

2022-23 ACADEMIC SUMMER GUIDELINES

Summer appointments for the current year must adhere to these guidelines. Inquiries to the Office of the Vice Provost for Faculty and Academic Affairs (VPFAA) regarding unusual situations before processing an eDoc can prevent problems and delays in approval. Before an appointment can go beyond the 11-week (27.5%) limitation, permission must be requested from VPFAA. The University has adopted a standard FTE per credit hour for adjunct summer instruction. The specific credit hour and standard hour conversion for adjunct faculty appear below. Units will use the “**Create Summer Pay**” eDoc to establish summer commitments. A school or unit may have internal policies in addition to the guidelines below that further limit faculty summer pay.

FACULTY TEACHING

Summer school course lengths are set by the academic unit offering the course. Pay is usually by 3-credit course, varying only if courses are offered for fewer or more than three credits. Teaching in the summer sessions is to be compensated at 11% of the preceding academic year rate per 3-credit course. The salary schedule in terms of standard hours and percent of the previous academic year rate is as follows:

<u>Course(s)</u>	<u>Session</u>	<u>Effort</u>	<u>Percent Pay of Base</u>
One 3-credit hours	Four weeks	40 standard hours – 100%	11%
One 3-credit hours	Six weeks	20 standard hours – 50%	11%
One 3-credit hours	Eight weeks	20 standard hours – 50%	11%
One 3-credit hours	Twelve weeks	10 standard hours – 25%	11%

Teaching two 3-credit courses during a summer is considered a full summer load; compensation for a full summer load is 22% of the preceding academic year rate; summer standard hours may not be greater than 100% during an appointment period. Appointments beyond the norm may be made in cases of institutional need to a maximum salary of 32.5% of the preceding academic year rate.

ADJUNCT FACULTY TEACHING

The University standard hours/effort per 1-credit hour for adjunct summer teaching is 4 standard hours. An adjunct faculty may teach a **maximum of six credit** hours over the combined summer sessions for a total of 24 standard hours.

<u>Course(s)</u>	<u>Session</u>	<u>Effort</u>
One 3-credit hours	Four weeks	12 standard hours – 30%
One 3-credit hours	Six weeks	12 standard hours – 30%
One 3-credit hours	Eight weeks	12 standard hours – 30%
One 3-credit hours	Twelve weeks	12 standard hours – 30%

NON-TEACHING

The standard summer appointment for activities other than teaching, on general funds or outside (contract or grant) funds, is two calendar months (nine weeks) full-time at a salary rate not to exceed 2.5% per week based on the preceding academic year rate, or 22.5% total. Appointments beyond the norm may be made in cases of institutional need (if on general funds) or project need (if on grant funds) and in the latter case, if permitted by the funding agency, to a maximum of 11 weeks and 27.5% of the preceding academic year rate.

SUMMER EXCEPTIONS

Summer appointments for teaching, non-teaching activities, or a combination thereof, which are full-time and more than eleven weeks, may be approved by the VPFAA if recommended by the chair and dean, if institutional or project need can be demonstrated, if permitted by any granting agency involved and if the standard hours do not exceed 100% during any period of the appointment. Before an appointment is submitted beyond the 11-week/27.5% limitation, permission must be requested from VPFAA. The faculty member must attest that the entire period(s) of the appointment(s) will be spent working on the designated project(s)/course(s). In no case will an exception be granted beyond 13 weeks (32.5% of the previous academic year rate).

APPOINTMENT DATES

Summer payrolls coincide with the monthly payroll cycle. The eDoc effective dates and payroll dates for appointments falling within a defined summer session will default via eDoc session selection. Irregular summer appointments (i.e., not coinciding with a specific summer session) will require the insertion of the appointment dates. The defaults and specific pay dates for the defined summer sessions are as follows:

<u>Session</u>	<u>Begin/End Date of Classes</u>	<u>eDoc Eff Dates</u>	<u>Pay Dates</u>
1 st four weeks	May 9 – June 2	May 9 – May 31	May 31 (100%)
1 st six weeks	May 9 – June 16	May 9 – June 16	May 31 (50%), June 30 (50%)
1 st eight weeks	May 9 – June 30	May 9 – June 30	May 31 (50%), June 30 (50%)
Twelve weeks	May 9 – July 28	May 9 – July 28	May 31 (33%), June 30 (33%), July 31(33%)
2 nd four weeks	June 5 – June 30	June 5 – June 30	June 30 (100%)
2 nd six weeks	June 20 – July 28	June 20 – July 28	June 30 (50%), July 31 (50%)
2 nd eight weeks	June 5 – July 28	June 5 – July 28	June 30 (50%), July 31 (50%)
3 rd four weeks	July 3 – July 28	July 3 – July 28	July 31 (100%)

Summer research appointments on grants may be established beginning May 8, 2023, through August 11, 2023. The Create Summer Pay eDoc must show calendar dates of appointments for grants or contracts. To meet auditing requirements, the forms should contain a five-day appointment for each 2.5% weekly rate applied, i.e., compensation for a nine-week appointment that begins on Monday must conclude on Friday nine weeks later. In conformity with the requirement of [University Policy SPA-11-015](#), we are required to have faculty members confirm individual distributions of time and effort devoted to those activities for which they have been appointed and compensated. An essential aspect of this requirement is that persons appointed on grants for 40 standard hours must certify that they devoted 100% of their compensated time to these sponsored projects. As usual, faculty members must attest that they were engaged in the activities they received payment for during the summer appointment.

STUDENT ACADEMIC SUMMER APPOINTMENTS

1. Appointments are typically limited to a nine-week duration. If departmental needs and the student’s academic program warrant a longer duration, appointments may be extended to a maximum of 13 weeks.
2. SAAs may work up to 40 standard hours weekly over the summer without special justification. No appointment above 40 standard hours will be approved.
3. The pay rate may be set freely at \$550 or above per week for a 20 standard-hour appointment equal to 2.5% of the 10-month academic year range of \$22,000 at 20 standard hours. The pay rate for a full-time (40 standard hours) appointment may be set freely at \$1,100 or above per week.
4. In compliance with the Affordable Care Act, students who did not hold an appointment in the spring semester must be appointed on a **12-month student position (not a summer position)**, ensuring health insurance coverage.