



# Summer Faculty Employment Policy

<b>Policy #:</b>	AA004.3
<b>Policy Type:</b>	University
<b>Responsible Executive:</b>	VP for Academic Affairs
<b>Responsible Office:</b>	Academic Affairs
<b>Originally Issued:</b>	June 2, 2014
<b>Latest Revision:</b>	April 8, 2019
<b>Effective Date:</b>	May 13, 2019

## 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 in the summer.

## II. Purpose of Policy

Because students rely on summer courses for their degree progression or to satisfy some other curriculum need, it is necessary for the university to offer a variety of courses in the summer to serve these students. This policy explains the basis for the offering of summer courses and for the contracting of faculty to teach these courses.

## 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 have a duration of four to five weeks.

### 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 who teach in the summer receive 7.25% of their 9-month salary rate per 3-hour class. This value shall not exceed \$3,502 per 3-hour class. Faculty teaching in the summer will be expected to schedule a minimum equivalent of five office hours per class per week and provide service as determined by the Dean.

## **2. Special Duties Appointment**

Deans may also make special duties appointments, as necessary, in order to meet specific demands. Faculty receiving these appointments will receive a stipend commensurate with duties and expectations.

## **3. University Guidelines for Required Enrollment in Courses**

The rate of pay for the teaching appointment is predicated on enrollment of:

- 20 students in 1000-2000 level courses,
- 10 students in 3000-4000 level courses, and
- 5 students in higher-level courses.

Summer student enrollment is substantially less than fall student enrollment. Thus, not all full-time, 9-month faculty can be employed for the summer term. Summer course offerings are determined by student need and total student enrollment.

In deciding who will teach in each School during a summer term (full term) or a part of summer term (Maymester, 1st Summer, 2nd Summer), the School Directors, working with Program Coordinators/Directors, will consider discipline requirements, administrative work, faculty qualifications, faculty rank, and seniority. Appointment may also depend upon satisfactory performance evaluation. Appointments are not guaranteed. Program coordinators/directors receive priority for one scheduled course for one of the summer terms, assuming they meet the qualifications to teach the course, as a benefit of their role as program coordinator/director. Program coordinators/directors may request to teach additional summer classes following the normal guidelines for summer teaching.

If a course does not have sufficient enrollment to meet university guidelines (see Section V.3. above), program coordinators/directors and faculty do not have the right to supplant another teacher whose class has made. Rotational or other systems may be used to guide faculty selection.

If a course fails to meet enrollment minimums, then the rate of pay for each appointment shall be prorated based upon enrollment. Courses with less than half of the minimum required enrollment for the course level shall be cancelled. Courses with half or more of the minimum required enrollment for the course level, but not meeting the required enrollment for the course level, shall be at a prorated rate of pay. The Dean, with the approval of the Vice President for Academic Affairs, will use the following criteria to decide if such a course will be offered: (a) courses need for student progression, and (b) a comparison of cost and revenue.

Classes that must be offered because they are required for graduation and for necessary student progression shall be exempt from the enrollment minimums and prorating.

Faculty teaching in the summer will receive an appointment letter and the possibility of proration of rate-of-pay for the teaching appointment will be part of the appointment letter. Faculty who sign the appointment letter acknowledge and accept that there may be a prorated rate-of-pay. In the event of proration of the rate of pay for the teaching appointment, faculty may petition to withdraw from a teaching assignment or to accept a prorated rate of pay by submitting a signed memo to their dean.

## VI. Enforcement

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

## VII. Policy Management

The Vice President for Academic Affairs is the Responsible Executive for the management of this policy. The 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 May 13, 2019.

## X. Adoption

This policy is hereby adopted on this 8th day of April 2019.



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Steven F. Siconolfi  
Interim Vice President for Academic Affairs

## 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.