

SUMMER SESSION POLICIES AND PROCEDURES

General Policies and Procedures

▪ Policies

- **In signing the Instructor Contract, the instructor acknowledges that he/she has read and agreed to all policies and procedures stipulated herein and in the contract.**
- Summer Session policy issues, questions and complaints are handled by the Provost's Budget Office – Academic Affairs 410-704-2124.
- Faculty can only be compensated for teaching courses for which they have signed the Adjunct Contract.
- Chairs and Program Directors should not set lower enrollment limits for Standard courses than are set in the fall and spring semesters and are encouraged to set higher limits when it does not significantly reduce the quality of the course.
- Faculty teaching classes with multiple HEGIS codes or course numbers will be compensated for a single course; and all sections should be listed on the same contract.
- **Linked or mixed undergraduate-graduate courses (e.g., 300/500) are treated as a single class and compensation for linked courses is calculated at the undergraduate pay rate up to the single course maximum.**
- Enrollment in an individual course or class cannot be split to create multiple sections of the same course for compensation purposes.
- Faculty may teach Standard or Special courses with an enrollment of one student or more.

▪ Procedures

- Standard Course Term Files are submitted to Enrollment Services, but off-campus/closed contract Course Term Files must be sent to Bev German, ES 103.
- On-campus Summer Sessions courses should be submitted with standard Summer section numbers.
- Off-campus Summer Sessions courses should be submitted with off-campus section numbers.
- Instructor Contracts are submitted to the Provost's Budget Office, which handles all contractual and payroll issues. Instructor contracts for off-campus courses should be submitted prior to start of the Summer Sessions, so that pay can be processed in a timely manner.

- The session number of the Summer Session in which a course is offered that appears on the Instructor Contract must match the session number on the relevant Course Term File and in PeopleSoft; when there is a conflict, the default will be the session number in PeopleSoft.
- Instructor contracts for Special courses, such as internships and supervision of student teachers, off-campus courses or other courses in which enrollment occurs outside the standard time frame for the session in which the course is offered, should include an attachment indicating the date of completed enrollment, so that contracts are processed for pay at an appropriate time.
- **Summer Sessions Faculty Teaching Load Guidelines**
 - Based on a standard maximum teaching load of four course units during an academic semester (15 weeks), the standard maximum teaching load during the summer session (10 weeks) is three course units. Upon recommendation of the Chair and approval of the Dean, a fourth course unit may be approved for the summer session.
 - This teaching load would normally consist of no more than:
 - Two course units in one 5-week or one 7-week summer session
 - Three course units occurring simultaneously unless two or more were in the 10 week session
 - The Faculty Teaching Exception Approval Form must be completed and attached to the Summer Faculty Contract if the teaching load exceeds the Teaching Load Guidelines.
- **Compensation Policies**

Sessions 5w1, 7w1, 10w and 5w2

- Base faculty payment for undergraduate courses will be on a prorated per student basis for enrollments 1-7 at \$100 per credit hour per undergraduate student. Base faculty payment for graduate courses will be on a prorated per student basis for enrollments 1-5 at a \$135 per credit hour per graduate student.
- Undergraduate courses with enrollments 8-14 will be paid a flat rate \$1,333 per credit (e.g., \$4,000 for a 3 credit course). Graduate courses with enrollments 6-10 will be paid a flat rate \$1,333 per credit (e.g., \$4,000 for a 3 credit course).
- Undergraduate courses with enrollments 15 or greater will be paid a flat rate \$1,600 per credit (e.g., \$4,800 for a 3 credit course). Graduate courses with enrollments 11 or greater will be paid a flat rate \$1,600 per credit (e.g., \$4,800 for a 3 credit course).