**Application to Exceed Two-Ninths AY Salary for**

**Additional Teaching Duties in Summer**

Montana State University

(to accompany summer appointment form)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Department:** |  |
| **Rank:** |  | **College:** |  |
| **Phone:** |  | **Email:** |  |

Faculty salary: 1/9th: \_\_\_\_\_\_\_\_\_\_\_\_\_ 2/9th: \_\_\_\_\_\_\_\_\_\_\_\_\_ 3/9th: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Please list all proposed teaching responsibilities for summer \_\_\_\_\_.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #1** |  |  |  |  |
|  |  | *RUBRIC* | *Number* | *Course dates* |
| Credits by Mode of Instruction: | Lecture: |  | Seminar: |  |
|  |  | Independent Study: |  | Lab/Studio: |  |
|  |  | Recitation/Discussion: |  |  |  |
| Credit-hours credited to applicant: |  |  | **TOTAL$** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #2** |  |  |  |  |
|  |  | *RUBRIC* | *Number* | *Course dates* |
| Credits by Mode of Instruction: | Lecture: |  | Seminar: |  |
|  |  | Independent Study: |  | Lab/Studio: |  |
|  |  | Recitation/Discussion: |  |  |  |
| Credit-hours credited to applicant: |  |  | **TOTAL$** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #3** |  |  |  |  |
|  |  | *RUBRIC* | *Number* | *Course dates* |
| Credits by Mode of Instruction: | Lecture: |  | Seminar: |  |
|  |  | Independent Study: |  | Lab/Studio: |  |
|  |  | Recitation/Discussion: |  |  |  |
| Credit-hours credited to applicant: |  |  | **TOTAL$** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course #4** |  |  |  |  |
|  |  | *RUBRIC* | *Number* | *Course dates* |
| Credits by Mode of Instruction: | Lecture: |  | Seminar: |  |
|  |  | Independent Study: |  | Lab/Studio: |  |
|  |  | Recitation/Discussion: |  |  |  |
| Credit-hours credited to applicant: |  |  | **TOTAL$** |  |

Total summer Appointment $\_\_\_\_

**1Course credit-hours taught by teaching assistants that do not involve direct faculty contact will not be included in the total. For example, a 4-credit course that includes a 1-credit laboratory taught by a teaching assistant will be counted as 3 credits for the faculty instructor. In cases where two or more faculty team-teach a course, the credit-hour generation will be divided according to respective contributions.**

**2Attach a separate sheet if necessary to list additional courses.**

1. If there are additional teaching duties that do not directly result in credit-hour production but should be considered, please describe these duties (below or on an attached sheet). Describe the history of this arrangement including past compensation. Also, include the equivalent credit-hour value according to the formula:

Credit-Hour Equivalent = Anticipated Compensation

 1/36 AY Salary

1. Attach a separate letter from the Department Head explaining how the proposed summer session teaching duties go beyond the normal, historical, full-time teaching load.

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**Approval**

|  |  |
| --- | --- |
|  |  |
| *Department Head Date* | *College Dean Date* |
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|  |  |
|  |
| *Executive VP for Academic Affairs and Provost* |