**2016 Summer School Schedule (including Augustmester)**

**Policies and Procedures**

(Revised by CHBS Leadership Team, 5/2/2016)

This document serves as a guide to policies and procedures governing the 2016 summer school schedule in the College of Humanities and Behavioral Sciences at Radford University.

1. Creating the summer schedule is the responsibility of the chair/school director, with the approval of the dean. The process of assigning faculty for summer programs (i.e., Maymester, Summer I, Summer II, Summer III, Augustmester) should allow sufficient time for there to be meaningful input from faculty in the schedule planning process. However, consistent the Radford University *Teaching and Research Faculty Handbook*, the authority to make final decisions about which classes are to be offered and which faculty will be assigned to teach them is the chair’s/school director’s, with the approval of the dean.

2. The primary consideration in planning the summer schedule is to respond to student demand. If sufficient student demand exists to offer a class, then logically, there should be sufficient paid enrollment in the class to cover the direct costs (i.e., salary plus FICA) of offering the class. With the exception of a small number of classes we are contractually obligated to offer that do not generate sufficient enrollment to cover direct costs, our goal should be that every summer class offered generates sufficient tuition revenue to cover its own direct costs.

3. All appointments and assignments must be made using the Faculty Load and Compensation Module (FLAC) in Banner. Appointments for Maymester, Summer I and Summer III, including the names of instructors teaching specific courses, must be entered into the system using SIAASGN by April 19, 2016. Appointments for Summer II and Augustmester, including the names of instructors teaching specific courses, must be entered into the system using SIAASGN by May 31, 2016.

4. Chairs/The school director and the deanmust verify the accuracy of teaching assignments for faculty in their units within FLAC. Final verification by the dean’s office for Maymester, Summer I and Summer III must be completed by April 26, 2016. Final verification by the dean’s office for Summer II and Augustmester must be completed by June 7, 2016.

5. Any subsequent changes in contracts must be submitted by the chair/school director, approved by the dean, and re-acknowledged by the faculty member in as timely a manner as possible.

6. All Maymester, Summer I and Summer IIIinstructors must review and acknowledge their assignments and compensation by May 16, 2016 using FLAC. All Summer II and Augustmester instructors must review and acknowledge their assignments and compensation by June 27, 2016 using FLAC. Faculty will not be paid unless their contracts are acknowledged in FLAC.

7. Chairs/the school director are expected to maintain regular communication with their faculty and with the dean regarding the enrollment status of summer courses. Throughout the enrollment process, faculty members should monitor the enrollment status of the summer courses they are assigned to teach.

8. No later than April 6th, chairs/the school director should provide the dean’s office with projected enrollments for courses to be offered in Maymester, Summer I, Summer II, Summer III and Augustmester. The dean’s office will provide projected enrollments to the Provost’s Office no later than April 8th.

9.  Any decisions to cancel classes scheduled for Maymester, Summer 1 or Summer 3must be made by the chair/school director, with the approval of the dean, no later than April 29th, 2016.  Any decisions to cancel classes scheduled for Summer 2 or Augustmestermust be made by the chair/school director, with the approval of the dean, no later than June 7th, 2016.  Course cancellations must also be reported to the Director of Academic Budgets and Administration and to the Registrar.  It is the responsibility of the department/school to notify the instructor as to the course cancellation, as well as the students enrolled in the canceled course.

10. Without exception, internships, independent/directed studies and similar courses must be a part of the summer schedule submitted by the chair/school director and approved by the dean. Unless otherwise stipulated in the faculty member’s contract, those assigned to teach such courses are paid at the rate of $300/student, up to a maximum of what the faculty member would be paid for a fully enrolled course. Without exception, the enrollment that will be used as the basis for payment will be determined on the census date for the relevant summer session.

11. Adjunct facultywill be paid at the rate of $900/credit hour, so a 3-credit-hour course would pay $2,700, plus FICA. Emeritus faculty will be paid at the rate of $1033.33/credit hour, so a 3-credit-hour course would pay $3,100, plus FICA. Full-time Teaching & Research faculty will be paid at the rate of 3% of their base salary/per credit hour, with a maximum of $2,808 per credit hour. So, a 3-credit hour course would pay 9% of the base salary, plus FICA, with a maximum of $8424 for a 3-credit hour course, plus FICA.

12. CHBS does not engage in the practice of paying partial or prorated salaries to faculty members, with the exception of internships, independent/directed studies and similar courses, as noted above.

13. Chairs/The school director and the dean will work with HR to verify that part-time faculty will work no more than 29 hours per week calculated on an annual basis.

14. Administrative/Professionalfaculty will be paid at the adjunct rate for faculty in their disciplines, unless otherwise specified in the faculty member’s contract. Unless teaching responsibilities are part of the contract, Administrative/Professional faculty are typically limited to teaching courses offered outside of the normal workday (i.e., 8:00 a.m. to 5:00 p.m.).

15. The maximum number of semester hoursa faculty member should teach during summer sessions (inclusive of all sessions) is 12 credit hours. Except in unusual circumstances, faculty should not teach more than two courses during sessions that are offered concurrently (e.g., Maymester and Summer I).

16. Reimbursement for travel and associated expensestotravel to off-campus teaching sites or to meet with off-campus students engaged in practicums, internships or similar activities must be requested by the chair/school director and approved by the dean.

17. Faculty members unable to fulfill their teaching contractsmust notify the chair/school director and the dean. Depending on the circumstances and the availability of a qualified instructor, the chair/school director, with the approval of the dean, may either assign another qualified instructor or cancel the class. In either case, the dean’s office will notify the Director for Academic Budgets and Administration and the Registrar. The change in assignment must be entered into SIAASGN and acknowledged in FLAC in as timely a manner as possible.

18. Any exceptions to these policies and procedures must be requested by the relevant chair/school director and approved by the dean, with notification, as appropriate, to the Director for Academic Budgets and Administration and the Registrar.