

Current Summer Session Policies 1-24-19

CWUP 5-110-010 Administration

The provost is the principal administrator for summer session working through the office of ~~continuing education~~ associate provosts. ~~Continuing Education~~ The office of the - ~~provost~~ associate provosts, in coordination with the academic colleges, prepares and submits the summer session budget, including tuition charges, to the ~~budget advisory~~ President's Budget Advisory Committee during fall quarter. ~~The school/college~~ college deans are responsible for the development of the schedule of courses to be offered and for proposing and administering the ~~school/college~~ college budget. ~~The deans also appoint faculty, subject to approval by the provost.~~ Department chairs develop the summer session programs, publicize course offerings and assign faculty to teach course sections. ~~The office of the~~ associate provosts in coordination with Public Affairs is responsible for promoting summer session.

CWUP 5-110-020 Budget and Budget Process

The summer session budget is maintained in the office of ~~continuing education~~ the associate provosts. The summer session budget/project year is from October 1 through September 30. A budget will be prepared by the senior academic budget officer in coordination with the academic colleges. The Summer Session budget will be reviewed by the President's Budget Advisory Committee (PBAC). Proposed changes to summer tuition must be reviewed and approved by PBAC, Cabinet, the President and the Board of Trustees by the winter BOT meeting for the following summer. Allocation of revenue to the colleges and distribution of funds to service areas will occur after summer session closes and all charges have been submitted to the office of the provost. hearing will be held, open to the campus community, at which time budget requests, with rationale, are presented and budget expenditure accountings are given. After board of trustee approval of the budget, the provost allocates funds to those units for which allocations were approved.

CWUP 5-110-030 Department Administration

Department Chairs Holding Nine and one-half to Eleven Month Contracts: It is recognized that department administration in the summer is essential to effective programming and teaching. In addition to compensation for teaching, department chairs may, with the approval of the appropriate dean receive compensation for administrative activities during the summer. This compensation is based on two calculations: (a) a fixed stipend (see chart); and (b) re-assigned faculty contact hours based on number of FTE faculty (see chart). To calculate the re-assigned faculty contact hours, add the total number of credits taught by department faculty (excluding 490's, 496's, 590's, and 596's), then divide by 10. If, for example, the result is 3 FTE, then the

department chair will be paid for 2 comparable re-assigned faculty contact hours 2/45 of academic year salary). In the event a current department chair is not available for summer, the school/college dean, in consultation with the department/department chair will appoint a person to serve as acting chair for the summer.

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

College deans will ensure coverage of the department office throughout the summer and provide the office of the provost primary and secondary contact information.

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CWUP 5-110-040 Planning for the Summer Session

The summer session coordinator, in collaboration with office of the provost, associate provosts and, with advice from in collaboration with the school/college deans, the registrar and summer session advisory committee, will prepare and distribute a planning guidesummer session plan, with responsibilities and timeline outlined, prior to November 1. The summer school planning guide will include, but will not be limited to:

- (1) ~~(1) A calendar for summer session~~A review and assessment of the previous summer session's enrollment data.
- (2) A proposed summer session budget for review of by the Preseident's Busget Advisory Committee.
- (3) A calendar for summer session
- (4) ~~A~~The process and time line for submitting course schedules.

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Class meeting time guideline. Scheduling courses, excluding workshops, must adhere to established meeting times guidelines.

~~(53) A promotion plan, Registration information.~~

~~(4) Class meeting time guideline. Scheduling courses, excluding workshops, must adhere to established meeting times guidelines.~~

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~~CWUP 5-110-050 Professional Organization Memberships~~

~~Central Washington University maintains membership in, the western association of summer session administrators and the North American association of summer sessions. The provost, or the provost's designee, is the official representative for purposes of communication and representations.~~

Commented [GM2]: Delete this policy entirely

CWUP 5-110-0560 Reporting

In November, ~~continuing education~~the office of the associate provosts will report on the completed summer session. Reports will include enrollments, income, expenses, and any new initiatives. Information for the reports will be provided by the deans, registrar, institutional ~~studies~~effectiveness, public affairs and budget office ~~and continuing education.~~

~~CWUP 5-110-070 Teaching Load Guidelines~~

~~A full load for summer session is 10 (ten) workload units (wlu). Recognizing there may be special situations, situations; exceptions may be approved by the appropriate dean and provost.~~

[Responsibility: Provost; Authority: Cabinet/UPAC; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: 07/2009; Approved by: James L. Gaudino, President]