

GUIDELINES FOR SUMMER SESSION SUPPORT

Executive Memorandum C-26 states: “Academic-year staff may be employed during the summer for a period not to exceed a total of twelve full-time weeks.” The following guidelines define the appropriate approvals required for summer employment:

General Funds

Up to 10 weeks of support is allowable for the following purposes:

- class instruction;
- course development;
- departmental administration;
- as part of a faculty start-up package;
- any purpose funded from special central general fund allocations (e.g., Research Incentive Funds, Faculty Scholar Funds, Distinguished Professor Funds);
- for School of Agriculture extension service faculty supported on fund 21020000 (previously fund 012).

Support over 10 weeks for the above activities will require approval by the Provost. Support for any purpose not listed above, regardless of the number of weeks, requires approval by the Provost.

Sponsored Program Funds

A maximum of 12 weeks support is allowable if it is within the sponsor guidelines.

Gift Funds

A maximum of 10 weeks support is allowable; over 10 weeks will require approval by the Provost.

PRF Summer Faculty Grants

Supplementation up to the faculty member’s 100% salary during the 8 week grant period is allowable from gift funds; supplementation cannot be for additional assignments, but must support the purpose of the PRF Summer Faculty Grant. Summer appointments before or after the grant period are allowable subject to the summer session support guidelines relevant to the funding source of the appointment.

Split Funding

Support over 10 weeks from a combination of general funds and gift funds will require approval by the Provost. When summer support is from any other combination of funds, up to 12 weeks is allowable if each funding source individually meets the guidelines for that fund as outlined in this document. Provost prior approval will be required when any individual funding source does not meet the above criteria.

Summer Intensive Instructional Activities and Non-Continuing Education Overload Activities

Refer to Executive Memorandum C-40 for guidelines on administering pay for these activities.