



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.2122

DIVISION: Academic Affairs

TITLE: Summer Sessions and Winter Term Compensation and Distribution

DATE: November 28, 2011

REVISED: May 8, 2013, January 11, 2016

Authorized by: David D. Lee, Provost and Vice President for Academic Affairs

### **I. Purpose and Scope**

The Division of Extended Learning and Outreach, under the direction of Academic Affairs, administers courses offered during Summer Sessions and Winter Term. This includes coordination of the special instructional assignment process, student recruitment, and supporting special academic programs in the summer and winter terms.

This policy clarifies the teaching limits and compensation schedule for full-time faculty in Summer and Winter terms, and establishes criteria for departments to receive Summer Distribution funds. This policy supersedes existing policy 1.115V.

### **II. Policy**

#### **A. Enrollment**

1. All Summer and Winter courses should have enrollment caps set at similar levels to those used in Fall and Spring semesters.
2. The ratio of tuition revenue to stipend (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.
3. The decision to cancel or prorate low-enrolled courses must be made no later than five (5) business days prior to the start date of the course. No cancellations due to low enrollment will be made after that time in order to give students and faculty time to make alternative plans.

#### **B. Limits on Summer and Winter Teaching**

1. Faculty may teach a maximum of twelve (12) credit hours during the Summer Term, with a maximum of 4 credits within a three-week session, 8 credits within a four- or five-week

session, or 9 credits within an eight-week session. Other concentrations of credit hours taught must be approved by the department head, dean, Office of Summer Sessions, and Academic Affairs.

2. Faculty may teach a maximum of four academic credit hours (typically one course) during the three-week Winter Term.
3. 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 term, internships and/or practica may be given a reduced credit hour weight (and corresponding reduced workload effort; see Policy 1.209V) by the department head, subject to approval by the dean.

#### C. Compensation

1. Faculty compensation rates for Summer and Winter teaching will be established by the Office of the Provost at a specific dollar amount per credit hour. At the time of implementation of this policy, the rate is \$1,500 per credit hour. Any changes to that amount will be announced before the beginning of the academic year in which the change will take effect.
2. For courses with high enrollment, an additional amount per credit hour will be paid to the instructor. The Office of the Provost will establish the compensation rates. Any changes to the rates will be announced before the beginning of the academic year in which the change will take effect.

#### D. Summer Distribution

1. The summer distribution to colleges and departments is approved by the Council of Academic Deans.
2. Efficiency will be evaluated, on a department by department basis, in August. Each department for which stipend expenses are less than or equal to net revenue (tuition less expenses) will be eligible to receive summer distribution dollars.
3. If stipend expenses exceed net revenue for any department, the difference will be deducted from the appropriate College distribution.

### **III. Procedure**

#### A. Special Instructional Assignment Contracts

Departments and colleges will set the requirement for the minimum number of students in a course needs via the Special Instructional Assignment (SIA) forms. The "terms of employment" section of these forms will include a section for department heads to set the minimum number of students required for the course to be offered.

### **IV. Related Policies**

1.121V Part-Time Employment of Emeritus/a Faculty in a Teaching Capacity

## 1.209V Faculty Workload and Compensation

### **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.