



## SUMMER SCHOOL 2019 POLICY AND STIPENDS GUIDE

April 2019

---

Summer school stipends for summer 2019, unlike stipends for summer 2015, are based on 1/12 of the nine month salary for each 3 or 4 SCH course taught. In other words, each faculty member has the opportunity to earn the same amount (i.e., 1/12 of his/her nine-month salary) as earned in previous summers except that no calculation based on head count will be used. However, to receive the full 1/12<sup>th</sup> amount, the course must make with a minimum of 10 students for undergraduate courses and 5 students for graduate courses. Departments with core courses must schedule at least one section of a core course in each core category. In certain cases, a course may be allowed if the Department Chair, Dean, and Provost agree that circumstances exist that necessitate continuation of a short class.

No additional “incentive stipends” are offered above and beyond the 1/12 per-course level. Laboratories will be based on 2 contact hours per SCH unless workload calculations based on policy state otherwise.

The following additional costs must be covered by tuition payments:

- a. Compensation for department chairs;
- b. Compensation for faculty on release time during the summer to administer various programs.

---

### CALENDARS

1. Summer School will be comprised of two five-week sessions.
2. Dates for the Summer School sessions are established by the Office of the Provost in consultation with the Academic Deans, Registrar, Bursar, and Director of Financial Aid.
3. Each session of Summer School will have its own specific operating calendar. Dates within each Summer School session will be established for each of the following actions:
  - a. Registration deadline without late fees,
  - b. Refund calendar,
  - c. Withdrawal with refunds and without refunds,
  - d. Drop/add dates,
  - e. Course cancellation date (in consultation with individual faculty before the beginning of each semester),
  - f. Final date for awarding financial aid.

### COURSE POLICIES

#### Scheduling

1. All Summer School courses should be submitted in accordance with schedules and deadlines established by the Registrar.
2. In all Summer School offerings, class schedules (e.g., class periods) will adhere to the requirement of 45 contact hours for a three-credit course.
3. Workshops or other irregularly scheduled for-credit courses may be offered at different times and lengths, provided they do not interfere with the regular class schedule. The following additional guidelines apply.
  - a. These courses must be submitted for approval by the department chair and dean with adequate information regarding days and times to assist both the student and the Registrar in understanding the specific constructs of the course.
  - b. Only approved irregularly scheduled courses will be taught across Summer School sessions.

## **CLASS SIZE GUIDELINES**

### Course Enrollments/Cancellations

1. All course enrollments should adhere to the class size guidelines as established based on the guidelines of the department chairs, the deans, and the physical capacities of the classrooms.
2. Course cancellations are coordinated by the Vice Provost in consultation with individual faculty and in accordance with cancellation dates established as part of the Summer School calendar.
3. Individual faculty members make the decision about course continuation or cancellation; no course is cancelled without first consulting with the faculty member teaching the course.
4. In no case will a class be retained until the first day of either Summer School semester and then cancelled if enrollment does not meet the faculty member's expectations.
5. Stipends are guaranteed at the enrollment level established at the date of consultation on course continuation/cancellation, as outlined in item #4 above. After the end of drop/add in each summer semester, should the enrollment decrease at a rate not exceeding 20% faculty stipends will not be decreased. However, if the final enrollment is less than 80% of the original level on which the stipend was based, the stipend will be adjusted proportionately.
6. The minimum class size is ten students for undergraduate courses and five students for graduate courses. For any course that, in the opinion of the department chair, must be offered at an enrollment of fewer than ten (undergraduate) or five (graduate), the faculty member must submit to the appropriate dean a memorandum requesting approval to offer the class. Justification for such a request must be based on the appropriate code identified on the Small Class Approval Request. If the course is approved, the department must submit the Small Class Approval Request by the appropriate deadline.

## **WORKLOAD AND COMPENSATION**

### Faculty Workload

1. Faculty may teach two three- or four-credit courses in one summer term.
2. Supervision of internships, independent studies, and practica is not a compensable duty unless the internship is an organized course for which a student registers and receives credit.
3. Any exceptions to workload limits should be submitted in writing by the department chair to the appropriate dean with a rationale for request for said exception. The request for exemption should then be forwarded to the Vice Provost for review and approval by the Provost.

### Compensation

1. Faculty stipends for summer school are based on a per-class basis. The stipend is based on 1/12 of each faculty member's nine-month salary per course.
2. Faculty will receive stipends at the same rate for summer school courses offered through all delivery modes: traditional on-site, on-line, remote, and through study abroad. Study-abroad faculty who participate in the "orientation" component of a study abroad trip (i.e., participating as support faculty in advance of taking over the course the following year) are not eligible for stipends.
3. Department chairs' summer stipends are based on two courses (one release time, one class that is taught).
4. Individual faculty on a one- or two-course release during the summer will be paid the fully-enrolled rate per class.