Summer Session 2015 Policies and Procedures

This document is provided by the Office of the Provost as a guide to policies and procedures governing the offering of summer classes in 2015.

Teaching Assignments and Instructional Stipends

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 evaluated and, if necessary, updated yearly with a copy being sent to Academic Affairs (mdunleavy@radford.edu) and posted on individual college web site.

2. **Standard compensation** for Summer Sessions for Teaching and Research faculty teaching a traditional course 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.

3. **Lectures/Lab:** If the college budget model allows, 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.

4. **Internships, Independent Studies, Directed Studies, Theses, et al:** Salaries for faculty supervising internships, 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.

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.
5. Adjunct faculty will be paid at the academic rate specified in the memo titled “Policies and Compensation for Part-Time Faculty” dated March 19, 2013 for each assigned course. Guidelines for appointing and assigning adjunct faculty are to be found on the Provost web site under the “resources” tab. Departments, Chairs, Deans and HR personnel will work together to verify that part time faculty will work no more than 29 hours per week calculated on a 12 month basis.

6. Administrative and Professional faculty who teach summer courses 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 hours.

7. The process of assigning faculty for summer programs (Maymester, Summer I, Summer II, Summer III and Augustmester) must begin early. Assistance and training is available through the office of Academic Affairs. Assignments for all instructors and all courses must be entered into Banner-SIAASGN by April 20, 2015. Assignments are confirmed by Departments and colleges by April 23, 2015. These due dates are also specified on the Summer Session website (www.radford.edu/summer). Chairs/Directors are expected to keep faculty informed about the status of their courses.

8. Assignment Contracts will be available in Self Service Banner (SSB)-FLAC (under the employee tab) after the Deans lock the records on:
   a. April 27, 2015 for Maymester, Summer I, and Summer III
   b. June 3, 2015 for Summer II
   c. July 8, 2015 for Augustmester

   All instructors must review and acknowledge their assignments using SSB-FLAC and compensation by:
   a. May 8, 2015 for Maymester, Summer I, and Summer III
   b. June 16, 2015 for Summer II
   c. July 21, 2015 for Augustmester

   Faculty will not be paid unless their contracts are acknowledged in SSB-FLAC.

   Because we cannot determine actual compensation until all students have had the opportunity to register, the Deans will review the census data and verify the amount that the faculty should receive based upon their signed contract agreement. If changes are made the Deans must contact Heather Miano, hmiano@radford.edu, in Academic Affairs. Changes in contracts require faculty re-acknowledging the contract and may result in late payments.
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.”)

10. Faculty who teach traditional classes scheduled as part of an approved extended campus program during the summer sessions will be paid the same rate and will be subject to the same guidelines as faculty who teach on campus.

11. 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.

12. In the event that a faculty member is unable to fulfill the requirements in the teaching contract, he/she should 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 Academic Affairs (mdunleavy@radford.edu and hmiano@radford.edu).

Payroll Schedule for Summer Sessions

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

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.

Academic Affairs’ current policy provides the deans the discretion to cancel classes based upon their own calculations as long as each program is covering its direct costs.
In other words, the unit of analysis for covering direct costs is the program rather than the individual class. This has been the practice over the last two years and this will continue to be the practice for 2015.

Factors the Deans may consider in making a decision whether to cancel a class that has an enrollment less than the target include the following:

1. 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

2. The extent to which the departmental average enrollment for that summer term within a course’s category (i.e., on-campus undergraduate, on-campus graduate, extended education) meets the target enrollment. Please note that delivery costs must be taken into consideration in using this decision factor; i.e., an under-enrolled class offered by a highly paid instructor may not necessarily “balance” a well-enrolled class taught by an adjunct.

3. Another review and discussion will occur one week prior to the beginning of each session. Deans will cancel courses with fewer than the target enrollments no later than five working days prior to the first class meeting, unless the Dean determines a need to defer the cancellation decision until the first class meeting. (Such a delay may be appropriate to accommodate students who need to enroll at RU during the summer to improve their GPAs so that they avoid suspension.)

4. The final date for cancellation of courses will be the census date established for each session. Decisions to cancel classes at this late date should be made only under extraordinary circumstances.

5. Questions regarding the cancellation of courses should be addressed by the Chair/Director to the Dean, not Academic Affairs or the Registrar. If a course is cancelled, the college Dean (after consultation with the Dean of the College of Graduate and Professional Studies, and the Director of Academic Outreach, if appropriate) will notify Academic Affairs (mdunleavy@radford.edu and hmiano@radford.edu), the academic department/school, and the Registrar’s Office. (The Registrar’s Office will not cancel a course without authorization by the Dean.) It is then the department’s/school’s responsibility to notify the instructor of the course as well as students enrolled in the course. Departments/schools should offer students their assistance and that of the Advising Centers in helping them pursue other summer registration opportunities.
6. Occasionally, it may be necessary to cancel a summer class for reasons unrelated to enrollment, such as the sudden unavailability of a qualified instructor. In such instances, the department/school must immediately notify the Dean of the desire to cancel the class. If the class exceeds the target enrollment, the department/school should make every effort to find a qualified instructor prior to making this decision.

7. In part because of differences in academic programs and in part because of the variables listed in item 1 and 2 above, decisions about the cancellation of courses with enrollments that fall below the target number will vary from college to college or even within a college. It is possible that a course in a college with an enrollment of 9 students may be cancelled, while another course in that same college or a course in another college with an enrollment of 9 may not be cancelled. Decisions to cancel a course that do not meet the target enrollment will be based on the criteria in items 1 and 2 above. As guided by these criteria, the decisions whether to cancel an under-enrolled class should have a high level of consistency. Deans will review decisions to cancel under-enrolled classes and work with Chairs/Directors to ensure that the decision criteria are being applied equitably within the college.

If the Chair/Director feels that a course should be offered even if it does not meet the target enrollment, the Chair/Director will so notify the Dean. If the Dean agrees, the course will be offered, and the Dean will will notify the Academic Affairs (mdunleavy@radford.edu).

Given the current budget situation, Deans have been asked to be conservative in the offering of summer 2015 courses that do not meet target enrollments.

Summer 2015 actions should adhere to the following timetable:

1. Mid February: Academic Affairs (AA) sends each college the allocated budget amount per fiscal year.
2. Late February: AA sends Deans "Initial Class Projections" spreadsheet template to assist projection and budgeting efforts at the college and department level.
3. Early March: Chairs, Directors and Deans begin to review course enrollments. Students have been able to register for summer 2015 classes since October.
4. March 12: AA requests initial class projections from colleges.
5. April 3: Colleges provide initial class projections to AA for all Summer Sessions (Maymester, Summer I, Summer II, Summer III and Augustmester). An objective and outcome of establishing a budget and analyzing class projections is to encourage the deans to work with chairs and faculty to cancel low enrollment/high cost classes that do not have a programmatic rationale. This would provide internal resources to each Dean that could then be reallocated or reinvested in the high growth programs if desired. Although a conservative approach to budgeting is encouraged by identifying low enrollment classes, Chairs, Directors and Deans are not required to cancel any classes until April 20.
If it makes sound programmatic and/or financial sense (e.g., high demand/enrollment) to seek additional funds after attempting to control costs, Deans will work with Academic Affairs to explore funding options.

6. April 20: Chairs, Directors and Deans cancel low enrollment classes that do not have a programmatic rationale. Departments complete entering faculty course assignments in INB-SIAASGN for Maymester, Summer I and Summer III.

7. April 21: AA makes FLAC records available to view in SSB-FLAC for Maymester, Summer I and Summer III.

8. April 27: Deans lock FLAC records and faculty begin acknowledging contracts through MyRU in Self Service Banner (SSB) for Maymester, Summer I and Summer III.

9. May 8: Faculty acknowledge contracts for Maymester, Summer I and Summer III.

10. June 1: Chairs, Directors and Deans cancel low enrollment classes that do not have a programmatic rationale. Departments complete entering faculty course assignments in INB-SIAASGN for Summer II.

11. June 2: AA makes FLAC records available to view in SSB-FLAC for Summer II.

12. June 3: Deans lock FLAC records and faculty begin acknowledging contracts through MyRU in Self Service Banner (SSB) for Summer II.

13. June 16: Faculty acknowledge contracts for Summer II.

14. July 6: Chairs, Directors and Deans cancel low enrollment classes that do not have a programmatic rationale. Departments complete entering faculty course assignments in INB-SIAASGN for Augustmester.

15. July 7: AA makes FLAC records available to view in SSB-FLAC for Augustmester.

16. July 8: Deans lock FLAC records and faculty begin acknowledging contracts through MyRU in Self Service Banner (SSB) for Augustmester.

17. July 21: Faculty acknowledge contracts for Augustmester.

These actions, deadline and timeline are also represented in the table below.
<table>
<thead>
<tr>
<th>Action</th>
<th>Maymester 2015</th>
<th>Sum I 2015</th>
<th>Sum II 2015</th>
<th>Sum III 2015</th>
<th>Augustmester 2015</th>
<th>Point of Contact</th>
</tr>
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<tbody>
<tr>
<td>Academic Affairs (AA) sends colleges summer budget.</td>
<td>Mid February</td>
<td>Mid February</td>
<td>Mid February</td>
<td>Mid February</td>
<td>Mid February</td>
<td>Matt Dunleavy</td>
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<td>AA requests initial class projections from colleges.</td>
<td>March 12th</td>
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<td>Heather Miano</td>
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<tr>
<td>Colleges provide initial class projections to AA.</td>
<td>April 3rd</td>
<td>April 3rd</td>
<td>April 3rd</td>
<td>April 3rd</td>
<td>April 3rd</td>
<td>Heather Miano</td>
</tr>
<tr>
<td>Colleges, departments and AA confirm and enter teaching assignments in INB-SIAASGN.</td>
<td>March/April</td>
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<td>March/April</td>
<td>May/June/July</td>
<td>Matt Dunleavy Heather Miano</td>
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<tr>
<td>Departments complete entering faculty course assignments in INB-SIAASGN.</td>
<td>April 20th</td>
<td>April 20th</td>
<td>June 1st</td>
<td>April 20th</td>
<td>July 6th</td>
<td>Heather Miano</td>
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<tr>
<td>AA makes FLAC records available to view in SSB-FLAC.</td>
<td>April 21st</td>
<td>April 21st</td>
<td>June 2nd</td>
<td>April 21st</td>
<td>July 7th</td>
<td>Heather Miano</td>
</tr>
<tr>
<td>Deans lock FLAC records. Faculty begins acknowledging contracts through MyRU in Self Service Banner.</td>
<td>April 27th</td>
<td>April 27th</td>
<td>June 3rd</td>
<td>April 27th</td>
<td>July 8th</td>
<td>Heather Miano</td>
</tr>
<tr>
<td>Faculty acknowledge contracts.</td>
<td>May 8th</td>
<td>May 8th</td>
<td>June 16th</td>
<td>May 8th</td>
<td>July 21st</td>
<td>Heather Miano</td>
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