Date: April 10, 2014

TO: Deans Academic Department Heads
    Department and College Administrative Assistants

FR: Human Resources

RE: Procedures and Guidelines for Summer Session 2014 Appointments

Here are the instructions and forms for Summer Session 2014 Appointments:

Included with these instructions are:
1. Summer Session 2014 Appointment (SSA) forms for each of the Tenure Track and Non Tenure Track faculty employed in the department during Spring Semester 2014.
2. The Summer Session Contracts (SSC’s) for Tenure Track 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.
4. Summer Session Funding Authorization Form. This form is to be used for any employee who does not meet the requirements of the SSA/SSC and therefore must be placed on a Letter of Appointment (LoA) – for Non-Tenure Track Faculty or Memorandum of Understanding (MOU) – for Tenure Track Faculty as well as for employees who are on a Post Retirement Contract and must be approved by OCHE.

Use the SSA/SSC:

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

DO NOT Use the SSA/SSC:
× To appoint Tenure Track faculty who are on a FY appointment. (Working during the summer is part of their expectations of Tenure Track faculty on a FY contract.)
× To appoint a retiree. Use the Post-Retirement Employment Contract and submit an epaf.
× 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.
  o For such assignments use a LoA and the Summer Session Funding Authorization Form.
× For exceptions or unusual cases including hiring Tenure Track AY faculty to teach for more than the 2/9ths load.
  o The Provost will need to review and approve!
  o 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 FY2015.

**Important points – please review:**

1. The Summer Session Contract (SSC) takes the place of any written Memorandum of Understanding or verbal contracts the department may have had in the past with Tenure Track faculty.

2. The SSC also takes the place of any LoA previously used to appoint Non Tenure Track faculty for the Summer Session.

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

4. The enclosed Summer Session Appointment (SSA) provides the faculty member’s Annualized Base Salary for the AY14, if known, as of April 1, 2014.

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

6. The SSA/SSC needs to be signed by OSP or AES/Extension if either grants and contract funds or AES/Extension fund the appointment.

7. 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.

8. Please indicate the number of credit hours assigned if the appointee has a teaching assignment.
   a. This will be used to complete sick leave accruals.

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

10. 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.

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

12. Section D: This section is to be used for Department Head administrative duties only for Tenure Track faculty. **NO** grant funds allowed.

Remember, SSA/SSC’s are due to Human Resources on **May 20, 2014** or as soon as appointments are made or modified.

If you have any questions about Summer Session appointments policies and procedures, please contact HR @ 994-3651.