

College of Health & Human Services

Guidelines for Summer Sessions Courses and Compensation for Full-Time Faculty not on contract

College level guidelines are designed to support university policies regarding Summer Sessions courses taught at WKU. As Summer Sessions is administered through the Provost’s Office by the Division of Extended Learning and Outreach on a revenue sharing model, guidelines at the college level help each College manage teaching assignments and enrollments in order to maximize effectiveness. The distribution model for Summer is built on maximizing enrollments and increasing efficiencies. With these goals in mind, guidelines for low enrolled classes, cancellations, and internships and practicums are addressed in accordance with Academic Affairs Fiscal Matters Policy 1.2120.

1. CAPACITY - Course enrollment caps are set at similar levels to those used in Fall and Spring semesters.
2. EFFICIENCY- Each department within the College will seek to achieve an overall efficiency quotient equal or greater than 1.0.
3. CANCELLATION- Decisions to cancel must be made no later than five business days prior to the start date.
4. LOW ENROLLMENT-
 Courses with less enrollments than
 12 -- Lower Division
 10 -- Upper Division
 6 -- Graduate

Are considered “low enrollment” sections

To maximize the viability of offering a course at less than these enrollment thresholds, the college prorated compensation per credit hour will be:

Lower Division		Upper Division		Graduate	
11	\$1,463.00				
10	\$1,330.00				
9	\$1,197.00	9	\$1,440.00		
8	\$1,064.00	8	\$1,280.00		
7	\$ 931.00	7	\$1,120.00		
6	\$ 798.00	6	\$ 960.00		
5	\$ 665.00	5	\$ 800.00	5	\$1,335.00
4	\$ 532.00	4	\$ 640.00	4	\$1,068.00
3	\$ 399.00	3	\$ 480.00	3	\$ 801.00
2	\$ 266.00	2	\$ 320.00	2	\$ 534.00
1	\$ 133.00	1	\$ 160.00	1	\$ 267.00

5. INTERNSHIP/PRACTICUMS- Internship/Practicum courses are often overseen by a faculty or department head as instructor of record with no compensation.
 - a. When departments have such courses, compensation will follow the same guidelines as set forth in section 3.
 - b. Nursing clinical courses will use the same pay scale for the lower-division (level 100-200) as for the upper-division (300-400) courses, as programs are limited by accreditation standards to a clinical group maximum size of 10.
6. EXCEPTIONS- for extenuating circumstances may be granted with approval by the Department Head and College Dean. If Departmental expenses exceed revenue generated, Departments will cover the difference.