This document accumulates information and procedures related to administration of summer class offerings and faculty compensation. This document is not intended to supersede or alter existing policy, but rather is intended to provide some guidance for the administration of summer pay for faculty.

Related Policies:
BU PP 745 – Study Abroad Compensation
BU PP 707 - Evening Courses and Summer Teaching

Excerpt from the Faculty Handbook on summer compensation for faculty:

“A faculty member who receives a summer letter of appointment generally receives compensation at the rate of 10% of the faculty member’s salary for the preceding fall and spring semesters for each course taught of three or more semester hours taught during the semester; no faculty member may be compensated more than 25% of his or her salary for the preceding fall and spring semester for teaching three or more courses during the summer. However, faculty members, including department chairs, who engage in research funded by a third party, may receive up to 33 1/3%.”

Scope: Outlined in this document are procedures and other information to enhance current practices on summer pay for faculty organized into the following topics:

1. Summer spreadsheets
2. Summer enrollment guidelines
3. Summer letters of appointment
4. FTBPA’s for summer school
5. Timing of summer administrative cycle

Excluded are procedures for Study Abroad Compensation and Grant Summer Salary. Please see related policies for these types of summer pay.
**Summer Spreadsheets**

There are several users of the information contained on the summer spreadsheets – departments, deans, provost, human resources, budget and payroll. Therefore, the quality of the information on the spreadsheets is critical. It is helpful to provide as much detail about teaching assignments as possible (course number and summer I/II) so that the various users can directly tie faculty assignments back to course enrollment. It is important to note that study abroad assignments and grant pay assignments can be included on the summer spreadsheet; however, the summer spreadsheet should not list associated faculty pay. The study abroad pay and the grant pay are provided to payroll through alternate sources and processes, so inclusion of pay amounts for these items on the salary spreadsheets can lead to confusion.

Here are some reminders for items to think about when completing/reviewing a summer salary spreadsheet:

- **Administrative stipends** – some administrative stipends are set up in the system as 10-month stipends and some are set up as 12-month stipends. Ensure that you know how yours are set up in order to avoid the possibility of duplicate pay. Human Resources can help you with this if you have questions about how the stipend is presented on the spreadsheet.

- **Duplicate assignments** – we see several instances in which faculty members are assigned workloads that are over the University limit. It is important for all involved in this process to be proactive in thinking of all the factors that may cause duplicate assignments to arise. Possible summer assignments include, but are not limited to grants, administrative assignments in the department, advising for orientations, teaching in other departments, study abroad commitments, sabbaticals, and summer faculty institute.

- **Pay Percentages** – Always express pay as a percentage and not a whole dollar amount in the spreadsheets. This helps ensure the accuracy of all the formulas built into the spreadsheet. Pay is 10% per course, contingent on the enrollment guidelines below.

- **Assignment changes** – When assignment changes arise, they should follow through the same approval process as is performed with the original summer spreadsheets. Rather than sending changes one-by-one, we would encourage you to accumulate them and submit them in accordance with the timing schedule outlined below.

- **Payment Timing** – Summer pay is distributed equally over the June and July payroll cycles and is not driven by whether someone is teaching in Summer I or II. For this reason, Summer II assignments should be finalized prior to June payroll deadlines to the extent possible.

- **Summer Overload** – A teaching load of two courses is considered a full load for the summer. If a third course must be added, the maximum pay is 5% for this additional course.

**Summer Enrollment Guidelines**

It is important for our students and our advisors to be able to predict with a reasonable amount of certainty what courses are being offered every year by looking at course history. In order to help enhance
this predictability for both our faculty and our students, we have concluded that 3 years of course enrollment history (prepared and reviewed by the department in conjunction with the Dean’s Office/Division Budget Manager) provides a good basis for allowing a course to “make.” If enrollment histories and circumstances appear firm, then we recommend issuing an appointment letter to the faculty member in January. If there is uncertainty, we recommend holding the appointment letter until a decision date (dates will be discussed further in the “Timing” section).

In order to “make,” an undergraduate class must have a minimum enrollment of 10 students and a graduate class must have a minimum enrollment of 5. Undergraduate and graduate courses with less than 10 and 5 students respectively should be cancelled or combined with other courses unless the dean decides to offer the course based upon hardship criteria. Hardship criteria are met when teaching of a particular course is prudent for the University. For example, this could include a situation where students graduating in August or December need the course to graduate, course sequencing requires students to be in a particular cohort, etc. In approved hardship cases, the dean may authorize up to 10% pay for the faculty member. If one faculty member is teaching two courses and the combined enrollment is 20 (undergraduate) or 10 (graduate), then enrollment is considered to be met for full pay at 10% per class.

If no hardship exists, the department and dean may elect to offer the course at a prorated salary of 1% per student for undergraduate classes and 2% per student for graduate classes. The contract will be issued with enrollment as of the decision date (outlined below) and will not be adjusted downward if enrollment drops. However, if enrollment increases between the decision date and the 4th class day, we will adjust the contract pay upward (not to exceed the 10% maximum).

**Summer Letters of Appointment**

The University issues summer letters of appointment for teaching, administrative assignments, and/or summer sabbaticals. Contracts are not issued for study abroad work or for externally funded work. Human Resources and Payroll receive pay information for faculty on study abroad programs from the Center for International Education and for externally funded work from the Office of Sponsored programs.

Summer contracts are issued in January for administrative assignments and for courses that meet historical enrollment guidelines described above. If there is uncertainty in faculty assignments when the initial salary spreadsheets are submitted in December, it is helpful to note this on the comments section of the spreadsheet and discuss whether the contract should be held until May when the next round of contracts are issued.

**FTPBA’s for summer school**

Several Baylor staff members and temporary personnel are used to teach summer courses. It is important that the same protocols are used for ensuring that the proper documentation is in place prior to the start of the summer term.
Timing of Summer Administrative Cycle

The goal of the timing structure is to have three times per year when summer spreadsheets are updated and contracts issued. Exact dates may change each year, but will be consistent with what is outlined below.

December

Summer salary spreadsheets are distributed by HR and are due back through Provost Office review before Christmas holidays. Courses with the three-year history (see enrollment guidelines above) are considered “made” at this time and contracts will not be adjusted if enrollment does not reach minimums. If you are holding a contract pending enrollment, include the assignment on the summer spreadsheet, but indicate the contract should be held pending enrollment in the comments section.

January

Summer appointment letters are issued by HR (end of month). It is expected that the majority of contracts are issued at this time.

May 1st

Decision date for mini-semester and Summer I enrollment for those courses that were held pending enrollment. All appointment changes accumulated between the first draft of the spreadsheets in January and May 1st are submitted for another round of contract updates/issuance.

May 7th

Updated summer spreadsheets approved through Provost Office and submitted to HR. Changes from the first draft of the spreadsheet are highlighted in yellow.

May 15th

Updated summer contracts issued to faculty. FTPBA’s for Summer I should be completed by this time.

June 15th

Decision date for Summer II enrollment. FTPBA’s for Summer II should be completed by this time.

June 18th

Updated summer spreadsheets for any changes related to Summer II enrollment are approved through provost (or provost delegate) and submitted to HR for contracting.