Planning for Summer Success
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The purpose of this document is to aid academic departments and programs in planning for summer course offerings. Academic units are encouraged to think strategically in the planning for summer school and to use the summer terms to offer courses that students most need to graduate on time, or to progress into advanced courses in the fall.

Please feel free to contact one of the following with any questions about Summer School:

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Contents:

I. Planning for Summer School
   A. Dates
   B. Timeline for Planning
   C. Allocation

II. Payment Information
   A. Instructor Compensation
   B. Evening Instructional Supplement to the Allocation
   C. Faculty Course and Salary Confirmations

III. Course Specific Information
   A. Course Minimum Enrollment
   B. Distance Education Program Courses
   C. LBST Courses
   D. Course Notes
   E. Course Cancellations
   F. Schedule Changes
Planning for Summer Success

I. Planning for Summer School

A. Dates: Summer School 2017 Dates (including exams)
   
   First five weeks: May 22 - June 28
   Second five weeks: July 5 - August 10
   Extended Session: May 22 - August 10

B. Timeline for Planning

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 10, 2016</td>
<td>Allocation Sheets sent to departments. Departments do not return anything at this time, use this information to guide your planning and enter or update the summer courses in Banner.</td>
</tr>
<tr>
<td>October 17, 2016</td>
<td>Banner opens for summer course entry. <strong>Reminder:</strong> The summer schedule of courses will be created by rolling the schedule of classes from the previous summer.</td>
</tr>
<tr>
<td>December 2, 2016</td>
<td>Banner closes for summer course entry</td>
</tr>
<tr>
<td>December 16, 2016</td>
<td>Summer schedule viewable to students on the web</td>
</tr>
<tr>
<td>January 16, 2017</td>
<td>Summer School will send departments summer schedule that asks for salaries to be assigned to instructors, TAs, problem sessions, etc.</td>
</tr>
<tr>
<td>February 3, 2017</td>
<td>Departments return “Summer Salary Assignments” with salaries assigned to courses, non-course instructors. Send to <a href="mailto:Summer49er@uncc.edu">Summer49er@uncc.edu</a></td>
</tr>
<tr>
<td>March 1, 2017</td>
<td>Final summer schedules with assigned salaries go to Chairs for approval</td>
</tr>
<tr>
<td>March 15, 2017</td>
<td>Faculty salary confirmation letters are sent to departments for distribution</td>
</tr>
<tr>
<td>March 27, 2017</td>
<td>Registration for Summer 2017 begins</td>
</tr>
<tr>
<td>April 10, 2017</td>
<td>Review enrollment to look for low and high enrolled courses</td>
</tr>
<tr>
<td>May 1, 2017</td>
<td>Last date for changes for first and extended term</td>
</tr>
<tr>
<td>June 1, 2017</td>
<td>Last date for changes for second term</td>
</tr>
</tbody>
</table>
Planning for Summer Success

C. Allocation

The allocation is generated from the department’s student credit hours produced last summer in courses enrolling at least 10 students and the amount of each department's average salary.

The allocation consists of a sum of money and a minimum number of credits to be delivered.

As you plan next summer’s courses and anticipate the salaries for faculty, part-time instructors, and teaching assistants, the allocation should be enough to cover the costs. If you plan to offer more courses and need to go beyond the allocation, you may do so keeping in mind two criteria:

1) The course should meet the minimum enrollment

<table>
<thead>
<tr>
<th>Level and Max Pay</th>
<th>$8,000</th>
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<th>$6,000</th>
<th>$5,000</th>
<th>$4,000</th>
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<tr>
<td>Undergraduate</td>
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</tr>
<tr>
<td>Master's</td>
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<td>5-4</td>
<td>3</td>
</tr>
<tr>
<td>Doctoral</td>
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<td>5</td>
<td>4</td>
<td>4</td>
<td>3</td>
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</table>

2) The total cost of delivering summer instruction should stay close to the department’s per credit hour funding rate found on the allocation sheet.

Example: A Chair person planning next summer’s courses will look at the courses that students most need to progress and determines a need for 62 credit hours. After making tentative faculty assignments and estimating the summer salaries up to 1/10 of the nine-month salary, the estimate is $126,000. Those courses are entered in Banner.

If the Chair person wants to add sections due to student need and offers 74 credit hours, she may do so and anticipate spending $145,000. The average cost per credit hour is $1960 and remains under the funding rate for the department of $2167.

If you are proposing courses above the allocation and would like to discuss the process, please contact Shanna Coles at shannacoles@uncc.edu or 7-1277.
II. Payment Information

A. Instructor Compensation

1. Full-Time Faculty: For a three-credit course, full-time faculty may earn up to 10% of their nine-month salary (with a maximum of $8000).

When courses are fewer or more than three credits, compensation must be adjusted proportionally.

Full-time faculty should not be paid less than $4,000 for a three-credit hour course.

Allowable Exceptions: A department may exceed the 10% limit and pay up to $5000 (for a three-credit course) for a full-time faculty member with a nine-month salary less than $50,000.

Total compensation for an individual during the summer from all sources paid through the University Payroll Office, is subject to the limits of University Policy #101.15: Additional Compensation for Professional Services to the University.

Part of the policy states that a nine-month faculty member can earn up to 3/9ths Additional Compensation from all sources paid through the University Payroll Office during the Summer. The 3/9ths maximum is calculated on the Base Salary.

The annual permanent salary of the employee as it appears in the employment contract of the employee or subsequent letters of notice of salary increase/decrease plus any supplemental administrative stipends of one full year or more.

NOTE:

- Summer salary should not be assigned to independent study, dissertation/thesis research or similar types of courses

- Funding requests related to student need, special program initiatives, etc. will be considered by the Director of Summer School.

- Twelve-month salaried faculty and staff are not eligible for Summer School salary.

2. Part-time Instructors: Part-time instructors are to be paid according to the rates for part-time instruction used by your department during the academic year. A department may opt to pay one or more of its part-time instructors up to 25% more to teach a summer course than the instructors are paid to teach a course during the academic year.

3. Graduate Teaching Assistants: The minimum salary for Graduate Teaching Assistants who are fully responsible for teaching a three-credit course is $2000. They should be paid for other instructional support (for example, for labs and problem sessions associated with a summer course) at a rate comparable with that paid during the academic year.
Departments are responsible for entering the eGA applications for graduate assistants. The payment schedule will be published mid-spring.

B. Evening Instructional Supplement to the Allocation

Your department may add $140 per credit hour ($420 for three credit-hours) to your allocation for each course section that begins at or after 5:00 p.m. and that is taught 100% face-to-face. Your department may add $70 per credit hour ($210 for three credit-hours) to your allocations for each course section taught partially face-to-face – e.g., taught 50% face-to-face and 50% online. The increase may be distributed at your discretion, either to enhance the salary of the evening instructor (but not above the maximum allowed) or to bring all salaries closer to the maximum payable (but not above the maximum allowed) or to help fund other offerings.

C. Faculty Course and Salary Confirmations

Summer course and payment confirmations will be sent to departments for distribution to their faculty rather than being sent to individual faculty. This will provide an opportunity for departments to have a conversation with their faculty regarding any changes in pay from the previous summer.

III. Course Specific Information

A. Course Minimum Enrollment

In lieu of course cancellation, please note the minimum number of enrollments recommended to cover the salary and benefits for a three-credit course:

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A higher salary may be assigned up to the allowable limits as long as it is within the allocation amount; a lower salary may be assigned if you anticipate low enrollment in a course. A review in mid-April will determine if a course will meet the minimum enrollment expectation to receive the assigned salary or if a course should be cancelled for low enrollment.

B. LBST Courses

If your department wishes to offer multiple LBST courses, we request that they be offered in first, second, and 10-week sessions.
Planning for Summer Success

Based on strong interest and enrollment in online LBST courses, your department may want to consider offering your LBST courses online or in a hybrid format. Limited funding is available for development of online or hybrid courses. Contact Shanna Coles at shannacoles@uncc.edu or 7-1277 for more information.

Your department should provide detailed notes and descriptions in the Banner schedule in order to best describe what the course will cover outside of the limited catalog description.

C. Course Notes

The academic department will enter traditional content information on the course such as course descriptions, meeting notes, long titles, or special requirements.

Our department will provide detailed notes in the Banner schedule for courses that are taught wholly, or partially, online including:

a) a clear statement that the course is either:
   i) a 100%-online course (with specific information on how, when, and where any required proctored tests or writing assignments will be administered) or
   ii) a partially-online course with specific days and times for face-to-face class meetings listed;

b) all necessary directions to students regarding the online portions of the course.

D. Course Cancellations

Since salary allocation is based on projected enrollment estimates, please add a note to the Summer Salary Assignment for courses that anticipate low enrollment but need to be offered to meet a departmental or student need.

E. Schedule Changes After December 2, 2016

Departments should use the allocation amount to guide course planning. Summer courses should then be entered in Banner. When Banner closes for summer changes on December 4, changes to your department’s Summer School schedule regarding section numbers and instructors can be indicated on the Summer School Salary Assignment sheet that departments will return to Summer School in mid-January. Changes involving days, times and rooms should be submitted on the online change form. Changes required after confirmations are sent to the departments in February should be requested by the Department Chair, or on his or her behalf, using the online form: http://summerschool.uncc.edu/resources-faculty-staff/summer-school-change-form. Please do not request changes directly from the Registrar.