Policy Number: 422
Policy Title: Faculty Summer Assignments and Compensation
Policy Council Review Date(s): 3/17/11 and 4/21/11
PPAB Approval Date: 6/28/11

POLICY:
Tenured and tenure-track faculty who teach during the summer semester are eligible to receive a percentage of their previous academic year’s regular ten-month salary.

PROCEDURE:
With the prerequisite approval of their respective department chair and academic dean, faculty who wish to teach in the summer may teach up to six workload hours for a maximum of twenty percent of their regular ten-month compensation for the previous academic year if the classes are available. Workload hours beyond six will be paid at the adjunct rate. The overall rate of pay may be reduced based upon the enrollment level in the classes. The threshold level and rates of pays will be set by May 1 of the Academic Year by the Vice President, Academic Affairs. In addition, with department chair approval, faculty may teach one additional class for part-time pay.

For those who teach for percentage pay, the additional summer commitment may include the following:

• Developing curriculum
• Advising and mentoring students;
• Maintaining posted office hours;
• Assisting with registration and drop/add for summer and early registration for fall;
• Working on campus, discipline, or college-wide committees;
• Completing projects for department chairs or academic deans.

The faculty member and his or her respective department chair should agree in writing regarding the faculty member’s distribution of office hours and other GPC professional obligations, which may take place over the entire term. Faculty teaching three or four workload will be expected to complete thirty hours of work from the list above. Those teaching six to eight workload hours will be expected to complete sixty hours of work from the list above. Work commitments must be scheduled at times beneficial to students and to the department.

Faculty who wish to teach without any additional responsibilities aside from meeting with students on an as-needed basis will receive part-time pay for up to three classes.