



The University of Georgia

Office of the Vice President for Instruction

MEMORANDUM

TO: Deans, Directors and Department Heads

FROM: Joe Crim, Associate Vice President for Instruction

SUBJECT: Summer School 2008

DATE: March 4, 2008

The 2008 summer school programs funded by state funds or departmental sales income must operate entirely from funds budgeted in the 2009 fiscal year. Only individuals paid on a restricted account will have their summer school salary payments charged to the fiscal year in which the payment is made. The 2008 summer school sessions are as follows:

		<u>Vouchers Due to the Payroll Department</u>	<u>Pay Date</u>
Maymester	May 12 - June 4	May 21	June 4
Extended Session	May 12 - July 31	*	*
Through Session	June 4 - July 31	June 17	*
Short Session I	June 4 - July 2	June 17	July 2
Short Session II	July 3 - July 31	June 17	July 31

*Extended session will be handled as a combination of Maymester and Through session. Accordingly, these vouchers are due to the Payroll Department by May 21 for Maymester and by June 17 for Through Session. Pay for the extended session will be divided equally on June 4, July 2, and July 31. Please be mindful of restrictions (*listed below*) on total summer compensation.

** The pay for Through Session will be at 50% on July 2nd and 50% on July 31st.

This year all payroll vouchers will be submitted electronically by the E-Payroll System. Please submit the summer school forms electronically from your units to the Payroll Department by no later than the deadlines indicated above. The signature of the dean or director will be the final authorizing signature. Since the principal purpose of the state funds summer budget is to provide instruction for students enrolled during the summer, assignments other than instructional responsibilities for summer courses must be reported, without exception.

1. Each budgetary unit paying summer salaries must submit a summer school payroll voucher to the Payroll Department no later than May 21, 2008 for Maymester, June 17, 2008 for the Short Session I and the Through Session, and June 17th for Short Session II. As Extended Session will comprise a combination of Maymester and Through session, vouchers for extended session are due to the Payroll Department both by May 21 for Maymester and by June 17 for Through Session.

NEW FACULTY APPOINTMENTS: If persons who have not been previously approved as University of Georgia faculty are recommended to teach summer school, the same appointment procedures must be followed as is required for the regular academic year appointments, (The University of Georgia Guidelines for Appointment, Promotion, and Tenure, revised 2007). Please indicate on the Recommendation for Faculty Appointment Form the amount paid per course.

GTAs/GLAs: Academic credentials of GTAs and GLAs who are the Instructor of Record must be listed on the voucher. See p. 7 of this memo for detailed information for processing payroll vouchers that include GTAs and GLAs.

2. To access the summer school voucher go to the following website www.epayroll.uga.edu/. (Menu-driven screens provide the user with instructions at the site).
3. Personnel Report forms marked “Summer School Only” should be submitted for any person not employed by the University during the 2008 academic year who are to be paid on the summer payroll.
4. Special problems courses, on either the undergraduate or graduate level, are to be treated like other undergraduate and graduate courses. Faculty members may receive up to 10% of AY 2008 rate for each three-hour course registering sufficient students (minimum of five for graduate courses and ten for undergraduate courses – colleges that wish to establish higher minimum numbers may do so) to justify offering the course. For courses that are not three hours, the maximum compensation will be at the rate of 3.3% per credit hour; restrictions on registering sufficient students still apply.
5. **No faculty member may be paid in excess of 33 1/3% during Maymester and the regular summer session combined (11.1 % Maymester, 22.2% Summer session).** The rate of summer school salary of an academic year faculty member will continue to be based on school or college policy and recommendation by the respective dean. Deans should review course loads for their school or college and, wherever possible, combine unnecessarily small sections.

6. If new faculty are hired for summer, the following policies must be adhered to. For summer budgeting purposes, the 2008 academic year salary of new faculty members, scheduled to teach this summer, will be reduced by a minimum of 1.5%. For example, if a new faculty member is to be employed Fall Semester 2007, at a salary of \$50,000 the equivalent base for computing summer school pay may not exceed \$49,250. In this instance, on the Personnel Report the annual salary would be submitted as \$49,250. Percentage of pay during summer should be based on \$49,250.
7. The maximum pay for laboratory assistants is to be calculated on the basis of 5.0% of student's AY rate for each laboratory section. The course number, number of students, and the number of laboratory sections for each laboratory assistant should be specified on the summer school voucher.
8. Graduate and undergraduate sections containing fewer than five and ten students, respectively, must be supported by a letter of justification and receive **prior written authorization** from the Office of the Vice President for Instruction. Colleges that wish to establish higher minimum enrollment numbers for sections may do so. Courses jointly taught by two or more faculty members should receive special authorization if the total amount of compensation allowed to the faculty members involved exceeds the 10.0% limitation. Courses 4000/6000 and 5000/7000 will be taught as one course.
9. Faculty members teaching courses in the Through Session will be paid 50% of their term salary on July 2, 2008 and 50% on July 31, 2008. Faculty members teaching Short Session I will be paid on July 2, 2008 and faculty members teaching Short Session II only will be paid on July 31, 2008. Faculty members teaching in Extended Session will be paid an equal percentage (33.3%) of their combined summer compensation on June 4, July 2, and July 31.
10. Dissertation allowances (2% credit for thesis direction during summer quarter) will not be paid.

If you have any questions regarding these guidelines,
please contact the Office of Faculty Affairs at 706-542-0547.

SUMMER SCHOOL 2008 QUESTIONS AND ANSWERS

1. **Do appointment forms and procedures need to be followed when hiring a new faculty member for Summer School who has not previously been approved to teach at UGA?**

Yes. If persons who have not been previously approved as faculty by the University of Georgia are recommended to teach summer school, the same appointment procedure must be followed. (The University of Georgia Guidelines for Appointment, Promotion, and Tenure, at <http://www.uga.edu/provost/polproc/apt/main.html>). Indicate on the Recommendation for Faculty Appointment Form the amount paid per course.

2. **What is the approval chain for Summer School?**

The approval chain is as follows:

- The Graduate School has to approve any summer school voucher that includes graduate assistants.
- Office of Faculty Affairs has to approve any summer school voucher that:
 - Includes new faculty.
 - Includes graduate assistants of types "GTA" or "GLA".
 - Is being paid later than the correct pay date for the summer school session.
 - Breaks the Maymester or Summer Session percentage rule.
 - Graduate and undergraduate sections containing fewer than five and ten students, respectively, must be supported by a letter of justification and receive prior written authorization from the Office of the Vice President for Instruction.

3. **When do I submit vouchers for the Extended Session? And when will faculty teaching in the Extended Session be paid?**

The Extended Session is being handled as a combination of Maymester and Through Session. Accordingly, vouchers are due both at the deadline for Maymester and at the deadline for Through Session. Salary should be proportioned according to the guidelines of 11.1% in Maymester and 22.2% in Through Session, keeping in mind the maximum total compensation allowed is 33.3%, without exception. Faculty will be paid an equal portion of their summer compensation on the announced dates for Maymester and for Through Session.

4. **Do faculty who are retired and plan to teach Summer School require Board of Regents' approval before they can be paid?**

Yes, all retired faculty or staff are required to have Regents approval **before** they can be paid regardless of what payroll they are on.

5. **What defines a contract or grant account for summer school?**

A contract or grant account would be defined as sponsored funds in a restricted account.

Only individuals paid on a restricted account will have their summer school salary payments charged to the fiscal year in which the payment is made.

6. What is the required procedure to pay faculty from state funds or departmental sales income for assignments other than instructional responsibilities involving teaching of a valid summer school course?

The principle purpose of the summer budget is to provide instruction for students enrolled during the summer in courses meeting the required registration minimums. Without exception, all assignments other than these instructional responsibilities must be reported in advance in writing to OVPI for approval.

7. Should new faculty members be treated as regular employees for the purpose of employment benefits when they receive a summer stipend prior to joining the faculty on a full-time basis in the fall?

No, any new faculty member who receives a summer stipend prior to full-time employment should not be treated in any way that results in this faculty member being placed in any permanent benefits program. The selection of benefits options that goes with regular employment should take place only when the faculty member is full-time, again usually at the beginning of the fall semester.

8. How do you calculate the amount of summer pay permissible when a faculty member is moving from an academic-year contract to a fiscal-year contract on July 1?

- A. Multiply the academic year contract amount by 0.33333.
- B. Divide the amount in (A) by the number of work days in the summer (this number of days is determined by adding the days during the Maymester and the days during the Summer semester).
- C. Multiply the amount in (B) by the number of work days in the Maymester and those work days in June which are not in the Maymester.

The amount in (C) is the total amount permissible to be paid to someone who begins a fiscal-year contract on July 1.

9. Can you enter any number for Course Numbers for Summer School?

No. A valid summer school course number should be a valid course number in the Course Offerings database for the summer term.

10. Can you teach more than 11.1% for Maymester?

No more than 11.1% is allowed for Maymester regardless of whether they teach both Maymester and Through Session. No more than 22.2% is allowed for regular Through session if both are taught (33 1/3% for Maymester and regular Through Session combined, including Extended Session, which is handled as a combination of Maymester and Through Session).

11. What if a faculty member teaches summer school and the voucher is “late” and a supplemental voucher has to be processed after summer session is over?

Faculty Affairs requires a letter of justification for each employee on all “late” (returned after the last summer school payroll) supplemental summer school vouchers. The monthly voucher pages require that any voucher with a detail position short title “SS FA” have a corresponding summer school voucher. Supplemental vouchers will not be processed without documentation and approval from the VP for Instruction.

12. What if a course is being taught by two or more faculty members (team teaching)?

Courses jointly taught by two or more faculty members should receive special authorization if the total amount of compensation allowed to the faculty members involved exceeds the 10.0% of the previous year’s salary limitation.

13. What are the rules or limitations for salaries being paid for Summer School?

- a) 10% of the previous FY rate for each 3-hour course, or 3.3% for each credit hour.
- b) Summer Salaries are based on the faculty member’s academic year salary (Academic year completed in May preceding the summer of employment.
- c) No more than 33 1/3% for Maymester & Through Session combined, no exceptions.
- d) No more than 11.1% for Maymester & 22.2% for Through Session if both are taught.
- e) Academic year salary of new faculty should be reduced by at least 1.5% if they teach summer school before teaching a regular term.
- f) Maximum pay for lab assistants of 5% of previous year’s pay for each lab section.

14. What if a GTA or GLA is the Instructor of Record?

A) In the *Course Information* section of the payroll voucher, list the course number, credit hours and students.

B) In the *Comments* section of the payroll voucher, state that the graduate student meets SACS criteria by complying with one of the following:

1. This graduate student has a master’s degree in the teaching discipline.
2. This graduate student has completed at least 18 graduate semester hours in the teaching discipline.
3. This graduate student does not meet SACS guidelines but has extensive experience in the teaching discipline and appropriate documentation has been submitted to the Office of Faculty Affairs.

15. What if a GTA or GLA is not the Instructor of Record?

In the *Comments* section of the payroll voucher state that the GTA/GLA is not the Instructor of Record and include the course number(s) and other pertinent course information. Do not list the course number, credit hours and students in the *Course Information* section of the payroll voucher.

See official letter from Joe Crim outlining the procedures for summer school or contact The Office of Faculty Affairs at 706-542-0547 for assistance.