

## **GUIDELINES FOR SUMMER SESSION APPOINTMENTS – MONTANA STATE UNIVERSITY**

Tenable AY faculty may be appointed during Summer Session to teach, perform service, conduct research, or do any combination of these. The SSA/SSC is divided into four parts so you can indicate assignments in any or all of these areas.

➤ *Exceptions should be discussed with the Provost's office in advance.*

### **Use the combined SSA/SSC form to appoint for Summer Session 2014:**

- Tenurable faculty who are **currently employed** by the university. Be sure that the faculty member reads and signs the SSC on the line provided.
- Tenurable faculty who will be newly hired for the Fall Semester 2014. These faculty need to be hired into their tenurable position BEFORE you process an SSA/SSC for them; otherwise you must hire them as a Non Tenure Track faculty. If you haven't already done so, complete an EPAF and the Letter of Hire for the appointee for **Fall** semester 2014. Then use one of the enclosed blank SSA/SSC forms to appoint the faculty member for Summer Session. Be sure the faculty member reads and signs the SSC on the line provided. Submit all documents to Human Resources.
- Use the SSA/SSC to appoint Non Tenure Track faculty **to teach only**. **Do not** use it to appoint a Non Tenure Track faculty member to perform service or conduct research. The following hints should help:
  - If someone has been a Non Tenure Track faculty member during the school year and will be conducting research or performing service but not teaching during Summer Session, appoint him or her on a LOA form with a Summer Session Funding Authorization Form.
  - If the Non Tenure Track faculty member will be teaching for part of his or her assignment and conducting research or performing other responsibilities for the other parts, use the SSA/SSC form for the teaching assignment and a LOA form and Summer Session Funding Authorization Form for the non-teaching assignments.
  - A Non Tenure Track faculty members summer salary is based off their salary for an AY at a 1.0 FTE.
    - ❖ *Remember – Non Tenure Track Faculty appointed on a LOA with a Summer Session Funding Authorization Form cannot cross fiscal years. If their appointment crosses FY14 and FY15 you will need to complete 2 LOA's/ Summer Session Funding Authorization Form's.*

Use the SSA/SSC to appoint the following types of Non Tenure Track Faculty for Summer Session 2014:

1. Non Tenure Track Faculty who are **currently** employed (Spring 2014). Complete Section A of the enclosed SSA/SSC form. Be sure the faculty member reads and signs the "contract" on the line provided. (If the Non Tenure Track faculty member is to be reappointed for Fall, be sure to process a Reappointment LOA/EPAF for that purpose.)
  2. Non Tenure Track faculty who were not employed for Spring Semester 2014 but employed previously. Negotiate the salary and use a blank SSA/SSC form. Be sure the employee reads and signs the contract on the line provided.
  3. Non Tenure Track Faculty who are to be **hired only** for this 2014 Summer Session and **will not** be reappointed for Fall 2014. Use a blank SSA/SSC form. Be sure the employee reads and signs the contract on the line provided.
- ✓ Expenses for Summer Session teaching are incurred against the **FY2015** budget regardless of the Summer Session in which the faculty member is appointed. Expenses for Summer Session

research and service are incurred in the fiscal year in which they are earned.

- ✓ Summer session salary for tenurable faculty will be based on their current AY 2014 base salary rate even if the faculty member is scheduled to receive a tenure or promotion bonus or a floor increase.
- ✓ In computing summer salary, it doesn't matter if a tenurable faculty member has chosen to be paid over 9 or 10 months of the regular academic year. For Summer Session, he or she will be paid according to the AY 2014 (Annual) Base Salary as of April 1, 2014, amortized over nine months. The annual base salary, excluding any additional compensation as of April 1, 2014, is printed on the SSA. Divide that amount by 9 and then multiply by 2 or 3, as appropriate, to determine the maximum Summer Session salary for a tenurable faculty member.
  - ✓ The University has the right to cancel classes during Summer Session. In some cases, this may mean reducing the faculty member's assignment or modifying it by shifting a greater proportion of the assignment to grants and contracts, if permitted under the terms of the grant or contract. To make these changes, use a blank SSA form and describe the change(s) after "NOTES."
  - ✓ In other cases, canceling a class may terminate the faculty member's Summer Session appointment. To do this - process a terminating EPAF.
  - ✓ Some tenurable faculty have more than one funding source for their research activities. The SSA provides space to indicate two different index number and distributions per appointment period. If this is not enough, use additional forms and indicate on each "page \_\_\_ of \_\_\_."
  - ✓ Faculty may use sick leave only during and for the period of their actual 2014 Summer Session appointment. For example, if the course a faculty member teaches is offered during the first session, sick leave can be taken only during that session.

Remember, SSA/SSC's are due to HR on **May 20, 2014** 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.

