

## Summer Appointments and Policies

### 1. Contracts

Hard copy contracts are not issued for summer. Faculty will receive an appointment letter by email. Faculty may receive several appointment letters if they have more than one assignment.

### 2. Overloads

The CBA establishes that 10 wlu is full time in the summer. Any assignments beyond 10 wlu are considered an overload. Overloads are paid at the highest current adjunct rate for tenured and tenure-track professors. Overloads for adjunct faculty are paid at the same rate as their regular workload. The CBA also establishes a limit on overloads at 125% of full-time. That means that no one is allowed to carry a workload of more than 12.5 wlu during the summer.

### 3. Cancellations

The course may be canceled if ten (10) undergraduate or five (5) graduate students or fewer are enrolled. The decision to cancel a course will be made by the dean in consultation with the faculty member and the department chair.

### 4. Proration

All faculty are subject to proration if enrollments do not reach the break-even point. You will have an opportunity to accept or reject proration in early June based on early enrollment. Final salaries are based on final enrollments from the 3<sup>rd</sup> day of class. Therefore, if enrollment has increased by the time classes begin, the salary will be adjusted upward accordingly. Likewise, if enrollment has decreased by the time classes begin, the salary will be adjusted downward accordingly. In the case of downward enrollment, the faculty member may decide to cancel the class with no penalty. Proration is determined in different ways depending on the type of assignment. Each assignment type is explained in the following sections:

#### a. Single courses

Salaries will be prorated for any course if the enrollment is below the break-even point.

#### b. Multiple courses taught by same instructor

Each course is evaluated separately for proration.

#### c. Individual studies/Arranged Courses --Undergraduate level

Salaries for undergraduate Individual Studies and Arranged Courses are calculated at 12 student credit hours (sch) = 1 wlu. These courses are typically not prorated as they almost always generate more tuition revenue than they cost.

d. Individual studies/Arranged Courses --Graduate level

Salaries for graduate Individual Studies and Arranged Courses are calculated at 6 sch = 1 wlu. These courses are always prorated since they do not generate enough revenue to cover the cost.

e. Internships

Salaries for Cooperative Education internships (290, 390, 490) are calculated at 30 sch = 1 wlu. These courses are typically not prorated as they almost always generate more tuition revenue than they cost.

f. Theses

Salaries for master's theses (700) are calculated at 3 sch = 1 wlu. These courses are always prorated since they do not generate enough revenue to cover the cost.

g. Masters Committees

Master's thesis committee members other than committee chairs will be compensated in the summer if they take part in a defense during the summer and if the faculty member has not already listed the committee as part of their academic year workload. The salary for committee membership is based on 6 committee memberships = 1 wlu or 1/6 wlu per committee.

h. Music Applied Lessons

All Applied Lessons are paid at the break-even point.

i. Layered classes

Layered (400/500) classes, and any other classes with more than one course number that are taught at the same time in the same place, will be compensated as if they were one single class and the break-even point will be calculated as if they were one class.

j. Chair stipends & salary

Chairs on 10-month contracts or those who serve as chair only in the summer receive a \$600 stipend for summer session. In addition, these chairs receive salary based on the total number of credit hours taught in the department during summer session, excluding Individual Studies, Arranged Courses, Internships, Theses and Applied Lessons. The salary is calculated with the following table from the University Policy Manual, Section 5-110. FTE in this case is calculated by dividing the total credits by 10. FWU is equivalent to WLU.

<b>Department Chair Salary Calculation</b>	
<b>Summer Session FTEF</b>	<b>Stipend PLUS Comparable Re-assigned Faculty Workload Units</b>
0-1 FTE	\$600 + 0 FWU
1-2 FTE	\$600 + 1 FWU

**Department Chair Salary Calculation**

3-4 FTE	\$600 + 2 FWU
5-6 FTE	\$600 + 3 FWU
7-8 FTE	\$600 + 4 FWU
9-10 FTE	\$600 + 5 FWU
11-12 FTE	\$600 + 6 FWU
13-14 FTE	\$600 + 7 FWU
15-16 FTE	\$600 + 8 FWU
17-18 FTE	\$600 + 9 FWU
19-20 FTE	\$600 + 10 FWU