

UT MARTIN: ACADEMIC AFFAIRS POLICY

SUBJECT: Pay for Summer Sessions and Maymester

AUTHORITY: VCAA

EFFECTIVE: 5/4/2010

REVISION: 7/14/2017

Purposes: To establish guidelines for determining which courses “make” during summer school and Maymester, the alternatives available for offering courses not meeting the minimum enrollments, the procedures employed in situations in which faculty members share the instructional responsibilities for summer courses, and the pay calculation criteria for faculty and faculty administrators who teach during the summer.

1. Regular faculty who are on academic year appointments and who teach first- and/or second-session summer school courses meeting the college’s (or, in the case of off-campus and online courses, the Office of Educational Outreach’s) minimum enrollment will be compensated in accordance with section 2.2.4 of the *Faculty Handbook*. To the extent the college/OEO meets its summer school target budget contribution, the minimum enrollment for a course taught by a regular faculty member will be determined by the dean of the respective college/executive director of OEO. The minimum enrollment for any college (or OEO) not meeting its overall contribution target will be established by the dean/executive director in consultation with the vice chancellor for academic affairs (VCAA). In each case, the minimum enrollment should be communicated to both the affected faculty and the Office of Finance and Administration.
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/executive director, 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.
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/executive director and approved by the VCAA.

4. Faculty with 12-month administrative appointments who are approved by their supervisors to teach summer school will be compensated on the basis of their nine-month faculty salaries. They will also be responsible for adhering to all applicable Human Resources policies on the use of annual leave for any teaching performed within the normal workday.
5. Adjunct faculty teaching summer courses will be compensated at the University's standard rate of \$670 per undergraduate credit hour; graduate courses are compensated at \$838 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/executive director and VCAA.
6. A faculty member teaching a course during Maymester will be paid a flat stipend of \$4,000 for a three credit-hour undergraduate course (\$5,000 for a three credit-hour graduate course) if the course meets the established minimum enrollment of 10. Stipends for four credit-hour courses will be proportionally higher. 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/executive director, for pro-rated pay.
7. For both Maymester 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.
8. As set forth in the *Faculty Handbook*, the maximum number of summer school credit hours for which a faculty member may receive remuneration is six per session, or 18.75 percent of the previous year's salary. A faculty member teaching both sessions is limited to pay for nine hours, or 28.125 percent of salary. Exceptions may only be granted with the approval of the appropriate chair, dean and VCAA. In addition, UT System fiscal policy provides that "during the summer months, nine-month faculty may earn extra-service pay on grants and contracts, provided that the total income earned, including pay for summer teaching and/or administration, does not exceed 33 1/3 percent of the individual's base salary." Compensation for Maymester instruction is not included in either calculation.