**Summer Sessions Policy Document**

**The Current Situation**

* Summer enrollment, with the exception of online courses and distance learning, has been in decline for 5 years.
* Advertising and marketing are inadequate.
* Students prefer online learning in summer unless there is an alternative that will attract them.
* RU does not currently have a summer community of learners.
* RU facilities are under-utilized during summer sessions.
* Technology resources are under-utilized in summer.
* Summer high impact learning experiences are the exception rather than the norm.

**Strategic Goals**

* Increase summer on-campus enrollments.
* Provide integrated programs to encourage enrollment designed to help student’s progress more rapidly toward graduation.
* Make more effective use of technology to deliver high quality online instruction for RU students.
* Make more effective use of RU on campus assets during the summer months.
* Reach out to non-traditional student populations, e. g., SAP, students with college credit but no degree.
* Design programs to support first generation students and those graduating from high schools with limited resources (Early Start Programs).
* Design programs to serve outstanding students, providing them with an intense engaged experience to include integrated classes and high impact learning experiences.
* Maintain or increase on-campus enrollment given that online enrollment could erode on-campus enrollment.
* The primary markets for summer sessions should be currently enrolled RU students, undergraduate and graduate students, students living in our region, working professionals, students with some college and no degree, etc.
* The goal of summer school is to facilitate accelerated graduation, make effective use of physical and technological resources, facilitate student retention, etc.
* Provide opportunities for highly engaged learning to students both on and off campus (service learning, internships, undergraduate research, study abroad).

**Summer 2013 Policies and Procedures**

This document serves is a guide to policies and procedures governing summer programs at Radford University.

1. **Colleges are responsible for developing budget and compensation models** that reflect their own unique circumstances and challenges. Because these models evolve, because they are complex, and because they require modification in the face of rapid change it is imperative that the models be clearly communicated to faculty and chairs. Models should be updated and reconsidered yearly and the results posted on the Provost’s web site as well as on college web sites.

**WCHHS Model** – The programs in the WCHHS essentially run year-round curricula. Summer pay will be calculated at full pay for required didactic and clinical classes. **Standard compensation** for Summer Sessions for Teaching and Research faculty will be at the rate of 3.00 percent of the annual base salary per credit hour, with a minimum of $1,248 and a maximum of $2,808 per credit hour.

Alternative compensation may be offered at the discretion of the Dean, in consultation with the chair, for courses taught during Summer Sessions. Alternative compensation should only be offered with compelling justification for doing so. The Deans have the latitude to negotiate salaries consistent with their college's strategic priorities as long as the colleges do not run a deficit within their budgeted allocations.

1. **The process of assigning faculty for summer programs** (Maymester, Summer I, Summer II, and Summer III) must begin early. Assistance and training is available through the office of the Director of Academic Budgets and Administration. Appointments, including the names of instructors teaching specific courses, must be entered into the system using SIAASGN by April 15, 2013. All appointments and assignments will be made using the Faculty Load and Compensation Module (FLAC) in Banner.
2. **Assignment letters** will be available in Self Service Banner (SSB) (under the employee tab) by April 22, 2013 (Maymester, Summer I, and Summer III). All instructors must review and acknowledge their assignments and compensation by April 29, 2013 using FLAC. Faculty will not be paid unless their contracts are acknowledged in SSB. Changes in contracts require re-acknowledging the contract.
3. **Decisions to cancel courses** are made by the Chair/Director and reported to the Dean before April 30. Courses that are cancelled are also reported to the Director of Academic Budgets and Administration and the Registrar. ***It is the department’s/school’s responsibility to notify the instructor as well as students enrolled in the course.***

5. **Chairs/Directors are expected to establish regular communication regarding the status of courses**. Dates for decisions regarding classes are to be developed and shared on the college web site. It is imperative that faculty understand the enrollment status of the courses they are assigned throughout the enrollment process.

6. **Salaries for faculty supervising internships, independent studies, directed studies, theses, and similar courses** are determined by college budget and compensation models.

 **WCHHS Model:** Salaries for faculty supervising independent studies, directed studies, theses, and similar courses will be paid on a per student stipend basis of $300 per student enrolled on the census date, up to a maximum of the amount the faculty member would earn if he/she were teaching a traditional three-hour course. This applies to both graduate and undergraduate courses. This is based on the recommendation of the Department Chair/School Director.

Salaries for faculty in this type of offering will be based upon the enrollment on the census date for the session in which each class is scheduled. No “late adds” to this type of course will be made by the Registrar’s Office without the permission of the instructor, who will receive no additional compensation. Exceptions will be considered in cases in which it can be documented that the instructor and the Chair/Director approved the course prior to the deadline to add courses.

7. **Adjunct faculty** will be paid at the academic rate specified in the memo titled “Policies and Compensation for Part-Time Faculty” dated July 2, 2008 for each assigned course. *Guidelines for appointing and assigning adjunct faculty are to be found on the Provost web site under the “resources” tab.*

8. **Administrative and Professional** faculty will be paid at the adjunct rate for faculty in their discipline, unless otherwise specified in the faculty member’s contract. Unless teaching responsibilities are part of the contract, Administrative and Professional faculty are typically limited to teaching courses offered outside of the normal 8-5 hour workday.

9. **The maximum number of semester hours** a faculty member should teach during summer sessions (inclusive of all sessions) is twelve. Except in unusual circumstances, faculty should not teach more than two traditional courses during sessions that are offered concurrently (*e.g*., Maymester and Summer I). Policies related to faculty teaching load outside the academic year are articulated in the *Teaching and Research Faculty Handbook.*  (See the section headed “Summer Employment” Handbook Section 3.1.3)

10**. Reimbursement for travel and associated expenses** incurred in travel to off-campus teaching sites or to meet with off-campus students engaged in independent studies or similar activities must be approved by the college dean.

11. **Deans, Department Chairs and School Directors** will be asked to verify the teaching assignments for faculty in their units within FLAC. (See Summer 2013 Actions Timetable/Deadlines.)

12. **Faculty members unable to fulfill their teaching contract** must notify the Chair/Director and the Dean. The Chair/Director, in consultation with the Dean, will assign another qualified instructor or cancel the class (depending on the circumstances and the availability of a qualified instructor) and will notify the Vice Provost for Academic Affairs and the Director for Academic Budgets and Administration.

**Payroll Schedule for Summer Sessions**

The payroll schedule during summer sessions will be included with contract assignments.

**Cancellation of Summer Classes**

Careful and thoughtful planning will minimize cancellation of classes. Deleting classes from the University’s planned schedule creates hardship for students and inconvenience for faculty. Since that hardship and inconvenience increase as the University approaches the beginning of summer sessions, decisions about cancellation should be made as early as possible.

Factors the Deans *may* consider in making a decision whether to cancel a class include the following:

The need to accommodate groups of students who:

a. Will not have another opportunity to take the course to meet graduation requirements in a reasonable amount of time

b. Need the course as a prerequisite for a course that will be offered in the fall semester

c. Are part of a graduating or continuing cohort of students in a program

d. Are “caught” by curriculum changes to their programs

e. Are registered for summer classes to take courses that were shifted to the summer from the spring or fall terms for budgetary or other reasons

f. Are area professionals who need courses to meet licensure or other certification requirements

**Suggested Timetable**

**Maymester, Summer I and Summer III - 2013**

* First Review of Enrollments - Through Friday, March 29
* Second Review of Enrollments  - Monday,  April 22
* Teaching Assignments Confirmed and Entered into INB-Banner (SIAASGN) - Monday, April 22
* FLAC Contracts Available to Faculty via SSB-FLAC - Tuesday, April 23
* Acknowledgements/Acceptance of Contract from Faculty (SSB-FLAC) Deadline - Tuesday, May 7
	+ *To allow Department Chairs/Deans time to hire other instructors if needed*
* Final Pre-Semester Review of Enrollments - Tuesday, May 7
* First Day of Classes - Monday, May 20
	+ If changes in faculty compensation need to made based on enrollments, Departments should unlock records and change the compensation.
	+ Deans will need to relock records that are changed.
	+ Faculty will receive superseding contract in FLAC will be required to re-acknowledge.
* Census Date – Final date for any last minute faculty FLAC acknowledgements to be received
	+ Maymester – Wednesday, May 22
	+ Summer I – Friday, May 24
	+ Summer III – Friday, May 31
* Payroll Compensation Report due to Payroll and HR (records applied in FLAC) – Next business day following Census Date for each term. (Academic Budgets and Administration)
	+ Maymester – Thursday, May 23, 10:00 a.m.
	+ Summer I – Monday, 27, 10:00 a.m.
	+ Summer III – Monday, June 3, 10:00 a.m.

**Summer II - 2013**

* **First Review of Enrollments - Through Friday, March 29**
* Second Review of Enrollments  - Through Monday, June 3
* Teaching Assignments Confirmed and Entered into INB-Banner (SIAASGN) - Monday, June 3
* FLAC Contracts Available to Faculty via SSB-FLAC - Tuesday, June 4
* Acknowledgements/Acceptance of Contract from Faculty (SSB-FLAC) Deadline - Tuesday, June 18
	+ *To allow Department Chairs/Deans time to hire other instructors if needed.*
* Final Pre-Semester Review of Enrollments - Tuesday, June 18
* First Day of Classes - Monday, July 1
	+ If changes in faculty compensation need to made based on enrollments, Departments should unlock records and change the compensation.
	+ Deans will need to relock records that are changed.
	+ Faculty will receive superseding contract in FLAC will be required to re-acknowledge.
* Census Date – Final date for any last minute faculty FLAC acknowledgements to be received
	+ Summer II – Friday, July 5
* Payroll Compensation Report due to Payroll and HR (records applied in FLAC) – Day after Census for each term. (Academic Budgets and Administration)
	+ Summer II – Monday, July 8, 10:00 a.m.