

2017 SUMMER SCHOOL – KEY INFORMATION

SUMMER SCHOOL FIRST TERM 2017 & 10 WEEK:

- First day of classes: **June 1**
- Last day to add class: **June 2 & 5**
- Last day of classes: **June 27**
- Finals First Term: **June 29**
- **Instructors of record must be confirmed & listed in BANNER: May 31**
- **Departments may process electronic payroll in BANNER: June 6**
- **First Term Payroll Report due from Deans to Provost : June 9**
- First Term Payroll will be issued with SM#12 (June 30, 2017)

SUMMER SCHOOL SECOND TERM 2017 & 10-WEEK:

- First day of classes: **July 5**
- Last day to add a class: **July 6**
- Last day of classes: **July 31**
- Finals: **August 2 & 3**
- **Instructors of record must be confirmed & listed in BANNER: July 3**
- **Departments may process electronic payroll in BANNER: July 7**
- **Second Term Payroll Report due from Deans to Provost : July 12**
- Second Term Payroll will be issued with SM#14 (July 31, 2017)

MINIMUM UNDERGRADUATE ENROLLMENT = 10 AND MINIMUM GRADUATE ENROLLMENT = 5.

- Under-enrolled undergraduate classes should be prorated starting with 9 students prorated @ 90%, 8 students prorated @ 80%, 7 students prorated @ 70%, 6 students @ 60%. No class allowed with fewer than 6 undergraduate students without an approved exception.
- Under-enrolled graduate classes should be prorated starting with 4 students prorated @ 90%, 3 students prorated to 80%. No class allowed with fewer than 3 graduate students without an approved exception.
- Exceptions may be considered for under-enrolled classes with fewer than 6 undergraduate students and fewer than 3 graduate students only if prior approval has been given by Dr. Julia Hodges, Executive Associate Vice President.

UPDATE ALL “INSTRUCTORS OF RECORD” VIA THE E-FORM (INSTRUCTOR OF RECORD CHANGE REQUEST) SO THAT THE INFORMATION WILL BE POPULATED IN THE BANNER ELECTRONIC SUMMER SCHOOL PAYROLL PROCESS.

DOCUMENT AND ROUTING HELP PROVIDED BY A LINK AT THE TOP/LEFT OF THE FORM

- Check the current employment status of all Lecturers and Graduate Teaching Assistants (TA3) who are teaching to ensure they are currently active in Banner. If a termination EAF has been processed for May 15, 2017, you will need to submit a **reappointment** EAF effective May 16, 2017 so there is no break in service. **A PARF and an offer letter via PageUp is required for Summer School employment for all new hires and rehires that had a break in service.** Be sure to list the departmental HOME ORG on the EAF.
- All instructors, lecturers, and GTA3s should have the proper credentials (master's degree in the appropriate field) or an approved waiver reflected in the faculty credentials system in advance of the first day of classes.

ONLY 9-MONTH FACULTY OR GRADUATE TEACHING ASSISTANTS (TA3) WILL BE PROCESSED VIA THE BANNER ELECTRONIC SUMMER SCHOOL PAYROLL PROCESS.

- Nine-month faculty will receive 8.33% of their nine-month salary base for a 3 credit hour course with an enrollment of 10 or more undergraduate students and 5 or more graduate students.
- Twelve-month faculty approved to teach will receive 8.33% of a nine-month equivalency of their twelve-month salary for a 3 credit hour course with an enrollment of 10 or more undergraduate students and 5 or more graduate students.
- Twelve-month faculty compensation for Summer School will be paid at a 9-month equivalency rate via the Request for Additional Pay (RAP) form if approved through their chain of command, including the Provost's office. Usually 12-month faculty members are required to take personal leave time to receive additional pay, or they may utilize release time in their home department with no additional pay. We do not provide additional compensation to administrators.