



Summer Faculty Employment Policy

Policy #:	AA004.4
Policy Type:	University
Responsible Executive:	VP for Academic Affairs
Responsible Office:	Academic Affairs
Originally Issued:	June 2, 2014
Latest Revision:	June 25, 2024
Effective Date:	June 25, 2024

I. Policy Statement

The University of Louisiana at Monroe’s Summer Faculty Employment Policy defines the appointment expectations and salary considerations for those faculty members who teach or perform special duties in the summer.

II. Purpose of Policy

Because students rely on summer courses for their degree progression or to satisfy some other curricular needs, it is necessary for the university to offer a variety of courses in the summer to serve these students. Also, the University may need certain tasks performed by faculty during the summer in support of institutional functions. This policy explains the basis for the offering of summer courses, for the contracting of faculty to teach these courses, and for contracting for special duties.

III. Applicability

This Policy is applicable to faculty who receive summer appointments as determined by the Program Coordinator, School Director, and Dean.

IV. Definitions

1. Summer Teaching Appointment

A Summer Teaching Appointment is a teaching appointment in the three-month period between the spring and fall semesters in which a nine-month faculty member is contracted to teach one or more courses. These courses typically last four to five weeks, although some may extend over both summer terms.

Summer course offerings are determined by historical course enrollments, sufficient student demand, and available resources. Course assignments during the summer are not guaranteed for faculty on a 9-month contract.

In determining who will teach in each School during a summer term (full term) or a part of summer term (1st Summer, 2nd Summer), the School Directors, working with Program Coordinators/Directors, will consider discipline requirements, administrative work, faculty qualifications, faculty rank, and seniority. To receive an appointment, the faculty member will have had satisfactory annual performance evaluations for the previous year, especially in teaching.

Faculty members teaching in the summer will receive an appointment letter through the Faculty Load and Compensation (FLAC) process. Faculty members who acknowledge appointment letters accept the terms listed within this policy.

Faculty may petition to withdraw from a teaching assignment by submitting a signed memo to their dean before the course starts.

2. Special Duties Appointment

A Special Duties Appointment is an appointment made by the dean of the college in which an individual faculty member is contracted to perform university service beyond his/her normal responsibilities.

V. Policy Procedure

Faculty may be appointed to a summer teaching appointment, a special duties appointment, or both.

1. Summer Teaching Appointment

Faculty members teaching in the summer receive a salary rate determined by rank. Faculty may be assigned a maximum of twelve (12) contact hours. Any teaching appointments above 12 contact hours will require the permission of the dean. Consultation hours (as determined by the college), committee service, recruitment, and advising responsibilities are expected if teaching duties are assigned.

2. Special Duties Appointment

Deans may also make special duties appointments, as necessary, to meet specific demands. Faculty receiving these appointments will receive a stipend commensurate with duties and expectations. Special duty appointments must fall within each college's budget parameters.

3. University Guidelines for Pay Rate and Required Enrollment in Courses

The rate of pay for the teaching appointment is predicated on the faculty's rank and number of assigned contact hours. Rates of pay and minimum course limits will be published annually. These values will be determined annually by the Budget Office and Academic Affairs, depending on available resources, and published prior to the summer registration period. It is expected that the rates will be the same as or higher than the previous summer, again, depending on available resources. The pay rates are subject to Board of Regents approval.

4. Class Sizes

Course sizes will be determined by the deans' offices in collaboration with the programs and the faculty as dictated by need and available resources. For guidance, a three-credit hour course should have no less than seven (7) students.

VI. Enforcement

The Provost and Vice President for Academic Affairs is responsible for the enforcement of this policy.

VII. Policy Management

The Provost and Vice President for Academic Affairs is the Responsible Executive for the management of this policy. The Provost and Vice President for Academic Affairs or his/her designee will be the Responsible Officer in charge of maintaining and disseminating it.

VIII. Exclusions

N/A

IX. Effective Date

This Policy will become effective on the date signed by the University President.

X. Adoption

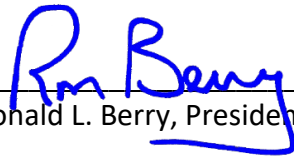
This policy is hereby adopted on this 25th day of June, 2024.

Recommended for Approval by:

Approved by:



Dr. Mark Arant, Provost and VPAA



Dr. Ronald L. Berry, President

XI. Appendices, References and Related Materials

N/A

XII. Revision History

Initial approval date of the policy: June 6, 2014

Revised: March 20, 2015; to include teaching with and without service

Revised: March 27, 2017; to remove with and without service

Revised: May 3, 2018; to change maximum salary rate to \$3,502 per 3-hour class

Revised: April 8, 2019 revisions to Section V. 3; to include appointment may depend on satisfactory performance evaluation; to add additional statements to clarify the proration of rate of pay for courses not meeting the University Guidelines for Required Enrollment; and minor editorial changes.

Revised: June 25, 2024; to update rate of pay by rank and number of contact hour; to remove prorated option and class minima; to update the method of acknowledging summer teaching assignment.