

Revised March 2011

**Addendum to Department Chair/ Coordinator Summer Contract**  
**Summer \_\_\_\_\_**  
year

TBR Policy 5:02:04:10 and the published TSU Summer School Conditions stipulates that regular faculty members will be compensated for summer sessions at the rate of 1/32nd of the individual faculty member's preceding academic year salary per credit hour taught. The maximum summer pay for department head teaching and administrative may not exceed 25 percent of the preceding academic year salary. This rate is based on the presumption that summer teaching assignments are proportionally similar in nature and extent to those carried out during a regular term. The implication here is that, in summer sessions, faculty members will carry out the normal teaching and non-teaching responsibilities (e.g., 750 minutes of instruction per credit hour, as well as advising and assigned committee work) related to their status as faculty. The number of office hours each week will equal the number of assigned instructional hours. Heads and deans/directors will ensure the scheduling and posting of appropriate office hours.

ABSENCES

Faculty members are expected to meet all classes as scheduled. Absences from class during the summer will be treated the same as during the regular academic year. Summer pay may be prorated for absences. Twelve month faculty members are expected to take annual leave for any days not in work status. All class absences must be reported in writing to the Dean

LOAD

The maximum instructional load of department heads may be eight semester hours for 25% pay maximum. The maximum load must include a combination of teaching and departmental duties. In Summer, a maximum of 2 hours administrative hours may be allowed if also scheduled with teaching of two- three hour courses. Department heads teaching only three hours will be allowed 1 hour for department head duties. In the event the department head's class(s) fail to meet minimum enrollments, a maximum of 2 hour administrative duty assignments will be allowed if working in both summer I and II sessions. A maximum of one hour is allowed in each 5 week session. Approvals of hours when not teaching will be made through the dean to director of the summer school. A department head may have a combination of teaching, administrative duties and funded research duties to earn a maximum of 33.3 %.

DEPARTMENT HEAD OFFICE HOURS

Department heads will provide their deans a proposed schedule of time to be spent on campus in administrative duties. Department heads are expected to spend at least four hours weekly per hour administrative time granted. Two hours would equal a minimum 8 hours weekly during both sessions Office hours to meet with students must be posted. Department heads will be available upon call for special called meetings from deans or the VPAA. Pre-registration activities must be covered by department heads.

I have read and agree to comply with the TBR policies and the TSU Summer School Conditions as stated above.

Signature of Chair \_\_\_\_\_ Date \_\_\_\_\_

Typed Name \_\_\_\_\_

Department \_\_\_\_\_