




MISSISSIPPI STATE
UNIVERSITY™

Office of the Provost and Executive Vice President

May 22, 2017

TO: Deans, Associate Deans, Department Heads, Business Managers, and Registrar

FROM: Julia Hodges, Executive Associate Vice President 

RE: 2017 Summer School Information

The budget allocation for the upcoming 2017 summer sessions is based on last year's allocation. You will receive your college's allocation in a separate email attachment from Diane Alexander. **It is essential that you have all necessary employment paperwork processed prior to the start of the summer sessions. EAFs should have Home ORG Number listed. It is not necessary to list the Summer School Banner account number on the EAF.**

Please adhere to the usual guidelines:

- Nine-month faculty will receive **8.33%** of their nine-month salary base for a 3 credit hour course that has at least the minimum required enrollment (see below). Regular faculty should not be compensated at a rate that is lower than the standard departmental lecturer rate. Courses with more or fewer credit hours should be prorated accordingly to determine the appropriate rate of pay.
- Minimum enrollment is 10 for undergraduate classes and 5 for graduate classes. For split-level courses, graduate students may be considered the equivalent of two students. Banner will automatically calculate based on the formula of 8.33% per three credit hours. Prorated salaries must be manually entered for the "actual pay."
- Under-enrolled classes with fewer than 6 undergraduate students and fewer than 3 graduate students will require prior approval from me and should be prorated as follows:
 - **Under-enrolled undergraduate classes should be prorated starting with 9 students prorated @ 90%, 8 students prorated @ 80%, 7 students prorated @ 70%, 6 students prorated @ 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 at 80%. No class allowed with fewer than 3 graduate students without an approved exception.**
- Graduate teaching assistants may be included on the Summer School payroll only if teaching a course and listed as the *instructor of record* (TA3) in Banner.
- Only 9-month faculty or 9-month graduate teaching assistants (TA3) will be paid via the Banner electronic summer school payroll process. With the appropriate prior approval through their chain of command, including the Office of the Provost and Executive Vice President, a 12-month faculty member teaching in summer school may be compensated via the Request for Additional Pay form (RAP). Usually, 12-month faculty members are required to take personal leave time to receive additional compensation for teaching a summer school course. The option of allowing 12-month faculty departmental release time without pay is also available.
- We do not provide additional compensation or departmental funds to administrators (academic department heads; assistant/associate deans; deans; directors, assistant/associate vice presidents and vice presidents) for teaching.

Summer - First Term – Banner Payroll Report due to Provost/Executive Vice President by 3:00 p.m., Friday, June 9, 2017

Summer - Second Term – Banner Payroll Report due to Provost/Executive Vice President by 3:00 p.m. Wednesday, July 12, 2017

We appreciate your monitoring the payroll reports to ensure they are consistent with the guidelines and that each department's payroll total falls within the allocated budget for the college. See attached 2017 Summer School Key Information.

If you have any questions, please do not hesitate to contact me, Diane Alexander, or Susan Brooks.