

## UAM OPERATING PROCEDURE 440.3

### **COMPENSATION FOR TEACHING SUMMER TERM(S)**

Summer term course offerings are based on student-success initiatives, student demand for specific courses, and the prospect of sufficient enrollment. Each course offering should be, at minimum, revenue neutral. We have a responsibility to offer and staff classes that are needed for degree progress and completion. Therefore, we ask that unit averages are reviewed as opposed to individual classes per summer session. We encourage work with program faculty to analyze the necessary classes; that is, essential courses with offerings reflecting fiscal responsibility within the unit.

#### Faculty Compensation

Summer employment for any faculty member employed for fewer than twelve months is not guaranteed. Unit Heads will select summer course offerings based upon unit and student needs and appoint a qualified faculty member to teach each course. Faculty members must have received an overall performance rating of “Excellent,” or “Good,” on their most recent annual evaluation to be considered for summer employment. In situations where there are equally qualified faculty members to teach a course, faculty should be rotated.

1. The minimum class enrollment (10 undergraduate students/6 graduate students) must be met for a course to be taught at full pay. Pay will be 7.5% of the nine-month salary for each three-hour course or equivalent administrative assignment.
2. When enrollment is less than the required minimum, pay will be proportional to the enrollment. For example, an instructor of an undergraduate course with an enrollment of eight would receive 8/10 of 7.5% or 6.0% of his/her nine-month salary.

Note: The unit head may request special consideration from the Vice Chancellor to whom they report for exceptions to this policy only when the arrangement can be justified to advance campus student-success initiatives.

#### Examples:

- Summer Bridge Program courses
- Infrequently offered upper level courses
- Executive Council approved special campus projects targeting student success

#### Workload Spreadsheet

1. The Office of Finance and Administration will distribute an updated workload spreadsheet to academic unit heads and the academic affairs offices on the main campus and the Colleges of Technology no later than the end of the second week of April. Updated directions to the unit for the current summer’s entries and any necessary policy specifications and standard procedural considerations for each unit will be included.

2. A draft of the summer compensation spreadsheet using actual enrollment numbers in each class is due to the Vice Chancellor to whom the unit reports no later than the week prior to the beginning of each summer session. Unit Heads must make required adjustments to schedules, as needed, no later than at the end of the first day of each session to ensure no revenue losses and send the final copy of each summer session worksheet to the appropriate Vice Chancellor for review.
  
3. A summary of total summer term actual enrollments and expenses should be submitted to the Vice Chancellor for Academic Affairs for the college credit courses or the Vice Chancellor for the College of Technology for technical courses by the mid-August end-of-summer payroll period.

*Revised: April 10, 2017*

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*November 2005*