

Potter College of Arts & Letters
Guidelines for Summer Sessions & Winter Term Courses and Compensation for
Full-Time Faculty on 9-Month Contract

College level guidelines are designed to support university policies regarding Summer/Winter Sessions courses taught at WKU. Because Summer/Winter is administered through the Division of Extended Learning and Outreach, guidelines at the college level help each college manage teaching assignments and enrollments in order to maximize effectiveness. The distribution model for Summer/Winter 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 1.2122.

1. CAPACITY - Course enrollment caps are set at levels similar to those used in Fall and Spring semesters.
2. CANCELLATION- Decisions to cancel must be made no later than five business days prior to the start date.
3. LOW ENROLLMENT-
 Courses with fewer enrollments than
 - **12 -- Lower Division** (will NOT be offered with fewer than 5 students enrolled 5 business days prior to start of class)
 - **10 -- Upper Division** (will NOT be offered with fewer than 5 students enrolled 5 business days prior to start of class)
 - **8 -- Graduate** (will NOT be offered with fewer than 3 students enrolled 5 business days prior to start of class) 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	\$1,466				
10	\$1,333				
9	\$1200	9	\$1,440		
8	\$1066	8	\$1,280		
7	\$933	7	\$1,120	7	\$1,120
6	\$800	6	\$960	6	\$960
5	\$667	5	\$800	5	\$800
				4	\$640
				3	\$480

4. INTERNSHIP/PRACTICUMS- Internship/Practicum courses are often overseen by a faculty or department head as instructor of record with no compensation. When departments have determined such courses require significant instructor facilitation, special instructional assignment forms may be issued and compensation will follow the follow the same guidelines as set forth in paragraph 4.
5. Faculty in the Transitional Retirement Program receive a salary for a total of 12 hours (4 classes) teaching load within one academic year. Summer teaching load for TRP faculty, if determined to be in the best interest of the department, should be built into the faculty’s load for the academic year. TRP faculty DO NOT receive payment under the SIA (SPECIAL Instructional Assignment) system for courses taught in summer; this policy includes internships and other individualized study courses.
6. EXCEPTIONS- for extenuating circumstances may be granted with approval by the Department Head and College Dean.