

## GUIDELINES FOR SUMMER SESSION APPOINTMENTS 2022

### Introduction

- There are two versions of the SSF/SSA in ARGOS:
  - One for tenure track faculty, and
  - One for non-tenure track faculty
  - No paper forms will be accepted.
- The Summer Session form has two parts:
  - Summer Session Form “SSF” (payroll information, etc), plus the
  - Summer Session Appointment “SSA” (the contract)
    - A brief description of duties is required
    - **Please list rubrics and course titles on teaching assignments**
- Routing: ARGOS routes it for you. Just enter your routing list in ARGOS.
- Background checks are required per usual policy
- SSF/SSAs for payments on the first summer payroll (Payroll 11) are due to HR by **May 10, 2022** and thereafter as soon as appointments are made or modified.

If you have any questions about Summer Session appointment policies and procedures, please contact your HR Business Partner, or the UHR Compensation Subject Matter Expert Team at [comp-classification@montana.edu](mailto:comp-classification@montana.edu)

### BELOW PLEASE FIND FULL GUIDELINES APPLICABLE TO:

- A. Tenure Track “TT” faculty
- B. Non-Tenure Track “NTT” faculty
- C. Both TT and NTT faculty
- D. Calculating faculty pay in summer
- E. LOA in summer

Please read all sections applicable to your department



## A. TENURE TRACK FACULTY

Tenure Track (TT) AY faculty may be appointed during Summer Session to teach, perform service, conduct research, or any combination of these. Department Heads on AY TT contracts only may be appointed using the Summer Session Form (SSF) to perform administrative duties. The Tenure Track SSF is divided into four sections representing each these areas. The reverse side of the SSF carries the Summer Session Appointment (SSA), which is the contract.

### **Use the Tenure Track Faculty SSF/SSA form to appoint for Summer Session 2022:**

- Tenurable faculty who are **currently employed** by the university
- Tenurable faculty who will be newly hired for the Fall Semester 2022. The Letter of Hire (LOH) and EPAF must be submitted and applied BEFORE you process an SSF/SSA for them; otherwise you must hire them as Non-Tenure Track faculty
- Summer session salary for tenure track faculty is based on the AY 2022 base salary at 4/1/22. See section D below
- Faculty are paid per the pay date shown on the SSF. But summer 2022 State funded teaching appointments post to FY23 regardless of pay date

### **DO NOT Use the SSF/SSA:**

- To appoint Tenure Track faculty who are on a FY appointment. (Working during the summer is part of the expectations of Tenure Track faculty on a FY contract)
- To appoint a retiree. Contact your HR Business Partner or the UHR Comp Team [comp-classification@montana.edu](mailto:comp-classification@montana.edu) for help with the Post-Retirement Employment process
- To appoint contract professional employees who will be working over the Summer Session

<b>Employee</b>	<b>Duties</b>	<b>SSF/SSA</b>	<b>NTT LoA/EPAF</b>
Existing TT	Teaching (State funded)	X	
Existing TT	Teaching (non-State funded)	X	
Existing TT	Service (non-teaching activity that facilitates the effective operation of the institution or grant)	X	
Existing TT	Research (non-State funded, non-service activity directly supporting a specific research project)	X	
Existing TT	Mix of Teaching, Research, Service and/or Administration	X	
New TT whose LOH/EPAF have been applied	Any of the above	X	
New TT whose LOH/EPAF not yet applied	Any of the above – appoint as NTT	X Teaching, Research	X Service

## B. NON-TENURE TRACK FACULTY

Non-Tenure Track (NTT) AY faculty may be appointed during Summer Session to teach or conduct research, or a combination of these. The Non-Tenure Track Faculty Summer Session Form (SSF) is divided into two sections representing each these areas. The reverse side of the SSF carries the Summer Session Appointment (SSA), which is the contract.

- Use the Non-Tenure Track Faculty SSF/SSA to appoint NTT faculty to teach and conduct research. **Do not** use it to appoint NTT faculty to perform service. The following hints may help:

Employee	Duties	SSF/SSA	Professional LoA/EPAF
New or Existing NTT	Teaching (State funded)	X	
New or Existing NTT	Teaching (non-State funded)	X	
New or Existing NTT	Service (non-teaching activity that facilitates the effective operation of the institution or grant)		X
New or Existing NTT	Research (non-State funded, non-service activity directly supporting a specific research project)	X	
New or Existing NTT	Teaching and Research	X	
New or Existing NTT	Teaching and Service	X Teaching	X Service
New or Existing NTT	Research and Service	X Research	X Service

- Summer session salary for NTT faculty is based on the AY 2022 base salary at 4/1/2022, pro-rated to 1.0 FTE. See section D below

## C. TT AND NTT FACULTY

### ROUTING

1. ARGOS will route the contract Please obtain the necessary signatures on the SSF (Dept Head, Dean, VPR, OSP, AES etc.) **prior** to routing to the Provost
2. The Provost will review and approve all Summer Session Contracts before the contract is presented to the employee for signature
  - Work assignments may not commence until the SSF/SSA is signed by all parties
  - Please ensure the employee's full GID is on both the SSF and SSA

### OTHER

- AY 2022 (Annual) Base Salary is calculated using April 1, 2022 rate prorated to 1.0 FTE. This annual base salary, excluding any additional compensation or overload, is provided in spreadsheet format in Box
- In the job duties section of the SSA, please list courses being taught (rubric and number of course title), and a brief description of any other duties for which the employee will be paid
- Please ensure the employee's name and full GID appear on both the SSF and the SSA
- Expenses for 2022 Summer Session State-funded teaching are incurred against the **FY23** budget regardless of the pay date. Expenses for Summer Session research, and service are incurred in the fiscal year in which they are expended.
- Items to note:
  - ✓ The University has the right to cancel classes during Summer Session. In some cases, this may mean reducing or modifying the faculty member's assignment. To make these changes, complete the modification section of the SSA and attach a copy of the original SSF
  - ✓ In other cases, canceling a class may terminate the faculty member's Summer Session appointment. To do this - process a terminating EPAF.
  - ✓ Some faculty have more than one funding source for their research activities. The SSF 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 2022 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.

#### **D. CALCULATING FACULTY PAY IN SUMMER**

- Board of Regents policy establishes that the maximum State-funded salary for summer session teaching/service/administration shall not exceed 2/9<sup>th</sup> of AY base salary. Non-State funded activity, including teaching associated with grants, may be performed up to a maximum of 3/9<sup>th</sup> of AY base salary. Any combination of grant and State funded work must not exceed 3/9<sup>th</sup> of AY base salary
- Full time credit load (**FTCL**) for Summer varies across campus from 6 – 11.25 credits, and sometimes differs TT to NTT. 8 credits is considered full load in summer if such specifics do not exist in your College
- UHR provides pre-calculated base salary data in Box
- Because State-funded salary shall not exceed 2/9<sup>th</sup> of the AY base salary, the FTCL equates to 2/9<sup>th</sup> pay
- Sick leave accruals will be calculated per 1/9 earned

- Formula for calculating faculty summer pay is below:

First multiply your full-time credit load by 4.5 to determine the full time factor (FT Factor) specific to your College

$$\boxed{[1 / \text{FT Factor}] \times [\text{AY base salary}] \times [\text{teaching credits}] = \text{summer pay}}$$

**Example 1.** College for which 8 credits is full-time credit load for

Summer would have a FT Factor of 36 (8 x 4.5). Now use the FT Factor and credits being taught in the above equation

A Faculty member whose full-time AY base salary is \$55,000:

$$[1/36] \times [\text{AY base salary}] \times [4] = \$6,111$$

You can see that a faculty member teaching  $\frac{1}{2}$  the full-time load (4 credits of the 8 FTCL) would earn  $\frac{1}{9^{\text{th}}}$  of their AY pay – or  $\frac{1}{2}$  the max earning allowable.

$$[1/36] \times [\text{AY base salary}] \times [8] = \$12,222$$

You can see that a faculty member teaching the full-time load (8 credits of the 8 FTCL) would earn  $\frac{2}{9^{\text{th}}}$  of their AY pay – or the max earning allowable.

**Example 2.** College for which 6 is full-time credit load for Summer would have a FT Factor of 27 (6 x 4.5). Now use the FT Factor and credits being taught in the above equation.

A Faculty member who is full-time AY base salary is \$75,000:

$$[1/27] \times [\text{AY base salary}] \times [3] = \$8,333$$

You can see that a faculty member teaching  $\frac{1}{2}$  the full-time load (3 credits of the 6 FTCL) would earn  $\frac{1}{9^{\text{th}}}$  of their AY pay – or  $\frac{1}{2}$  the max earning allowable.

$$[1/27] \times [\text{AY base salary}] \times [4] = \$16,666$$

You can see that a faculty member teaching the full-time load (6 credits of the 6 FTCL) would earn 2/9<sup>th</sup> of their AY pay – or the max earning allowable.

**F. NTT SERVICE IN SUMMER**

NTT faculty are appointed using the SSF/SSA for teaching and research assignments only. If they undertake any service, please use a LOA and 4C[departmental #] and submit an EPAF

*Please Remember –appointments on LOA and EPAF cannot cross fiscal years. If an appointment crosses FY22 and FY23 please complete two Letters of Appointment (LOA) and EPAFs.*