors
Effective, Summer 2016 Hires

All summer sessions lecturer hires will fall into one of three categories beginning with 2016 hires

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

“Exempt” hires fall into two 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. Grandfathered: Lecturers who taught for Summer Sessions in 2015 (or in 2014 with an established schedule to teach every other summer) 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.

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 systemwide 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 AP Recruit 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 submits a memo confirming the exemption with the hire request information sent to Summer Sessions. 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 (contact OFEW with changes).
- 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.