# THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

# SUMMER SCHOOL OPERATIONS

**INTERIM**

**Number** 02.01.52

**Division** Academic Affairs

**Date** February 26, 2014

**Purpose**

To establish operational principles, revenue and cost sharing, class scheduling, and faculty compensation for instruction in summer school.

**Policy**

Summer school operates on a College level by generating revenue from tuition, using that revenue to pay direct expenses of instruction, and sharing net revenue among various units to support operations of those units throughout the year.

Instructional costs (salaries and benefits) will be paid first from gross revenues. Subsequently, the distribution of net revenues after payment of instructional costs is asfollows:

|  |  |
| --- | --- |
| General Fund | 66% |
| Academic Affairs (Office of the Provost) | 17% |
| College | 17% |

Net revenues are distributed in the fiscal year budget beginning the 1st of October immediately following fiscal year-end close.

Class Size

Summer term undergraduate minimum course enrollments for three or four credit hour courses range from 10 to 15 students for on campus courses and from 10 to 20 students for online courses. Each college will select the undergraduate minimum course enrollment limit within the approved range for summer terms. The Dean, with the concurrence of the Provost, will decide which undergraduate courses will be taught during the summer terms. Courses with lower enrollments may be taught with the approval of the Dean and Provost. An undergraduate course that is significantly below the minimum course enrollment should only be offered if there are students who need the courses to graduate. University-wide, no more than 15% of the summer undergraduate courses can be below the minimum course enrollment. The Provost must approve any exceptions.

Summer term graduate minimum course enrollments range from 5 to 10 students for on campus and online courses. Each college will select the graduate minimum course enrollment within the approved range for summer terms. The Dean, with the concurrence of the Provost, will decide which graduate courses will be taught during the summer terms. A graduate course that is significantly below the minimum course enrollment should only be offered if there are students who need the courses to graduate. Courses with lower enrollments may be taught with the approval of the Dean and Provost. University-wide, no more than 15% of the summer graduate courses for one college can be below the minimum course enrollment. The Provost must approve any exceptions.

Enrollments in cross-listed undergraduate and graduate courses will be calculated as the sum of the undergraduate and graduate enrollment. The graduate minimum enrollment range will be used to determine whether the course is taught.

Minimum enrollment levels for interdisciplinary courses will be defined by the home department or program for the course.

Compensation for Instruction

All full-time faculty (i.e., tenured and tenure­ earning, research, clinical, instructors, lecturers) will be compensated at a rate of 10% of their academic year base salary per 3-credit-hour course, with a $7,500 minimum and up to a maximum of $17,500 per 3-credit-hour course. Courses of fewer or greater than 3-credit-hours are compensated on a pro rata credit-hour basis. Part-time and adjunct instructor compensation is determined by the College with concurrence by the Provost. The 10% rate derives from a full-time teaching load of 4 3-credit hour courses per semester plus *time* allocated to service, i.e., 5 time blocks per semester or 10 per academic year such that one course Is approximately equivalent to 10% of the academic year.

**Review**

The Office of the Provost Is responsible for the review of this policy every five years (or whenever circumstances require).

**Approval**

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Chief University Counsel

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Provost and Executive Vice President for Academic Affairs

**APPROVED:**



President

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