Summer Salary Policy (undergraduate on-campus programs)

I. POLICY

This policy describes the salary for teaching in summer, as well as enrollment expectations for full remuneration.

Tenure and tenure track, full time faculty choosing to teach on-campus summer undergraduate classes will be compensated using a tiered system based on rank. The tiered system is as follows:

- Assistant Professor: $1500/CH ($4500 per 3 credit class)
- Associate Professor: $1666/CH ($5000 per 3 credit class)
- Professor: $1833/CH ($5500 per 3 credit class)

Instructors and Adjuncts will be paid according to the Adjunct, Overload and Stipend Salary Schedule (Academic Policy 100-10-01). Visiting Professors will be paid according to the rank designated in their contract. (i.e. visiting instructors will be paid according to the adjunct scale, Visiting Assistant Professors will be paid the rate for Assistant Professors, and so on.) During years in which faculty salaries are given a COLA, the stipend indicated above will be adjusted by the same amount of that increase. This policy will be reviewed every 5 years to ensure that the summer salaries tiers remain appropriate for each rank.

In order to receive full remuneration, courses must enroll a minimum of 10 students; 7 for a course that is cross-listed as undergraduate and graduate and has students enrolled in both sections. Courses will only be remunerated in full for fewer than 10 students if an exception is granted by the VPAA or their designee prior to the start of the class. Courses that enroll fewer than the enrollment minimum will be remunerated proportionally by the number of enrolled students or may be canceled at the discretion of the chair in collaboration with the faculty member. For example, for an undergraduate only course with 8 students the remuneration would be 80%; for a mixed undergraduate/graduate class with 5 students, remuneration would be 5/7 of the full rate.

II. PURPOSE:

This policy describes the salary for teaching in summer, as well as enrollment expectations for full remuneration.

III. DEFINITIONS:

A. Academic Affairs Office: The office responsible for oversight of the academic aspects of summer school, including course scheduling, and salaries.

B. Adjunct: An instructor teaching courses whose compensation is salary and/or fringe benefits and is contracted for one term at a time. Part-time is considered synonymous with adjunct.

C. COLA: Cost of Living Adjustment.

D. Credit Hour: The state approved amount of contact time and credit associated with a course.
E. **Department Chair:** The individual responsible for oversight of all administrative functions in an academic department.

F. **Faculty rank:** The employment status of a faculty member as adjunct, Instructor, Assistant Professor, Associate Professor and Professor.

G. **Human Resources:** The Office responsible for payroll processing of summer contracts.

H. **Instructor:** A teacher with a full time teaching assignment who is not on the tenure track.

I. **Tenure:** Faculty members who have passed a probationary period of teaching, scholarship and service.

J. **Tenure Track:** Faculty who are in a probationary period and are evaluated and retained annually on the basis of teaching, scholarship and service.

K. **Visiting Professor:** An instructor hired on a temporary basis with a specified rank such as: Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor or Visiting Professor.

L. **VPAA:** Vice President for Academic Affairs.

IV. **PROCEDURES:**

A. Department Chairs will develop a tentative summer class schedule & identify any courses that are unlikely to enroll 10 students. Courses with a mix of undergraduate and graduate courses may enroll only 7 students provided there are students enrolled in both levels.

B. After identifying possible low-enrolled courses, including but not limited to upper division or elective courses, they will request an exception from the VPAA or their designee. The department chair will present compelling evidence as to why offering that course is essential in summer.

C. The VPAA or their designee, will review the request and determine whether the course should be offered and at what remuneration. Any exceptions are for that year only, unless specified at the time the exception is granted. Exceptions must be requested prior to the start of class.

D. At the time the schedule is finalized the department chair will inform faculty of the enrollment expectations, the current salary scale, and policies for prorating salaries for low-enrolled classes.

E. After the summer schedule is determined, and during the enrollment period, department chairs will monitor course enrollment and identify any courses with low enrollment.

F. The last business day before the start of a class will be used to determine enrollment. On that date for each session the department chair will identify low enrolled courses that have not previously been granted an exception to the minimum enrollment. They will determine, in consultation with the instructor, whether the course will be offered at a prorated salary or canceled. They will inform the Academic Affairs Office and the VPAA or designee, of any canceled courses and any courses to be prorated and at what amount. Their notification will include the CRN(s) for all courses.

G. The Academic Affairs Office will notify Human Resources of the adjustments to be made to these contracts.

H. Faculty will be paid the adjusted rate.

IV. **RESPONSIBILITY**

A. The department chair is responsible for course scheduling, requesting exceptions to enrollment minimums, communicating policies to faculty, and monitoring enrollment in summer classes.

B. The department chair is responsible for communicating adjustments to salary to the Academic Affairs Office.

C. The VPAA or their designee is responsible for approving any exceptions to the enrollment minimum.
D. The Academic Affairs Office is responsible for establishing the summer salary scale and communicating adjustments to the salaries of individual faculty members to Human Resources.

E. Human Resources is responsible for making adjustments to faculty salaries/contracts based on the information received from the Office of Academic Affairs.

V. AUTHORITY

VII. HISTORY
Effective April 14, 2014

VIII. ATTACHMENTS