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POLICY TITLE	Salaried Faculty Summer Teaching	Policy Number	643
Section	Academics	Approval Date	April 24, 2008
Subsection	Faculty	Effective Date	April 24, 2008
Responsible Office	Office of the Senior Vice President of Academic Affairs		

1.0 PURPOSE

1.1 In order to meet the needs of students and to provide maximum efficiency of space, there is a need to build a strong summer program. Growth of the summer program shall provide additional opportunities for students and faculty.

1.2 This policy is aimed at facilitating growth by establishing an equitable, fair method for faculty compensation by addressing summer teaching loads, compensation standards for salaried faculty summer teaching, and factors which may be considered in the annual distribution of funds to support such teaching.

1.3 Objectives of a strong summer program include:

- 1) Responsiveness to student need for access to summer programs to improve retention and enable timely completion of degrees;
- 2) Construction of responsible summer programs with efficient facility use; and
- 3) Cultivation of a sense of a community among communities on campus and the Utah Valley region.

2.0 REFERENCES

2.1 UVU Policy 321 *Employment Classifications and Work Limitations*—TEMPORARY EMERGENCY

2.2 UVU Policy 358 *Faculty Compensation*

2.3 UVU Policy 363 *Supplemental and Adjunct/Overload Pay Methods*

2.4 UVU Policy 641 *Salaried Faculty Workload—Academic Year*



2.5 UVU Policy 642 *Salaried Faculty Overload*

3.0 DEFINITIONS

3.1 ACHE (Academic Credit Hour Equivalents): The unit of measure for academic activities as determined by the department, school, and Senior Vice President of Academic Affairs (SVPAA). ACHE establishes equivalents for activities including, but not limited to, scholarship, research, creative activities, program development, and public and community service.

3.2 Average salaried faculty compensation: The average base salary for faculty at the University with the ranks of instructor, assistant professor, associate professor, and professor (based on 1.00 FTE salary equivalencies). When used as an index for the standard summer teaching rate, the calculation shall be made in fall semester and any cost of living adjustment for the next fiscal year shall be added to the figure to be used as the standard summer teaching rate.

3.3 Faculty: See section 3.7, “salaried faculty member.”

3.4 GCHE (Governance Credit Hour Equivalents): The unit of measure for participating in academic and university governance as defined by the SVPAA and in accord with university and Regents’ guidelines. GCHE establishes equivalents for activities including, but not limited to, serving as a program coordinator, department chair, or senate officer and specific types of committee work.

3.5 ICHE (Instructional Credit Hour Equivalents): The unit of measure for instructional activity as defined by university policy, Regents’ policy, and Regents’ reporting guidelines. ICHE incorporates credit, lecture, and lab hours, plus factors including, but not limited to, mode of instructional delivery, class size, and individualized instruction.

3.6 Overload teaching rate: Compensation for summer teaching at the university overload rate per ICHE.

3.7 Salaried faculty: A faculty member in a position categorized as .75–1.00 full-time equivalent (FTE) that can reasonably be expected to last six consecutive months or longer, funded from salaried budgeted dollars, and provided a benefit package. In this policy the term “faculty” means a salaried faculty member.

3.8 Standard summer teaching rate: Compensation for summer at three percent of the average salaried faculty compensation rate per ICHE.

3.9 Summer teaching assignment: A salaried faculty member’s total summer teaching load, which may include teaching that is paid at the standard summer teaching rate and the overload teaching rate.



3.10 Summer term: Any session or combination of sessions between the end of Spring semester and the beginning of Fall semester. Fall and Spring semesters are excluded from this policy.

4.0 POLICY

4.1 The University assigns and compensates all credit-bearing instruction by salaried faculty during summer term. The University recognizes summer is beyond the academic year.

4.2 The assignment and compensation of all university credit-bearing instruction by salaried faculty during summer term is governed by this policy.

4.3 Summer Teaching Assignments

4.3.1 Summer teaching assignments are recommended by the department chair and approved by the dean.

4.3.2 Summer teaching assignments may be requested of a faculty member in response to university need, but faculty members shall not be required to teach the summer term.

4.3.3 Faculty members may request summer teaching assignments in the annual planning of workload with their department chair, but teaching during summer term is not a faculty right and cannot be guaranteed.

4.3.4 All credit-bearing instruction contributes to a faculty member's summer teaching assignment, including day, evening, weekend, off-campus, Wasatch Campus, and Distance Education, regardless of time, location, or source of funding.

4.3.5 The summer teaching assignment for a salaried faculty member is eight ICHE or less. Any assignment over eight must be approved by the dean.

4.4 Summer Teaching Compensation

4.4.1 Faculty members teaching three or more ICHE shall be compensated at the standard summer teaching rate for at least three ICHE; those faculty teaching fewer than three ICHE shall receive the standard summer teaching rate for their full ICHE load.

4.4.2 As university funds allow, faculty members may be compensated at the standard summer teaching rate up to a maximum of six ICHE. ICHE greater than the amount compensated at the standard summer teaching rate shall be compensated at the overload teaching rate.

4.5 Standard Summer Teaching Rate Fund Distribution



4.5.1 Funds designated for faculty compensation at the standard summer teaching rate shall be used for instruction only. ACHE and GCHE activities may be compensated from other sources, but not from standard summer teaching rate funds.

4.5.2 Funds for paying faculty at the standard summer teaching rate shall be redistributed annually by Academic Affairs to schools/colleges with recommendations for department distribution.

4.5.3 Distribution shall occur in sufficient time for department chairs to reasonably submit their summer schedule. Distribution shall generally be three weeks prior to the deadline for submission of the summer class schedule.

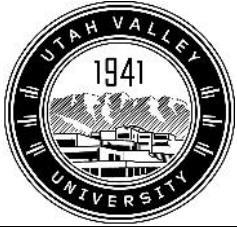
5.0 PROCEDURES

5.1 Salaried faculty summer teaching payment procedures shall be consistent with university policy and practices.

5.2 The distribution of funds for paying faculty at the standard summer teaching rate shall be based on student need and department planning. Factors which may be considered include but are not limited to:

- 1) Previous summer student FTE and enrollment;
- 2) Departmental assessment of student needs (predicted enrollment, past enrollment trends, data from student surveys, data based on student plans from advisory sessions and student self-reports, etc.);
- 3) Scheduling of courses which shall support student retention and persistence to graduation;
- 4) Departmental publication of a two- to four-year course delivery plan;
- 5) Average enrollment across all of a department's sections (instead of a baseline enrollment per section);
- 6) Clusters of cohort-driven courses (boot-camps, etc.); and/or
- 7) Engaged-learning communities (service-learning, internships, student research, study abroad, etc.)

5.3 Decisions regarding distribution of summer teaching funds shall be transparent, accountable and shall provide feedback so departments and schools/colleges may modify their summer programs in subsequent years to improve funding opportunities.



UTAH VALLEY UNIVERSITY

Policies and Procedures

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity