Policy for Summer School and Winter Intersession
Effective Summer 2013

At the request of faculty, chairs, and deans, a new policy was piloted during the summer and winter session of 2009 and implemented thereafter. After four years of implementation, changes in the policy have been requested.

Based on feedback from faculty and chairs the policy has been revised and this draft is under review by the Professional Concerns Committee, Faculty Senate, the Council of Chairs, the Council of Deans, the Provost and the President.

A. Underlying principles of summer and winter intersession policy:

Every college, department and academic program has the responsibility to offer a schedule of summer courses based on student demand and consistent with the objectives listed in section B.

B. Objectives:

1. Better serve our students, enabling them to make progress toward graduation.
2. Offer courses in demand from students and have them successfully taught by outstanding faculty.
3. Offer courses conducive to student success in the summer and winter intersession format.
4. Offer courses with unmet demand during the regular semester or high DWF rates.
5. Reduce the number of cancelled courses and establish a culture of honoring the expectations set by the publication of the schedule of classes and enrollment of students.
6. Recruit transient students who are interested in summer and winter intersession courses.
7. Increase opportunity for interested faculty to teach in the summer and winter intersession.
8. Generate more revenue to support our core mission.

C. Policy for full-time faculty members:

1. The minimum number of students required for maximum compensation is:
   a. 15 students in undergraduate courses,
   b. 10 students in graduate courses, or
   c. the number of students who can reasonably be accommodated in laboratory/studio courses or field courses (number to be established in advance and approved by the chair and dean)
2. Maximum compensation for summer school is set at 3% of salary (up to an $85,000 cap) per credit hour based upon meeting or exceeding the minimum enrollment stated in item C.1 (above).
3. Compensation for those courses not meeting the minimum enrollment stated in item C.1 (above) will be calculated as discussed below.

   Rather than canceling the class if it does not achieve the required minimum, faculty members will have the opportunity to teach the course on a prorated basis. For example, if 15 enrollees are required and only 14 are enrolled, then the full-time faculty member will have the opportunity to teach the course and receive 1/15 of the full compensation for each student enrolled.

   For under-enrolled classes the formula is:
   
   \[N= \text{number of students enrolled}\]
   
   \[\text{Maximum compensation} = (.03 \times \text{annual salary, not to exceed the cap}) \times \text{number of credits}\]

   \underline{Undergraduate Courses}
   
   \[\text{Prorated salary} = (N/15) \times \text{Maximum compensation}\]

   \underline{Graduate Courses}
   
   \[\text{Prorated salary} = (N/10) \times \text{Maximum compensation}\]

   Please see the attachment for examples.
D. Policy for part-time faculty members:

1. The minimum number of students required for maximum compensation outlined in item C.1 for full-time faculty will apply.

2. The part-time salary scale will be distributed annually.

3. Compensation for part-time faculty members for those courses not meeting the minimum enrollment stated in item C.1 will be calculated as discussed below.

   Rather than canceling the class if it does not achieve the required minimum, part-time faculty members will have the opportunity to teach the course on a prorated basis. Since part-time salaries are quite low, part-time compensation will be prorated at a lower level – 50% of the level described in item C.3. For example, if 15 enrollees are required and only 14 are enrolled, the part-time faculty member will have the opportunity to teach the course and receive 29/30 of the full compensation; if 13 students are enrolled, the salary would be 28/30 of the full compensation; etc.

For under-enrolled classes the formula is:

   \[
   N = \text{number of students enrolled}
   \]

   Undergraduate Courses
   \[
   \text{Prorated Salary} = \left(\frac{N + 15}{30}\right) \times \text{Part-time salary from salary scale}
   \]

   Graduate Courses
   \[
   \text{Prorated Salary} = \left(\frac{N + 10}{20}\right) \times \text{Part-time salary from salary scale}
   \]

   Please see the attachment for examples.

E. Provisions for summer and winter intersession salaries:

1. Final decision on whether to offer a course (i.e., provide faculty opportunity to teach a low-enrolled course) is left to the academic department chair.

2. The salary for full-time faculty will never drop lower than the established part-time rate.

3. The faculty member will not be required to teach the course for a prorated salary, but will have the opportunity to do so.

4. The faculty member assigned to the course must make a decision regarding the teaching of the course at least two weeks before the course start date. If the faculty member declines to teach the course, another full-time or part-time faculty member should be recruited for the opportunity to teach the course, if possible. The goal should be to reduce the number of cancelled courses. Ideally classes with at least 50% of the required minimum will be taught with prorated compensation.

5. In order to maximize the number of enrolled students used in calculation of the salary the enrollment used in the salary calculation will be determined by the largest of the following two numbers:

   a. the number of students enrolled two weeks before the start of the session, or
   b. the number of students enrolled after the last day to enroll.
### Full-time Faculty

**Faculty A** has an annual salary of $65,000 and is teaching a 3 credit undergraduate course with 12 students enrolled.

- **Maximum compensation** = \((0.03 \times 65,000) \times 3\) credits = $5,850.00
- **Prorated Salary** = \((12/15) \times 5,850\) = $4,680.00

**Faculty B** has an annual salary of $92,000 and is teaching a 3 credit hour graduate course with 9 students enrolled.

- **Maximum compensation** = \((0.03 \times 85,000^*) \times 3\) credits = $7,650.00
  
  *note: salary cannot exceed the $85,000 cap*

- **Prorated Salary** = \((9/10) \times 7,650\) = $6,885.00

**Faculty C** has an annual salary of $45,000 and is teaching a 3 credit hour undergraduate course with 5 students enrolled.

- **Maximum compensation** = \((0.03 \times 45,000) \times 3\) credits = $4,050.00
- **Prorated Salary** = \((5/15) \times 4050\) but will receive $2,145.00*
  
  * Salary cannot be less than a part-time rate, therefore prorated salary should be $2,145 (faculty has a PhD)

### Part-time Faculty

**Faculty D** is a Level II part-time faculty member teaching a 3 credit hour undergraduate course with 10 students enrolled.

- **Maximum compensation** (per the part-time faculty pay scale for Level II, 3 credit hour undergraduate) = $2,145
- **Prorated Salary** = \([(10+15)/30] \times 2,145\) = $1,787.50

**Faculty E** is a Level III part-time faculty member teaching a 3 credit hour graduate course with 9 students enrolled.

- **Maximum compensation** (per the part-time faculty pay scale for Level II, 3 credit hour undergraduate) = $2,529
- **Prorated Salary** = \([(9+10)/20] \times 2,529\) = $2,402.55