



2024
ACADEMIC AFFAIRS DIVISION
CHAIRS ACADEMY: SUMMER COMPENSATION SESSION

Office of the Provost

March 11, 2024

SUMMER FACULTY PAY

- ❑ It is the department chairs responsibility to manage the summer course offerings. The goal is to offer courses that our students **need** and **will enroll in**.
- ❑ Courses must be cancelled by 5pm on the Wednesday preceding the term start on Monday to allow students time to find other courses to enroll in.
- ❑ Graduate and Undergraduate courses that run with fewer than **10** students will be paid out on a pro-rated basis.

- ✓ The enrollment at 5pm on the second day of each term will be used to calculate instructor pay. There will be **no** changes in instructor pay (more or less), regardless of students entering/leaving the course after this time.
- ✓ If a faculty member isn't willing to teach a course for less than full pay, you will either need to find another instructor or cancel the course (by Wednesday preceding the term start date).

SUMMER FACULTY PAY

The BIG important rules:

- ❑ Faculty members may teach a maximum of **2** courses per summer term, and a maximum of **4** courses over the course of the entire summer.
- ❑ Faculty members may **not** teach 2 courses **and** earn Extra Compensation for non-teaching duties in a single summer term.
 - ✓ Faculty members may teach 1 course and earn half of their daily rate for non-teaching duties.
 - ✓ If **only** performing non-teaching duties, faculty members can earn up to their full daily rate. The daily rate may not be exceeded for combined non-teaching duties during the same time period.

SUMMER FACULTY PAY

- ❑ HR will distribute salary sheets showing all your permanent faculty members. This will show you how much each faculty member will earn per course, and how much they are allowed to earn over the course of the summer. (see Sample)
 - ✓ Use these sheets to track faculty pay for teaching and non-teaching duties throughout the summer.
 - ✓ No faculty member may earn more than 30% of their 9-month salary during the summer for teaching duties.
 - ✓ No faculty member may earn more than their Daily Rate, regardless of grant provisions.
 - ✓ Remember to include grant work in all of your extra compensation (non-teaching) calculations.
- ❑ Teaching Associates earn the same pay rate they earn during major semesters but follow the same pro-ration rules as permanent faculty (using their normal pay rate as their base rate per course).

SUMMER FACULTY PAY AT-A-GLANCE

- ❑ Multiple course and/or lab sections requires a minimum 32 combined enrollment to offer more than one section of the same course and/or lab. Each section is treated independently for determining pay rate.
- ❑ All courses and labs are paid separately as follows:
 - ✓ 1-5 students (pro-rated using **overload rate**)
 - ✓ 6-9 students (pro-rated using percentage of 7.5%; see guidelines for exact percentages)
 - ✓ 10-20 students (7.5%)
 - ✓ 21-25 students (pro-rated using **overload rate** in addition to 7.5%)
 - ✓ 26-29 students (pro-rated using percentage of 7.5% in addition to 7.5%; see guidelines for exact percentages)
 - ✓ 30+ students (15%)
- ❑ Note that faculty members who earn more than 7.5% for any courses they teach may become ineligible to teach additional summer sections based on the 30% limit (see Important Note in guidelines, page 3).
- ❑ Submit workflow for PAID courses only. Do not submit internships, etc. that are not receiving payment.
- ❑ Use amounts provided in worksheets for 7.5%, 15%, 30%. Do not remove cents until the very end of your calculations.
- ❑ Examples provided in the Summer Compensation Policies and Regulations are based on 3 credit/contact hour courses. Adjustments should be calculated for courses with more/less credit/contact hours.
- ❑ Consider waiting until closer to term start date to submit workflows for low-enrolled sections to reduce the possibility of having to cancel a workflow with low enrollment.

BUCKET EXAMPLES

Bucket #1 (Teaching)

- Teaching = maximum of 30% of 9-month base salary (AY 23-24)
- Typically, 4 courses total with no more than 2 courses per summer session.
 - Example:
 - Teach 2 maymester courses @ 15% + teach 2 Summer I courses @ 15% = total of 30%

Bucket #2 (Extra Compensation: non-teaching)

- Extra compensation = maximum daily rate (DR)
- 9-month base salary/195 (days) = DR
 - Example:
 - Work on grant (non-teaching) for 20 days, 7/3-7/31 (excludes 7/4 holiday)
 - DR=\$291.13 x 20 (days) = \$5,822.60 (drop cents - maximum amount that can be earned during this time period)

Bucket #3 (Teaching and Extra Compensation: non-teaching)

- Teaching pay always earns full amount based on the number of students. Extra compensation drops to one-half of daily rate.
 - Example:
 - Teach 1 Summer I course and work on grant for 10 days, 6/12-6/23.
 - Refer to the Office of the Provost's Summer Compensation Procedures document to calculate teaching compensation.
 - Extra Compensation: DR = \$328.58; $\$328.58 \text{ (DR)} / 2 = \164.29 (1/2 DR)
 - $\$164.29 \text{ (1/2 DR)} \times 10 \text{ (days)} = \$1,642.90$ (drop cents - maximum amount that can be earned during this time period for extra compensation.)

FACULTY OVERLOAD RATES

Permanent Faculty

(Lecturers, Assistant/Associate Professors, Professors)

Base rate for overloads are determined by credentials:

	1cr/contact hr	3cr/contact hrs
Master's degree in the teaching discipline	\$1321	\$3963
Master's degree in the teaching discipline + graduate certificate	\$1346	\$4038
Terminal degree in the teaching discipline	\$1440	\$4320

DEADLINES FOR SUBMISSION SUMMER PAY

Term	XSF/XTF/Dual Due to Office of the Provost on or before	Pay Dates	Classes Begin	Classes End
Maymester (3 & 4 wks)	May 1, 2024	May 31, June 15	May 6*	May 31 (4 week)
Summer I	May 29, 2024	June 30, July 15	June 3	July 5
Summer (8-week session)	May 29, 2024	June 30, July 15, July 31	June 3	July 19
Summer II	July 3, 2024	July 31, August 15	July 8	August 2

*NOTE: Maymester courses begin on May 6, 2024, but all paperwork must have May 16 as the start date.

OPEN EDUCATION RESOURCES (OER)

☐ Please note:

The Open Education Resources (OER) initiative ended after Summer 2023. Please direct any questions concerning OER to Jessica Hall, Director of Digital Initiatives, Office of Academic Technology.

SUMMER FACULTY PAY CONTACTS

☐ Office of the Provost

- ✓ Monica Streicher
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- ✓ Teresa Burns
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☐ Human Resources

- ✓ Belinda Pope
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- ✓ Heather Marsh
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- ☐ Contact your dean for any special requests or exceptions. The dean will reach out to the Office of the Provost for approval on all exceptions.
- ☐ The **2024 Summer Compensation Procedures for Faculty** may be accessed on the Provost's webpage at: <https://www.coastal.edu/aboutccu/leadership/provost/facultyresources/>.