THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
SUMMER SCHOOL OPERATIONS

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 as follows:

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: There is no specific class size minimum. Following registration, the Provost will review class registration numbers and may require sections of the same course to be combined or cancelled and will determine if classes with small registration numbers will be offered in order to manage net revenue.

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 $6,000 minimum and up to a maximum of $7,500 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 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**

**Chief University Counsel**

**Provost and Executive Vice President for Academic Affairs**

**APPROVED:**

**President**