



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.2120

DIVISION: Academic Affairs

TITLE: Summer Sessions and Winter Term Compensation and Distribution

DATE: October 11, 2011

Authorized by: Gordon Emslie, 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 1.1152.

### **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.

C. Compensation

1. Faculty compensation rates for Summer and Winter teaching will be established each year by the Office of the Provost at a specific dollar amount per credit hour.
2. For courses with high enrollment (31 or more students on the day after drop for non-payment), an additional amount, established each year by the Office of the Provost, will be paid to the instructor.

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**

1.1160 Faculty Workload and Compensation

**V. Reason for Revision**