



## SUMMER SCHOOL 2014 POLICY AND STIPENDS GUIDE

March 2014

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Summer school stipends for summer 2014, as for summer 2013, are based on a “student headcount” model; i.e., faculty are paid by course enrollments. Stipends for faculty teaching loads during summer 2014 are calculated by individual faculty member. All calculations are based on the establishment of the enrollment needed to garner the 1/12 salary per course that has been the standard in the past. In other words, each faculty member has the opportunity to earn the same amount (i.e., 1/12 of his/her nine-month salary) as earned in previous summers.

Therefore, no additional “incentive stipends” are offered above and beyond the 1/12 per-course level.

The following additional costs must be covered by tuition payments:

- a. Compensation for department chairs;
  - b. Compensation for faculty on release time during the summer to administer various programs (e.g., Center for International Studies).
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### CALENDARS

1. Summer School will be comprised of two five-week sessions.
2. Dates for the Summer School sessions are established by the Office of the Provost in consultation with the Academic Deans, Registrar, Bursar, and Director of Financial Aid.
3. Each session of Summer School will have its own specific operating calendar. Dates within each Summer School session will be established for each of the following actions:
  - a. Registration deadline without late fees,
  - b. Refund calendar,
  - c. Withdrawal with refunds and without refunds,
  - d. Drop/add dates,
  - e. Course cancellation date (in consultation with individual faculty before the beginning of each semester),
  - f. Final date for awarding financial aid.

### COURSE POLICIES

#### Scheduling

1. All Summer School courses should be submitted in accordance with schedules and deadlines established by the Registrar.
2. In all Summer School offerings, class schedules (e.g., class periods) will adhere to the requirement of 45 contact hours for a three-credit course.

3. Workshops or other irregularly scheduled for-credit courses may be offered at different times and lengths, provided they do not interfere with the regular class schedule. The following additional guidelines apply.
  - a. These courses must be submitted for approval by the department chair and dean with adequate information regarding days and times to assist both the student and the Registrar in understanding the specific constructs of the course.
  - b. Only approved irregularly scheduled courses will be taught across Summer School sessions.

## **CLASS SIZE GUIDELINES**

### Course Enrollments/Cancellations

1. All course enrollments should adhere to the class size guidelines as established based on the guidelines of the department chairs, the deans, and the physical capacities of the classrooms.
2. Course cancellations are coordinated by the Vice Provost in consultation with individual faculty and in accordance with cancellation dates established as part of the Summer School calendar.
3. Individual faculty members make the decision about course continuation or cancellation; no course is cancelled without first consulting with the faculty member teaching the course.
4. In no case will a class be retained until the first day of either Summer School semester and then cancelled if enrollment does not meet the faculty member's expectations.
5. Stipends are guaranteed at the enrollment level established at the date of consultation on course continuation/cancellation, as outlined in item #4 above. Should the enrollment subsequently increase, stipends will increase based on established compensation schedules (see Tables One, Two, and Three). After the end of drop/add in each summer semester, should the enrollment decrease at a rate not exceeding 20% of the originally-agreed-upon base for stipends, faculty stipends will not be decreased. However, if the final enrollment is less than 80% of the original level on which the stipend was based, the stipend will be adjusted to the new per-student level.
6. The minimum class size is ten students (undergraduate) and five students (graduate). For any course that, in the opinion of the department chair, must be offered at an enrollment of fewer than ten (undergraduate) or five (graduate), the faculty member must submit to the appropriate dean a memorandum requesting approval to offer the class. Justification for such a request must be based on the appropriate code identified on the Small Class Approval Request. If the course is approved, the department must submit the Small Class Approval Request by the appropriate deadline.
7. With less than full enrollment, a prorated portion of the full salary can be paid. See "Workload and Compensation Guidelines."

## **WORKLOAD AND COMPENSATION**

### Faculty Workload

1. Faculty may teach two three- or four-credit courses in one summer term.
2. Supervision of internships, independent studies, and practica is not a compensable duty unless the internship is an organized course for which a student registers and receives credit.
3. Any exceptions to workload limits should be submitted in writing by the department chair to the appropriate dean with a rationale for request for said exception. The request for exemption should then be forwarded to the Vice Provost for review and approval by the Provost.

## Compensation

1. Faculty stipends for summer school are based on a per-student basis. The stipend is based on 1/12 of each faculty member's nine-month salary per course as compared to the income generated through enrollments for that particular course. Please see Tables One, Two, and Three for full explanations.
2. Faculty will receive stipends at the same rate for summer school courses offered through all delivery modes: traditional on-site, on-line, remote, and through study abroad. Study-abroad faculty who participate in the "orientation" component of a study abroad trip (i.e., participating as support faculty in advance of taking over the course the following year) are not eligible for stipends.
3. Because department chairs' summer stipends are based on two courses (one release time, one class that is taught), said stipends will be calculated as follows: full payment for the release-time course and payment for the course being taught based on the enrollment generated, as per the guidelines defined below.
4. Individual faculty on a one- or two-course release during the summer will be paid the fully-enrolled rate per class and within their rank.

### NOTE:

- In the tables that follow, the compensation calculation is based on the total of Tuition A and Tuition B earned for each course.
  - Three-credit undergraduate course:  $\$134.54 \times 3 = \$403.62$
  - Four-credit undergraduate course:  $\$134.54 \times 4 = \$538.16$
  - Three-credit graduate course: Same revenue as three-credit undergraduate course.

**TABLE ONE**

**THREE-CREDIT COURSE PAYMENT SCHEDULE  
(UNDERGRADUATE)**

The stipend for a three-credit course is calculated as follows.

1. Take current salary and divide by 12 to get summer rate per course (i.e., 1/12).
  - **EXAMPLE:** \$55,000 current salary ÷ 12 = 4,583.33 summer stipend per course
2. Plot that figure against the tuition income section, placing it as close as possible to the income level without going over, to ascertain the enrollment needed to earn the full stipend.
  - **EXAMPLE:** 4,583.33 summer stipend is less than the enrollment income earned from 12 students (4,843.44). Therefore, the course in question must enroll 12 students in order to generate the full summer stipend.
3. If the enrollment falls below the optimum enrollment, then the stipend is calculated as a percentage of said optimum enrollment. **PLEASE REMEMBER THAT NO COURSE WITH AN ENROLLMENT OF FEWER THAN 10 STUDENTS WILL BE OFFERED WITHOUT ADVANCE APPROVAL.**
  - **EXAMPLE:** If 12 is the optimum enrollment and 10 students actually enroll, then the stipend is based on 10 as a percentage of 12:  $10/12 = .833 \times 4,583.33 = 3,817.91$ .

Enrolled	Tuition A & B <b>income</b> (\$403.62 x # enrolled)	Enrolled	Tuition A & B <b>income</b> (\$403.62 x # enrolled)
30	12,108.60	16	6,457.92
29	11,704.98	15	6,054.30
28	11,301.36	14	5,650.68
27	10,897.74	13	5,247.06
26	10,494.12	12	4,843.44
25	10,090.50	11	4,439.82
24	9,686.88	10	4,036.20
23	9,283.26	9	3,632.58
22	8,879.64	8	3,228.96
21	8,476.02	7	2,825.34
20	8,072.40	6	2,421.72
19	7,668.78	5	2,018.10
18	7,265.16	4	1,614.48
17	6,861.54		

**TABLE TWO**

**FOUR-CREDIT COURSE PAYMENT SCHEDULE**

Four-credit course calculations are based on ASU OP 06.02.10.d: “Three contact hours in laboratory, studio art, and individual private music courses shall be equal to two semester credit hours of instruction in organized undergraduate classes.”

Therefore, stipends for teaching a four-credit lecture/laboratory/studio course during the summer are calculated as follows.

1. Take current salary and divide by 12 to get summer stipend per course (i.e., 1/12).
  - EXAMPLE: \$78,000 current salary ÷ 12 = 6,500 summer stipend per course
2. Plot that figure against the tuition income section, placing it as close as possible to the income level without going over, to ascertain the enrollment needed to earn the full summer stipend. THEN multiply that base salary by 1.67 to allow for the additional teaching responsibilities of the laboratory/studio component.
  - EXAMPLE:
    - 6,500 is just below the revenue for 13 students (6,996.08)
    - 13 students enrolled = 6,500 base pay x 1.67 = 10,855
3. If the enrollment falls below the optimum enrollment, the stipend is calculated as a percentage of said optimum enrollment. PLEASE REMEMBER THAT NO COURSE WITH AN ENROLLMENT OF FEWER THAN TEN STUDENTS WILL BE OFFERED WITHOUT ADVANCE APPROVAL.
  - EXAMPLE: If 13 is the optimum enrollment and 10 students actually enroll, the stipend is based on 10 as a percentage of 13:  $10 \div 13 = .769 \times 10,855 = 8,349.99$ .
4. If a faculty member is teaching a laboratory only, multiply the base salary as outlined in #1 by .67.
  - EXAMPLE:  $6,500 \times .67 = 4,355$  for a ten-student laboratory section.
  - All policies regarding enrollments lower than the baseline apply.

Enrolled	Tuition A & B income (\$538.16 x # enrolled)	Enrolled	Tuition A & B income (\$538.16 x # enrolled)
26	13,992.16	16	8,610.56
25	13,454.00	15	8,072.40
24	12,915.84	14	7,534.24
23	12,377.68	13	6,996.08
22	11,839.52	12	6,457.92
21	11,301.36	11	5,919.76
20	10,763.20	10	5,381.60
19	10,225.04	9	4,843.44
18	9,686.88	8	4,305.28
17	9,148.72	7	3,767.12

NOTICE: Under the scenario for 2014, all salaries for laboratory/studio courses are supplemented first by enrollments beyond the optimum level for stipends and then, if necessary, by formula funding dollars.

**TABLE THREE**

**THREE-CREDIT GRADUATE COURSE PAYMENT SCHEDULE**

Three-credit graduate course calculations are based on ASU OP 06.02.10.a: “One semester credit hour of organized graduate instruction in a class of five or more students may be equated to 1.5 semester credit hours of organized undergraduate instruction.” ASU has further interpreted this OP to mean that graduate courses are considered for full payment at a teaching load of five students as compared to the minimum-load requirement of ten students for undergraduate courses.

Therefore, stipends for teaching a three-credit graduate course during the summer are calculated as follows.

1. Take current salary and divide by 12 to get summer stipend per course (i.e., 1/12).
  - **EXAMPLE:** \$67,888 current salary ÷ 12 = 5,657.33 summer stipend per course
2. Plot that figure against the tuition income section, placing it as close as possible to the income level without going over, to ascertain the enrollment needed to earn the full summer stipend. THEN divide that enrollment by 50% to allow for the additional teaching responsibilities of graduate courses, as outlined in the OP.
  - **EXAMPLE:**
    - 5,657.33 is just below the revenue for 15 students (9,054.30)
    - 15 x .5 = 8 students need to be enrolled in the graduate course to earn full summer stipend
3. If the enrollment falls below the optimum enrollment, the stipend is calculated as a percentage of said optimum enrollment. PLEASE REMEMBER THAT NO COURSE WITH AN ENROLLMENT OF FEWER THAN FIVE STUDENTS WILL BE OFFERED WITHOUT ADVANCE APPROVAL.
  - **EXAMPLE:** If 8 is the optimum enrollment and 6 students actually enroll, the stipend is based on 6 as a percentage of 8:  $6 \div 8 = .75 \times 5,657.33 = 4,242.99$ .

Enrolled	Tuition A & B <b>income</b> (\$403.62 x # enrolled)	Enrolled	Tuition A & B <b>income</b> (\$403.62 x # enrolled)
30	12,108.60	16	6,457.92
29	11,704.98	15	6,054.30
28	11,301.36	14	5,650.68
27	10,897.74	13	5,247.06
26	10,494.12	12	4,843.44
25	10,090.50	11	4,439.82
24	9,686.88	10	4,036.20
23	9,283.26	9	3,632.58
22	8,879.64	8	3,228.96
21	8,476.02	7	2,825.34
20	8,072.40	6	2,421.72
19	7,668.78	5	2,018.10
18	7,265.16	4	1,614.48
17	6,861.54		

**NOTICE:** Under the scenario for 2014, all salaries for graduate courses are supplemented first by enrollments beyond the optimum level for stipends and then, if necessary, by formula funding dollars.