

INSTRUCTIONS FOR COMPLETING THE SUMMER SCHOOL FACULTY WORKLOAD FORM

There will be no entry here when the person is on a twelve-month appointment, except for faculty in agriculture. The faculty salary is figured at a rate of 2 ½% of the previous FTE nine-month salary for each hour taught in a summer session. Graduate teaching assistants with specific teaching or teaching support duties must be paid an amount equal to 5% percent of their previous nine-month salary (if that salary was for half-time employment) for each credit hour taught. The FTE 100% salary for graduate assistants allow the 5% to compute in the existing formula.

Summer Session funds may only be used as salary funds for the teaching of organized courses. No appointments may be made from these funds for research or administrative duties or the directing of individual study, theses, or dissertations.

SAMPLE SUMMER SESSIONS FACULTY WORKLOAD FORM

An excel worksheet will be sent to each college/school unit budget officer. Below is a sample workload.

2014 Summer Sessions
Faculty Workload Form

Department: _____ Date Submitted: _____
College: _____ Date Revised: _____

*Employee types: 1=appointed (SalSumAL); 2=Extra Comp (OtherCom); 3=GA (SalSumGA, WagesStu); 4=Hourly (wages)

Course Code & Number	Course Title (i.e., Intro to Cultural Anth)	Summer Session	Course Credit Hrs.	Employee Type*	Estimated Enrollment	Employee Name	FY'13-9month FTE Salary	Summer Salary	Fringes	Summer Salary + fringes	(tuition rate) 1=Undergrad 5=Graduate	Total Tuition Revenue	Net Revenue	Comment

Not all students generate tuition in an equal manner. If the student is a staff member for example, the tuition is significantly lower.

However, it is clear that some classes should be offered regardless of net/gain loss. We have a responsibility to offer and staff classes that are needed for degree progress and completion. Therefore we ask that you review departmental averages as opposed to individual classes, per session. We encourage you to work with programmatic faculty to analyze the classes that are both needed and reflect fiscal responsibilities.

Previously, we have paid for some faculty to ‘advise’ during the summer sessions particularly in June during the orientation sessions. This will not continue. Twelve-month employees should pick up these responsibilities.

11/1/13