

## UT MARTIN: ACADEMIC AFFAIRS POLICY

**SUBJECT:** Calculation of Pay for Summer School and Interim Terms

**AUTHORITY:** VCAA

**EFFECTIVE:** 5/4/2010

**REVISION:** 1/1/2012

**Purpose:** To establish guidelines for determining which courses “make” during summer school and interim terms, the alternatives available for offering courses not meeting the minimum enrollments and the procedures employed in situations in which faculty members share the instructional responsibilities for summer courses.

1. Regular faculty who are on academic year appointments and who teach summer school courses (first and second session) meeting the minimum enrollments established by the vice chancellor for academic affairs (VCAA) will be compensated in accordance with section 2.12.2 of the *Faculty Handbook*. The minimum enrollment for on-campus courses taught by a regular faculty member is 10; budget-driven changes to that number in future summer terms will be reflected in updates to this policy and communicated to the faculty through the deans at the earliest opportunity.
2. A faculty member who wishes to teach a course for which there are fewer students than the minimum enrollment may voluntarily do so, with the approval of the respective dean, for pro-rated pay. Pay will be calculated by multiplying the percentage of minimum enrollment times the *Faculty Handbook* formula that would be used for fully subscribed courses. Courses with fewer than five students must be approved by the VCAA.
3. Faculty who “co-teach” a summer course by design will divide the compensation that is due, with each paid a corresponding percentage of their *Faculty Handbook* formula compensation as outlined above. Faculty members who share summer instructional responsibilities because of the illness or other incapacity of the originally assigned faculty member will receive similarly calculated proportionate shares of the appropriate summer compensation. Exceptions must be requested by the chair, recommended by the dean and approved by the VCAA.
4. Adjunct faculty teaching summer courses will be compensated at the University’s normal rate of \$605 per credit hour. The minimum enrollment for summer courses taught by adjunct faculty is five; courses with fewer than five students enrolled may be voluntarily offered for pro-rated pay if approved by the appropriate dean and VCAA.

5. A faculty member teaching a course during an interim term (“Maymester,” for example) will be paid a flat fee--\$4,000 for a three-hour course--if the course meets the established minimum enrollment of 10. As with summer terms, a faculty member who wishes to teach a course for which there are fewer students than the minimum enrollment may voluntarily do so, with the approval of the respective dean, for pro-rated pay.
6. For both interim and summer terms, the number used for calculation of pay will be the enrollment at the conclusion of the deadline for students to add courses.