

**ACADEMIC PERSONNEL SERVICES**  
**Faculty Salary Administration during Summer Term Employment**

This memorandum provides information on Faculty salary administration for summer sessions. Please contact Academic Personnel Services, extension 5086, if you have questions or need further clarification on the calculation and/or disbursement of summer term salary.

**Summer Session 2009 Important Dates**

Sessions	Session Dates	Census Dates	Pay Dates
Session A	May 26 to June 26	June 8, 2009	<i>July 15</i>
Session B	June 29 to August 3	July 13, 2009	<i>August 15</i>
Full Session	May 26 to August 3	July 13, 2009	<i>July 15 and August 15: two equal payments</i>
Special Sessions	varies	Because students may enroll up to 24 hours before the first class meeting, whichever census date (Session A or Session B) falls within the session meeting dates, is used to determine enrollment-based compensation. For classes that start after the Session B census date, the census date is the first day of the session.	<i>July 15: Special Sessions with a Session A census date</i>  <i>August 15: Special Sessions with a Session B census date</i>

**Calculation of Summer Salary**

Faculty who teach for extra pay during summer are paid on a per unit basis. The rate per unit is calculated by dividing the faculty member's academic year full-time annual salary by 30:

$$\text{Summer Salary Rate Per Unit} = (\text{Academic Year Full-time Salary}) / (30)$$

$$\text{Summer Pay} = \text{Summer Salary Rate per Unit multiplied by Summer WTUs}$$

**Reduced Compensation for Low-Enrolled Courses and Census Dates**

If a course has an enrollment of less than 15 students at census date, the faculty member's salary is reduced by 5 percent for each student below 15, but no lower than 85 percent of full salary. The student "add deadline" for each session is the census date used to determine enrollment-based compensation (see table above). The reduced salary rates are as follows:

- 95 percent for 14 students
- 90 percent for 13 students
- 85 percent for 12 or fewer students

**Payment for Indirect Instruction**

All tenured and probationary faculty employed in summer session, and who do not receive a specific indirect instructional assignment with compensation in the summer term, shall receive an indirect instructional payment in the amount of \$150 per each WTU of direct instructional work assigned. This payment for indirect instruction will be issued as a one-time lump sum payment on approximately August 15. Department Chairs with a 12-month appointment are not eligible to receive an indirect instructional payment for summer session appointments.

**Summer Appointment and Separation Document**

Upon review and approval by the College Dean and Academic Personnel Services, a notification of appointment will be emailed to the instructor. For eligible tenured and probationary faculty, the payment amount for indirect instruction will also be included. Enrollment in all courses will be reviewed after the census date appropriate to each session. If compensation is reduced due to low enrollment in assigned course(s), a revised notification will be emailed detailing the course enrollment, the reduced compensation percentage, and revised salary.