Date: April 10, 2012

TO: Deans Academic Department Heads  
Department and College Administrative Assistants

FR: Human Resources  
HR/Affirmative Action

RE: Procedures and Guidelines for Summer Session 2012 Appointments

It’s that time again! Here are the instructions and forms for Summer Session 2012 Appointments.

Included with these instructions are:
1. Summer Session 2012 Appointment (SSA) forms for each of the tenurable and Non Tenure Track faculty employed in the department during Spring Semester 2012.
2. The Summer Session Contracts (SSC’s) for tenurable and Non Tenure Track faculty are on the reverse of the SSA, and
3. Blank SSA/SSC forms to use to appoint faculty who are not currently employed and/or to modify appointments once an initial SSA/SSC for a faculty member has been submitted.

Use the SSA/SSC:

★ Use the SSA and the top portion of the SSC to appoint tenurable faculty currently on AY appointments. Use the form if the faculty member will teach, conduct research and/or perform service during the summer.
★ Use the SSA and the bottom half of the SSC to appoint Non Tenure Track faculty to teach (only) during Summer Session.

DO NOT Use the SSA/SSC:

✗ To appoint tenurable faculty who are on FY appointments. (Work during the summer is part of the expectations of tenurable faculty on FY contracts.)
✗ To appoint contract professional employees who will be working over the Summer Session.
✗ To appoint Non Tenure Track faculty to conduct research or perform service. For such assignments use a PTF and LOA form.
✗ For exceptions or unusual cases including hiring tenurable AY faculty to teach for more than the usual 2/9ths load. 
   The Provost will need to review and approve!
   Please see enclosed guidelines for additional information.
✗ To appoint Graduate Teaching or Research Assistants (GTA, GRA) – an EPAF must be used.
   REMINDER: Teaching (GTA) expenses are deferred - incurred against FY 2013.
Important points – please review:

1. The Summer School Contract (SSC) takes the place of any written Memorandum of Agreement or verbal contracts the department may have had in the past with tenurable faculty.

2. The SSC also takes the place of any PTF’s and LOA’s previously used to appoint Non Tenure Track faculty for Summer Session.

3. Using the SSA/SSC form means that, in most cases, you will not need to process a PTF or a LOA to appoint Non Tenure Track faculty for Summer Session. Exceptions are discussed in the enclosed guidelines.

4. The enclosed SSA provides the faculty member’s Annual Base Salary for AY 12/13, if known, as of April 1, 2012.

5. There is no official AY Base Salary for Non Tenure Tracks, so the salary for Summer Session teaching may be negotiated as it is during the school year.

6. No monthly amount for a faculty Research appointment may exceed 1/9 of the annual base salary.

7. The SSA/SSC needs to be signed by OSP or AES/Extension if either grants and contract funds or AES/Extension fund the appointment. The form does not need to be signed by the Provost, Vice President for Research, or Affirmative Action.

8. Since, in most cases, the SSA will not be reviewed by central administration, the department head and dean are responsible for any errors in the information provided or for any violations of University policy.

9. Please indicate the number of credit hours assigned if the appointee has a teaching assignment. This will be used in computing sick leave accrual.

10. Use Section C to indicate lump sum payments for service or other activity of tenurable faculty only. Faculty appointed on Section C must not be paid using grant funds. If more than one type of service is being reimbursed please indicate each payment on a separate line with a description.

11. Like the PTF, the SSA asks for the name, phone number and e-mail address of the person completing the form. It also has an “ACTION” section which asks you to indicate the purpose of the submitted form and check when multiple SSA/SSC’s are submitted for the same person.

12. Be sure to make a copy in your office for reference and duplication purposes.

13. New Section – Section D: This section is to be used for Department Head administrative duties only for Tenure Faculty. NO grant funding allowed.

Remember, SSA/SSC’s are due to HR on May 18, 2012 or as soon as appointments are made or modified.

If you have any questions about Summer Session appointment policies and procedures, please contact HR @ 994-3651 or HR/Affirmative Action @ 994-2042.