SUMMER SCHOOL COMPENSATION

A. Regular Classroom Instruction

1. Salaries are paid at the current rates per credit hour for adjunct for teaching undergraduate and graduate level courses.

2. All summer courses are expected to generate revenues equal to at least 200% of the salary costs of the personnel who teach the course. If this is not met:
   a. The University may cancel the course.
   b. The University may elect to offer the course at its option and to pay the instructor the agreed upon rate. The rate will be specified in the contract given to the instructor.

B. Directed Studies

1. Directed studies are discouraged in the summer (as they are at any time) unless they are required for the student to meet a sequence of courses prior to a reasonable date of graduation.

2. Students wishing to undertake a directed study in the summer must demonstrate to the Registrar that they will not be able to graduate in a timely manner without the directed study.

C. Internships/Practica/etc.

Faculty who supervise summer internships or practica, are compensated at the rate of $60 per credit hour.

D. Procedures

1. Regular Classroom Instruction
   a. The summer course schedule is developed as early in the spring as possible by the Division Deans and Program Directors and submitted to the Vice-President for Academic Affairs.

   b. The Vice-President for Academic Affairs then works with the Division Deans/Program Directors to identify and develop contracts for regular and adjunct faculty as required to complete the summer schedule. The Directors, Deans of Divisions or their designees prepare draft contracts for all summer faculty and submit them to the Vice-President for Academic Affairs.

   c. The office of the Vice President of Academic Affairs issues summer contracts to all persons teaching classroom work in the summer. All contracts are subject to the approval of the President.

2. Directed Studies
a. Students who need a directed study in order to graduate, negotiate with the appropriate faculty member who is encouraged to assist where possible but is not required to undertake any summer directed study.

b. If a faculty member is willing to undertake a directed study, to commit to a normal minimum of fifteen contact hours for its completion, and to insure that the content and quality of learning will equal or exceed the normal classroom environment, the faculty member will, with the student, complete, sign and submit to the office of the Registrar a request for directed study

3. Internships/Practica/etc.

a. Students wishing to complete an internship or practicum during the summer months must identify a faculty sponsor who is willing to undertake supervision of the internship.

b. Students may then register for internships with the office of the Registrar.

4. Summer Payment

a. Once the summer registrations are completed for each term, course enrollments are reviewed.

b. The Vice-President for Academic Affairs then prepares a payroll memorandum to the payroll office, which is responsible for issuing payment to all summer faculty.