***2020 Summer Session Fact Sheet for Academic Faculty***

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| ***Session*** | ***Dates*** | | ***# working days*** |
|  | Begin | End |  |
| Summer Research | 5/11/20 | 8/13/20 | maximum of 75 working days |
| Summer First 6 Weeks | 5/11/20 | 6/19/20 | 30 |
| Summer Second 6 Weeks | 6/22/20 | 7/31/20 | 30 |
| Summer 8 Week (Physics) | 6/22/20 | 8/14/20 | 40 |

**Total number of days available to be paid over the summer is 75**

Position Numbers

The following position number suffixes are used during the summer to distinguish the types of work being done by academic faculty, nine month employees. The following suffixes are used at the end of the academic year position number as follows: 000111- S1.

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| S1 - Summer First 6 Weeks (May and June) |
| S2 - Summer Second 6 Weeks and 8 Week Session (June, July and August) |
| CE - Short Course - Continuing Education |
| SR - Academic Faculty doing Summer Research |
| OR - Other Appointment (anything other than teaching, dates can fall anywhere between the summer  date range) |
| WS – Workshops |
| CA – Athletic Camps |

In General:

1. The first and second parts of Summer classes are scheduled for standard times; we only rarely have custom schedules (in terms of start week and end week) for the classes. This is communicated by the Registrar.
2. Field session classes ARE scheduled as full day experiences with a start and end date that is controlled by the department
3. Compensation for field classes is on a daily basis, with each day paid at 0.005405405 times the academic year salary
4. Compensation for summer classes is 4.1667% of academic salary per credit hour. Department budget for summer classes is based on overall SCH delivered by the department. Departments shall receive $250/SCH for each SCH delivered. Departmental budget must cover all costs of instruction (faculty salary, fringe, TA support, etc.). Departments retain any budget overages as roll-forward budget that can be used upon the discretion of the Department Head. Likewise, any department underages must be covered by the department.
5. If a class is canceled, it is the responsibility of the department to cancel it with the Registrar and send an email to registered students noting that it has been canceled.
6. Initial budgets for departments will be based on delivery of $250/SCH to each department using a list of projected classes and projected student enrollments. Once enrollments and classes are

finalized at census date, budget allocations to the departments will be trued up to actual classes offered, actual enrollment, and delivery of SCH beyond the past three-year average.

Examples are shown on the next page EXAMPLES:

Calculation of Compensation for Academic Faculty during the Summer **FIELD-ONLY** Sessions

To calculate the salary amount that academic faculty are to be paid for the summer FIELD, we use a daily rate based on the academic year. The daily rate is calculated in the following manner:

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| 37 weeks in an academic year |
| 37x40 hours per week = 1,480 hours in the academic year |
| 1,480/8hours = 185 days in the academic year |
| 1 day/185 = .005405405 |

Example: Joe Smith has an annual base salary of $70,000. Calculation: $70,000 x .005405405 = $378.38 per day

The $378.380 would then be multiplied by the number of days worked, and then by the percent of effort for the time period.

Calculation of Compensation for Academic Faculty during the Summer Sessions

Compensation for summer classes is 4.1667% of academic salary per credit hour. This is calculated in the following manner:

Example: Joe Smith has an annual base salary of $70,000. Calculation: $70,000 x .041667 x 3 (# of credit hours) = $8,750

This would be the amount for teaching either a summer 1 or summer 2 course

**Department Head/Division Director Summer Pay**

**Note that effective in summer 2017 and forward, all DHDD’s will receive their 37.5 days of departmental summer pay directly through Payroll, equally split between June and July. The specific dates no longer need to be accounted for on the summer HR form. HOWEVER – this means that all DHDD’s are only allowed 37.5 additional days (in 2020) that can be charged over the summer for either teaching and/or research.**