

**Summer Sessions Allocation and Appointment Policies and Procedures**

An allocation of funds is made to each school and college for summer teaching in the fiscal year by the vice provost for academic affairs and director of summer sessions. This allocation covers summer teaching in July and August and the following May and June of the fiscal year. It typically reflects the college's summer enrollments and expenditure totals in recent years and an increase representing the average faculty salary increase of the previous year. The allocation is for on-campus courses only, unless an exception is requested and approved for a course or courses to be taught off-campus during the summer with salary paid from the summer budget. This request must be made in writing (electronic mail is accepted). Projected expenditures should not exceed the allocation without approval from the director. If there is a course or courses for which substantial enrollment exists but which cannot be funded from the allocation for the school or college, a formal request for additional funding must be made, preferably by electronic mail. A limited number of such requests can sometimes be funded when the other scheduled classes already have substantial enrollment. College budgets must be used to cover overspending of the allocation or any teaching or other activities not approved to be paid from the summer allocation.

Special appointment procedures are used for faculty employed only for the summer (not employed in either the preceding or the following academic year) as they must be paid from positions that are not benefit-eligible. Their compensation will include only 8.5% for fringe benefits (federally required payments). Please star or footnote these entries on the Faculty Workload Forms. Please direct any employee in this category to the Fringe Benefits office in Human Resources for information regarding eligibility to participate in a retirement plan at the University. Information on BASIS processing for such employees will be provided to those who request it, as most units will not have such appointments. All general questions about processing of employees for summer appointment should be directed to Human Resources.

Workload forms should be completed according to the instructions and submitted by deans to the office of the vice provost no later than April 15 for Summer I classes (before July 1) and no later than May 1 for Summer II classes (after July 1). Approvals for BASIS payroll entries will be made consistent with data on the workload forms so revised workload forms should be submitted when changes are made. The Payroll Office will provide information and refresher training sessions for data entry using the summer payroll modules on the BASIS system. It will be particularly important to utilize the Comments section to add needed data on specific summer teaching assignments and to note whether the individual also has a research assignment.

Faculty teaching in the summer will be paid from the account listed below for the college. Generally, only nine-month continuing faculty can be appointed to summer teaching from summer session funds (except in Agricultural, Food and Life Sciences). That is, individuals on 12-month appointment are not eligible to be paid for summer teaching. Faculty salaries for summer school are figured at a rate of 2 1/2 percent of the preceding year's nine-month salary (or FTE 9-month salary for individuals teaching less than full time) for each credit hour taught.

Faculty may be paid from the summer budget for summer orientation advising of new students for the fall semester, but not for research or administration (or advising of their own continuing students). Pay for orientation advising should be determined by the advising workload (number of first-time students advised during summer orientation) as it compares to the typical teaching workload for a three-hour course. Colleges and schools may use their preferred advising model, but may not pay disproportionate salaries in relation to the workload (number of students typically advised) or disproportionate amounts for the college as a whole.

Faculty not employed during the preceding year or for the following year must be appointed on an hourly or unit basis. (See second paragraph, above.)

Graduate teaching assistants with specific teaching or teaching support duties must be paid an amount equal to 5 percent of their previous nine-month salary (if that salary was for half-time employment) for each credit hour taught.

	Account Numbers
Summer Sessions Salaries Agriculture	0102-04142-11-0000
Summer Sessions Salaries Architecture	0102-04141-11-0000
Summer Sessions Salaries Arts and Sciences	0102-04143-11-0000
Summer Sessions Salaries Business	0102-04144-11-0000
Summer Sessions Salaries Education	0102-04145-11-0000
Summer Sessions Salaries Engineering	0102-04146-11-0000
Summer Sessions Salaries Law	0102-04147-11-0000

**INSTRUCTIONS FOR COMPLETING THE SUMMER SCHOOL FACULTY WORKLOAD FORM**

**Course Data**

Course code, number, and title. Write in the course code, the number, and the course title or abbreviation.

- A. **Course Credit Hours** Write in the number of credit hours the student will receive for the course.
- B. **Estimated Enrollment** Based on past enrollments for the course and current projections, estimate what the enrollment will be this summer.
- C. **Most Recent Summer Enrollment** Enter enrollment for the last summer term in which the course was taught.
- D. **Session Number** Enter the number of the session during which the course will be taught. If the session is 7, provide the dates for the course in a footnote.

**Faculty Data**

Enter the name of the person assigned to teach the course or a position number and category (John Paul Jones, or Instructor 1 or TA 1).

- E. **Current Salary** Enter the present academic-year or fiscal-year salary. Identify twelve-month salaries by an **A** (e.g., \$25,000-A).
- F. **Summer School Salary** Enter the salary to be provided from the Summer School Budget for the instructor for the session.

Note: There will be no entry here when the person is on a twelve-month appointment, except for faculty in agriculture. The faculty salary is figured at a rate of 2 1/2% of the previous nine-month

salary for each hour taught in a summer session (or at the approved rate if it is different). Graduate assistant salaries are to be figured at a rate of 2 1/2% of the previous nine-month full time equivalent of their salary for each hour taught in a summer session or on a percentage basis which is no less than the nine-month rate for the percent of employment.

Include summer orientation advisors, if applicable, in the summer school budget, and so designate them in the column for the title of the course(s) to be taught. Graduate assistants and temporary faculty may not be appointed from summer session funds to serve as orientation advisors.

Summer Session funds may only be used as salary funds for the teaching of organized courses. No appointments may be made from these funds for research or administrative duties or the directing of individual study, theses, or dissertations.

