

1 Teaching an Extra Quarter Assignment

2 (Administrative Code: Section 42754)

- 3 a. The term "extra quarter assignment" means the assignment given to an academic employee to
4 teach full-time or part-time within the employee's four-quarter period, a quarter other than one
5 of the quarters which comprise the employee's academic year.
- 6 b. In exceptional instances when the needs of the campus require it, an academic year employee
7 may teach an extra quarter assignment. The employee will not, as a general policy, teach more
8 than six consecutive quarters, and subject to the exception in subdivision (e)(1), shall not be
9 permitted to teach more than the equivalent of seven consecutive full-time quarters in The
10 California State University.
- 11 c. No academic year employee shall teach an extra quarter assignment unless the employee
12 agrees to do so.
- 13 d. When an academic year employee teaches an extra quarter assignment, the employee may
14 elect whether such work shall be for extra compensation or for a quarter off at a later date
15 Service for a quarter off at a later date must be full time for the entire quarter. The employee
16 shall make the election by notifying the campus in the form and in the manner and by the time
17 prescribed by the President.
- 18 e. An academic year employee may teach extra quarter assignments either for extra compensation
19 or for a compensating quarter off at a later date; provided that:
- 20 1. For extra compensation - the employee's teaching, including teaching pursuant to this
21 subdivision (e), shall not exceed the equivalent of one quarter for extra compensation
22 nor more than the equivalent of ten quarters during any triad. An exception may be
23 granted by the campus President if an eleventh quarter assignment is essential to the
24 offering of required instruction. No service credit for tenure, retirement, sabbatical
25 leave, sick leave, or seniority will be earned during this extra quarter; and
- 26 2. For a compensating quarter off at a later date - the employee's teaching, including
27 teaching pursuant to this subdivision (e)(1), shall not exceed the equivalent of ten
28 quarters during any triad. Such compensating quarter off will normally be taken during
29 the employee's next succeeding academic year, but may, with the approval of the
30 campus President or designee, be taken at a later time within 36 months of the
31 completion of the extra quarter of service. No service credit for tenure, retirement,
32 sabbatical leave, sick leave, or seniority shall accrue during the period of the extra
33 quarter assignment, but shall accrue with respect to the paid time taken as a
34 compensating quarter off, in the same manner as though the employee had taught
35 during the period of such compensating time off rather than during the period of the
36 extra quarter assignment.
- 37 f. As used in this article, the terms "teach" and "teaching" shall include service during a period of
38 sabbatical leave taken pursuant to Article 5 (commencing with section 43000) and service while
39 on a special leave for research or creative activity taken pursuant to Article 5.1 (commencing
40 with section 43050).