

TO: Faculty, Deans and Chairpersons

FROM: Thomas F. Gieryn, Vice Provost for Faculty and Academic Affairs

SUBJ.: Faculty and Student Summer Appointments, 2009

DATE: March 30, 2009

This memo reviews policies governing faculty and student academic appointments for the summer. It is essential that administrators, who make summer appointments, understand and adhere to these policies. Inquiries to the Vice Provost for Faculty and Academic Affairs Office regarding unusual situations prior to the forwarding of an e-Doc can do much to prevent later problems and delays in approval. Written explanations and justifications for exceptions must accompany the e-Doc. **Note: All summer appointments will be processed via the "Create Summer Pay" e-Doc.**

I. FACULTY SUMMER APPOINTMENTS

1. Teaching

Summer school course lengths are set by the academic unit offering the course, with the maximum limit of six weeks in the first summer session and eight weeks in the second summer session. Pay is normally by 3-credit course, and varying otherwise only if courses are offered for fewer or more than 3 credits. Teaching in the summer sessions is to be compensated at the rate of 11% of the preceding academic year rate per 3-credit course. The salary schedule in terms of standard hours and percent of previous academic year rate is as follows:

<u>Course(s)</u>	<u>Session</u>	<u>Effort</u>	<u>Pay</u>
One 3-credit	Intensive Session (3 weeks)	40 Standard Hours 100%	11%
One 3-credit	Summer Session I or II (6-8 weeks)	20 Standard Hours 50%	11%
Two 3-credit	Summer Session I or II (6-8 weeks)	40 Standard Hours 100%	22%

Teaching two 3-credit courses during a summer is considered a full summer load; compensation for a full summer load is 22% of the preceding academic year rate; summer standard hours may not be greater than 100% during any period of appointment. Appointments beyond the norm may be made in cases of institutional need to a maximum salary of 27.5% of the preceding academic-year rate.

2. Non-Teaching

The normal summer appointment for activities other than teaching, on general funds or an outside (contract or grant) funds, is two calendar months (nine weeks) full-time at a salary rate not to exceed 2.5% per week based on the preceding academic year rate, or 22.5% total. Appointments beyond the norm may be made in cases of institutional need (if on general funds) or project need (if on grant funds) and in the latter case if permitted by the funding agency, to a maximum of 11 weeks, 27.5% of the preceding academic year rate.

3. Summer Exceptions

Summer appointments for teaching, non-teaching activities, or a combination thereof, which are full-time and in excess of eleven weeks may be approved by the Vice Provost for Faculty and Academic Affairs if recommended by the chair and dean, if institutional or project need can be demonstrated, if

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permitted by any granting agency involved, and if the standard hours do not exceed the 100% during any period of the appointment. Permission to go beyond the 11-week/27.5% limitation must be requested from the Vice Provost for Faculty and Academic Affairs prior to appointment. The faculty member must be ready to attest that the entire period(s) of the appointment(s) will be spent working on the designated project(s)/course(s). In no case will an exception be granted beyond 13-weeks (32.5% of the previous academic year rate).

4. Appointment Dates

Summer payrolls coincide with the monthly payroll cycle. The e-Doc effective date and payroll dates for appointments falling within a defined summer session will default in via e-Doc session selection. Irregular summer appointments i.e., not coinciding with a specific summer session will require insertion of the appointment dates. The defaults and specific pay dates for the defined summer sessions are as follows:

<u>Session</u>	<u>e-Doc Effective Dates</u>	<u>Pay Date(s)</u>
Summer Session I	May 12 - June 18	May 29 (50%) & June 30 (50%)
Intensive I	May 12 - May 29	May 29 (100%)
Intensive II	June 2 - June 18	June 30 (100%)
Summer Session II	June 19 - Aug 14	June 30 (33%), July 31 (33%) & Aug 31 (33%)
Intensive III	June 19 - July 8	June 30 (100%)
Intensive IV	July 10 - July 28	July 31 (100%)
Intensive V	July 29 - Aug 14	Aug 31 (100%)

Summer appointments to grants may be made during any period from May 10, 2009 through August 23, 2009. The hire e-Doc must show calendar dates of appointments to grants or contracts. To meet auditing requirements, the forms should show a five-day appointment for each 2.5% AY rate claimed; i.e., compensation for a nine-week appointment that begins on Monday must conclude on Friday nine weeks later. In conformity with the requirement of Circular A-21 of the Federal Office of Management and Budget, we shall be required to have faculty members confirm individual distributions of time and effort devoted to those activities for which they have been appointed and compensated. A particularly important aspect of this requirement is that those persons appointed on grants for 40 standard hours must certify that they actually devoted 100% of their compensated time on these sponsored projects. As usual, faculty members must be able to attest that they were engaged in the activities for which they were appointed during the period of summer appointment.

II. STUDENT ACADEMIC SUMMER APPOINTMENTS

1. Appointments are normally of nine weeks duration. In light of departmental needs, and the student's academic program, appointments may be of longer duration.
2. Appointments up to 40 standard hours may be made without special justification. No appointment in excess of 40 standard hours will be approved.
3. The rate of pay may be set freely at \$216 or above per week for a 20 standard hour appointment which is equal to 2.5% of our 10-month academic year range of \$8,614 at 20 standard hours. The rate of pay for a full-time (40 standard hours) appointment may be set freely at \$432 or above per week. (A guide to student summer rates is attached.)

**CAMPUS SALARY RANGES
FOR GRADUATE STUDENT ACADEMIC APPOINTEES
SUMMER 2009**

<u>FTE</u>	<u>Hours</u>	<u>Weekly Minimum</u>	<u>Summer I Minimum</u>	<u>Summer II Minimum</u>	<u>Intensive Sessions Minimum</u>
100%	40	432	2,592	3,456	1,296
95%	38	410	2,460	3,280	1,230
90%	36	388	2,328	3,104	1,164
85%	34	367	2,202	2,936	1,101
80%	32	345	2,070	2,760	1,035
75%	30	324	1,944	2,592	972
70%	28	302	1,812	2,416	906
65%	26	280	1,680	2,240	840
60%	24	259	1,554	2,072	777
55%	22	237	1,422	1,896	711
50%	20	216	1,296	1,728	648
45%	18	194	1,164	1,552	582
43.5%	17	187	1,122	1,496	561
40%	16	172	1,032	1,376	516
37.5%	15	162	972	1,296	486
35%	14	151	906	1,208	453
33%	13.5	142	852	1,136	426
30%	12	129	774	1,032	387
25%	10	108	648	864	324
20%	8	86	516	688	258
15%	6	64	384	512	192
12.5%	5	54	324	432	162
10%	4	43	258	344	129
5%	2	21	126	168	63
3%	1.2	12	72	96	36
1%	0.4	4	24	32	12