

Policy Name: Faculty Summer Employment (formerly Faculty Summer Salary)	Date Approved: 5/1/2024
Policy Category: Academic	Date Effective: 5/1/2024
Policy Number:	Date Last Revised: 7/11/2014
Approval Authority: Provost	Date Last Revised: 7/11/2014
Responsible Office or Official: Provost	Recommended Review Cycle: 12/12/2028

I. Purpose/Policy Statement/Applicability

For faculty members who instruct in the summer session and who are on a regular academic year contract, letters of appointment will be issued separately from the regular academic year.

II. Definitions and Procedures

Letters of appointment are issued to faculty members with salary based upon the following formula: equated hour load x 1/7 x20 percent of the full-time contract salary for the past academic year (educational advancements will be recognized for the portion of the year in which they were in effect) and be determined by the number of students populating the course after the first day of summer classes. The salary for faculty members who commence their full-time employment in a summer session will be determined using the starting salary procedure for the previous academic year. Part-time faculty members will be reimbursed at the current institutional rate for adjunct/contingent.

Overall, summer courses must be self-sustaining; i.e., they must generate sufficient tuition revenue to offset direct and indirect costs. There are situations where exceptions to this general principle are warranted; these decisions are made on a case-by-case basis in consultation between the dean and Provost.

Regular courses below the minimum required enrollment are subject to cancellation. However, we may allow under-enrolled courses to be taught for a prorated salary. If you are unwilling to teach a course for a prorated salary, please inform your chair and dean before **May 15th**.

For internships, faculty members receive \$115 per student credit hour (undergraduate) or \$182 per student credit hour (graduate), up to the maximum Teaching Load Academic Policy.

Independent study/research courses are not generally approved for summer; if an exception is made, compensation is calculated based on the internship rate.

Summer employment (in the form of stipends, courses, duties, research, etc.) carries the same proportional responsibilities for teaching and advising, including summer orientation and registration days, as well as scholarship/creative activity and service as is expected of a faculty member during the academic year.