Summer/Winter Salary for Teaching a Course

Owner

Associate Dean for the Arts and Humanities; Associate Dean for the Natural, Mathematical, and Social Sciences

Key Contacts

If you have questions, please contact your Area Associate Dean.

Applicability

All employees who will teach courses during the summer/winter session (see definition of employees who teach below)

Policy Purpose and Description

Faculty members, emeritus faculty, visitors, adjuncts, teaching assistants, and staff who teach during the summer session (not on-load) receive salaries for the summer/winter session in which the course is taught.

Definitions

Employees who teach: tenure-track, instructional-track, clinical-track, adjunct, visitors, teaching assistants, emeritus faculty, and staff.

Procedure

**Instructional-track faculty:** Will be compensated at a rate of 1/8 of their full-time academic year salary for each course. Their salary is prorated for courses less than 3 semester hours and/or low enrolled courses.

The salary for all other faculty will be based on the average Instructional Track Faculty (ITF) salary in the department during the Fall semester of the preceding academic year. If there are no ITFs in the department, the average will be computed based on the average in a similar department at the discretion of the appropriate Associate Dean. The salary will be computed as follows:

**Tenured, tenure-track faculty, and emeritus faculty:** Will be compensated at a rate of 105% of 1/8 of the average ITF salary in the department per course. Their salary is prorated for courses less than 3 semester hours and/or low enrolled courses.
Clinical-track faculty: Will be compensated at a rate equal to 1/8 of the average ITF salary in the department per course. Their salary is prorated for courses less than 3 semester hours and/or low enrolled courses. There is no additional compensation for fiscal year clinical faculty (if teaching above normal load, see Overload Policy).

Visitors and adjunct faculty: Will be compensated at a rate of 95% of 1/8 of the average ITF salary in the department per course. Their salary is prorated for courses less than 3 semester hours and/or low enrolled courses.

P&S staff: Will be compensated at a rate of 95% of 1/8 of the average ITF salary in the department per course. If the staff member is less than 100%, an adjunct support form will be submitted. If the staff member is 100%, a special compensation form will be submitted. Their salary is prorated for courses less than 3 semester hours and/or low enrolled courses.

Teaching Assistants: Will be compensated at a rate of 2/9 of a 50% academic year salary per course. Their salary is prorated for courses that are less than 3 semester hours.

Market Adjustment: If a department cannot secure an instructor for a course, they may request a market adjustment to the above salaries for a particular class. The approval of such adjustment will be at the discretion of the appropriate Associate Dean.

Low enrolled course: If a decision is made to proceed with offering a low-enrolled course, overload compensation for that course is pro-rated at 1/16th of the per-course rate per student.

Limit: Instructors may only teach one course per session and the sessions may not overlap.

Definitions

Low-enrolled course: Less than 16 students (graduate students count double). Exceptions apply if the course has restrictions that only allow a maximum of less than 16 students. Please contact your Associate Dean if this exception applies to your situation.

Course: Any 3, 4, or 5 semester hour course.

Forms

Summer session offer letter template: Please contact your HR representative for the updated template.

Frequently Asked Questions

If a faculty member is teaching a summer course on-load do they receive additional compensation? No, additional compensation will not be paid if the course is defined in the offer letter as on-load.
How do you define a course for compensation purposes? Three, four, and five semester hour courses will be compensated the same. Proration occurs when courses are low enrolled or have semester credit hours of one or two hours.

Related Information

17.8(1) Summer Session Salaries