



POLICY & PROCEDURE DOCUMENT

NUMBER: 1.2125

DIVISION: Academic Affairs

TITLE: Administering Summer Sessions and Winter Session

DATE: November 28, 2011

REVISED: May 8, 2013, January 11, 2016, June 26, 2020, February 14, 2022, August 1, 2025

Authorized by: Robert Fischer, Provost and Vice President for Academic Affairs

I. Purpose and Scope

This policy clarifies the teaching limits and compensation schedule for faculty offering courses during Summer and Winter sessions.

II. Policy

A. Enrollment

1. Deans in collaboration with department chairs/directors are responsible for establishing enrollment caps for all courses. All Summer and Winter courses should have enrollment caps set at similar levels to those used in Fall and Spring semesters.
2. Courses that do not meet minimum enrollment requirements during the Fall or Spring semester, may not be offered during Winter or Summer session(s) with the following exceptions:
 - a. The academic program requires students to complete courses during the Winter or Summer session, or
 - b. Not offering the course during Winter or Summer session would egregiously delay degree completion.
3. The ratio of tuition revenue to faculty compensation (salary plus fringe) expenses from the previous summer can be used by departments and colleges to estimate the average enrollment needed for that department's offerings to be financially viable.
4. The decision to cancel low-enrolled courses, must be made no later than five (5) business days prior to the start date of the course. No cancellations will be made after that time to give students and faculty an opportunity to make alternative plans.

B. Limits on Summer and Winter Teaching

1. Faculty may teach a maximum of four credit hours during the two- and three-week sessions, and a maximum of six credit hours during the five-week session during Winter Session.
2. Faculty may teach a maximum of twelve (12) credit hours during the Summer Session, with a maximum of 4 credits within a three-week session, 8 credits within a four, five, six or seven-week, 9 credits within an eight-week session, or 12 credits during the 13-week session.
3. It is the responsibility of the dean (or designee) to ensure all faculty are assigned teaching loads that remain within the parameters indicated in items 1 & 2 above. Other concentrations of credit hours taught must be approved by the department chair/director, dean, and the Provost (or designee).
4. Internships and practica may have different expectations than other courses and therefore may have workloads that are not accurately represented by the academic credit assigned to such sections. Therefore, in calculating the number of credit hours taught during a summer or winter session, internships and/or practica may be given a reduced credit hour weight (and corresponding reduced workload effort; see Policy 1.209V) by the department chair/director, subject to approval by the dean.

C. Compensation

1. The minimum faculty compensation rates (specific dollar amounts per credit hour) for Summer and Winter teaching are established by the Office of the Provost in collaboration with the colleges. Updates to the minimum compensation rates will be established and announced prior to the beginning of the Fall semester for the academic year in which the new rates will be implemented. The dean may determine to pay part-time faculty a rate higher than the established minimum compensation rates based on market equity, specialization, or other extenuating circumstance, but the rate may not exceed the full-time faculty per credit hour rate.
2. Compensation for courses taught during the winter and summer sessions will be determined by the dean (or designee) based on enrollment on day one of classes for the specific part of term(s) in which compensation is being processed. For courses with high enrollment, an additional amount per credit hour will be paid to the instructor. The dean will establish the compensation rates for high enrollment. For courses with low enrollment, compensation will be prorated (reduced) based on the published rates for each college. Any changes to the rates for both high and low enrolled courses will be announced before the beginning of the Fall semester for the academic year in which the new rates will be implemented.

III. Procedure

A. Teaching Assignments

Departments and colleges will set the requirement for the minimum number of students per course via Ellucian (Banner) and notify full-time faculty assigned to teach the course(s) of the

same. Please see Appendix A for sample soft offer of appointment e-mail.

IV. Related Policies

V. Reason for Revision

May 2013

Section II.B.3 was added to address the weighting associated with teaching internships and practica.

January 2016

Modified Section II.C.II. to allow for flexibility regarding instructor pay for courses with high enrollment.

June 2020

Modified sections II.B.1. and II.B.2. to allow for new sessions being offered in the summer term and winter session. Also replaced 'Winter Term' with 'Winter Session' to be in compliance with federal financial aid requirements. Section II.D. was removed to align the policy with the current RAMP budget model.

February 2022

Modified Section III to account for process change from using Special Instructional Assignment (SIA) forms to Faculty Load and Compensation (FLAC).

August 2025

Modified Sections I and II to account for the dissolution of DELO and the institution of the RAMP budget model. The compensation determination process was adjusted at the recommendation of the Internal Auditor to ensure compensation is provided only for students who remain in the course up to the first day of class.

VI. Attachments

Appendix A: Sample Soft Offer of Appointment E-mail

Appendix A



COLLEGE OF [Insert College Name Here]

To: *Faculty member*

From: *Department Chair/Director Name*

Cc: Department FLAC Administrator Name

Date: *Date*

Re: Soft Offer of *Winter or Summer* Session Teaching Appointment(s)

I am reaching out to confirm that you have agreed to teach the following:

Course Name:

Course Dates/Times:

Course Modality and Campus:

Minimum Enrollment Required for Course to be Offered:

For teaching the course(s) listed above, you will be compensated at the following rate: [insert per credit hour rate here (i.e. \$1600.00 per credit hour or \$4,800 for a three-credit hour course)]

Prior to teaching this course, please familiarize yourself with the Terms of Employment (see attached).

Please sign below to indicate your official acceptance of the terms of this appointment and return the signed pdf document to me at john.doe@wku.edu and to jane.doe@wku.edu. Please respond by DATE.

I accept the terms and conditions of this appointment.

Signature

Terms of Employment

Date

The University reserves the right to terminate part or all of an appointment (i.e., one or more courses) at any time with prorated payment for classes already met by the instructor. Reasons for termination of this appointment include, but are not limited to insufficient enrollment, reassignment of regular faculty, failure to adhere to academic unit and University policies, or unsatisfactory performance. A part-time instructor may appeal employment termination or take grievances regarding unfair conditions to their Department Chair/Director for review. Such appeals or grievances are subject to final review by the Dean of the college or designee. In non-departmentalized colleges, the initial review shall be by the Dean with final review by the Provost and Vice President for Academic Affairs.

The instructor affirms they are fully qualified and prepared to teach the course(s) assigned and that all representations in their vita, resume, or credentials are accurate. Part-time instructors shall not be employed to teach more than nine workload hours at the undergraduate level or six workload hours at the graduate level per fall, spring, or summer term (with the exception of KTRS retirees). This applies campus wide.

University full-time staff members who do not hold faculty rank are permitted to teach part-time in accordance with WKU Policy 1.517V and must receive prior written approval from their immediate supervisor. Instructors who are retirees from Kentucky Teachers Retirement System (KTRS) shall not be employed to teach more than twelve semester hours per fiscal year (July 1 - June 30). Questions about the twelve-hour teaching limit for KTRS retirees should be directed to the retirement section in the Department of Human Resources.

The instructor agrees to meet each scheduled class at the time and place assigned by the Dean or Department Chair/Director and to administer the final course examinations and any required course evaluations as scheduled. In the event of an unavoidable absence, the instructor will notify the Department Chair/Director in time to arrange a substitute or to cancel the class. The instructor agrees to make arrangements with students so that work missed due to class cancellations may be made up.

The instructor agrees to meet, as needed, before classes begin with the Department for orientation (including discussion of guidelines and syllabus preparation, selection and use of textbooks and materials, examination schedules, and specific requirements). Students are to be provided a complete copy of the class syllabus, course requirements, and basis for grading during the first week of classes, and to be given written notice of all subsequent changes in the syllabus, course requirements, and basis for grading.

The instructor agrees to abide by the rules and policies of the academic unit and the University set forth in official publications or announced by the Dean's office or the Provost and Vice President for Academic Affairs.

This agreement confers no credit toward tenure or any right of re-employment. This appointment represents the entire agreement between the parties regarding this teaching assignment and supersedes all other understandings, written, or oral.