

Addendum to Faculty Summer Contracts

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 and intersession pay for teaching may not exceed 25 percent of the preceding academic year salary. This equates to eight (8) credit hours teaching load. The faculty member may request and be assigned to teach nine hours but will only be paid for the eight (8) credit hours, 25% maximum.

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. Faculty office hours must be posted for student information.

In cases where a course does not meet the minimum enrollment requirements, Department Chairs, with Dean approval, may request Academic Affairs approval for prorated pay, provided that the funds generated from enrollment are sufficient to cover the prorated salary. Requests for prorated pay are submitted using the Low Enrollment Action Request Form.

The prorated salary is calculated using the same 1/32 rate of the faculty's total salary per credit hour taught.

1. **Calculate the Per Credit Hour Rate:** Divide the total salary by 32.
2. **Determine the Enrollment Percentage:** For example, if a course has a minimum enrollment of 20 students and only has 10 students, that represents 50% of the minimum enrollment.
3. **Calculate the Prorated Amount:** Multiply the per credit hour rate by the enrollment percentage (e.g., $1/32$ of the salary $\times 0.50$).
4. **Multiply by the Number of Credit Hours:** Finally, multiply that figure by the number of credit hours to determine the total prorated salary.

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 department head.

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

Signature of Faculty Member _____ Date _____

Typed Name _____

Department _____