

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 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: 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 but no lower than 50% of the minimum course enrollment may be taught with the approval of the Dean and Provost with the faculty salary, set forth below (the "Summary Salary"), being prorated in proportion to the number of students in the course. For example, if a college's minimum course enrollment is 12 students, a class of 6 students may be taught and the

faculty's Summer Salary will be calculated at 50% of the normal rate. The university will pay the pro rata amount. If the Dean chooses with the approval of the Provost, the college may pay the difference between the pro rata amount and the instructor's allowed Summer Salary. Courses below the minimum course enrollment should only be used for students who need the courses to graduate. No more than 15% of the 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. Courses with lower enrollments but no lower than 50% of the minimum course enrollment may be taught with the approval of the Dean and Provost with the faculty Summer Salary being prorated in proportion to the number of students in the course. For example, if the college's minimum course enrollment is 8 students, a class of 4 students may be taught and the faculty's Summer Salary will be calculated at 50% of the normal rate. The university will pay the pro rata amount. If the Dean chooses with the approval of the Provost, the college may pay the difference between the pro rata amount and the instructor's allowed Summer Salary. No more than 15% of the summer courses for one college can be below the minimum course enrollment. The Provost must approve any exceptions.

Part-time Faculty

Part-time faculty are paid the part-time salary rate established by the college for summer courses. The Dean will decide with the concurrence of the Provost the classes that part-time faculty teach during the summer.

Cross-listed Courses

Cross-listed undergraduate and graduate courses will be calculated as the sum of the undergraduate and graduate enrollment and the graduate minimum enrollment range will be applied to the course as a whole for calculating proration.

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 that meets minimum enrollment, with a \$6,000 minimum and up to a maximum of \$7,500 per 3-credit-hour course that meets minimum enrollment. Courses of fewer or greater than 3-credit-hours that meet

minimum enrollment 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



Campus Designee

Chief University Counsel

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Provost and Executive Vice President for Academic Affairs

APPROVED:



President