

**2017-2018 Intersessions  
Policies and Procedures**

(Revised by CHBS Leadership Team, 3/15/2017)

This document serves as a guide to policies and procedures governing the 2017-2018 Intersessions in the College of Humanities and Behavioral Sciences at Radford University.

1. Creating the Intersession schedules is the responsibility of the chair/school director, with the approval of the dean. The process of assigning faculty for Intersession programs (i.e., Maymester, Summer I, Summer II, Summer III, Augustmester, Wintermester) should allow sufficient time for there to be meaningful input from faculty in the schedule planning process. However, consistent with 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 Intersession schedules 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 Intersession class offered generates sufficient tuition revenue to cover its own direct costs.
3. It is the policy of the College of Humanities and Behavioral Sciences to exercise fiscal responsibility in planning and executing Intersession programming. That is, while we will strive to make the most efficient use of our funding, it is imperative that we not exceed our Intersession budget.
4. All appointments and assignments must be made using the Faculty Load and Compensation Module (FLAC) in Banner. Appointments for Intersession classes, including the names of instructors teaching specific courses, must be entered into the system using SIAASGN no later than the dates indicated in the Provost's Intersession planning calendar.
5. Chairs/The school director and the dean must verify the accuracy of teaching assignments for faculty in their units within FLAC. Final verification by the dean's office must be made no later than the dates indicated in the Provost's Intersession planning calendar.
6. 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.

7. All Intersession instructors must review and acknowledge their assignments and compensation through FLAC no later than the dates indicated in the Provost's Intersession planning calendar. Faculty will not be paid unless their contracts are acknowledged in FLAC.
8. Chairs/the school director are expected to maintain regular communication with their faculty and with the dean regarding the enrollment status of Intersession courses. Throughout the enrollment process, faculty members should monitor the enrollment status of the Intersession courses they are assigned to teach.
9. No later than the dates indicated in the Provost's Intersession planning calendar, chairs/the school director should provide the dean's office with projected enrollments for courses to be offered in the Intersessions. The dean's office will provide projected enrollments to the Provost's Office no later than the dates indicated in the Provost's Intersession planning calendar.
10. Any decisions to cancel classes scheduled for the Intersessions must be made by the chair/school director, with the approval of the dean, no later than the date indicated in the Provost's Intersession planning calendar. 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.
11. Without exception, internships, independent/directed studies, studies abroad and similar courses must be a part of the Intersession schedules submitted by the chair/school director and approved by the dean. Unless otherwise stipulated in the faculty member's contract, those assigned to teach internships, independent/directed studies, studies abroad and similar courses are paid at the rate of \$300/student, plus FICA, up to a maximum of what the faculty member would be paid for a fully enrolled course. Faculty assigned to teach independent/directed studies are paid at a rate of \$300/student, plus FICA, for up to 3 credit hours and an additional \$100, plus FICA, for each additional credit hour up to a maximum of \$600, plus FICA. Without exception, the enrollment that will be used as the basis for payment will be determined on the census date for the relevant Intersession.
12. Adjunct faculty will 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.
13. CHBS does not engage in the practice of paying partial or prorated salaries to faculty members, with the exception of internships, independent/directed studies, studies abroad and similar courses, as noted above.

14. 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.
15. Administrative/Professional faculty 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.).
16. The maximum number of semester hours a faculty member may teach during an Intersession will be determined by the chair/school director, with the approval of the dean.
17. Reimbursement for travel and associated expenses to travel 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.
18. Faculty members unable to fulfill their teaching contracts must 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.
19. 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.