Summer Faculty Assignments

Assignment Dates:

Standard summer assignment dates for faculty teaching summer session courses are as follows:

First Summer Session: June 1 - July 15
Second Summer Session: July 16 – August 31
Nine Week Session: June 1 - July 31
Twelve Week Term: June 1 – August 31

Funding:
Summer session teaching should be funded on your summer session accounts: 14-XXXX-2903 for non-tenured faculty and 14-XXXX-2003 for tenured/tenure track faculty.

Summer Teaching Loads:
Faculty members are normally permitted to teach only one course during the summer (one organized course in any of the terms). A faculty member may be assigned to teach two courses during the summer if the Chair determines that every faculty member qualified to teach has been considered and no other qualified instructor is interested in teaching. The Chair may then assign a faculty member to teach two 12 week courses or one course in each 6 week term.

Advance approval of the Dean must be obtained for all other combinations of teaching two courses. These requests should be sent directly to Dean Richard Flores (with a carbon copy to Kim Snyder) for approval and should include: 1) course numbers and unique numbers; 2) specific reason why course needs to be offered 3) student enrollment in each course last summer session and 4) projected enrollment for each course this summer session. All approvals must be noted with approver and date on the HRMS summer assignment document.

Maymester Courses:
Payments to faculty who teach a Maymester course are processed via an HRMS Modify document. In the Incumbent section, add Additional Pay (type: Maymester) for $9,000 effective 5/1/XX through 5/31/XX. These payments should be paid using departmental summer session faculty salaries accounts (14-16XX-2X03).

Faculty Compensation and Salary Cap:
Individual Faculty compensation for summer session teaching is calculated on a per course basis. The stipend for each organized course of 3 or more credit hours normally will be equal to the lesser of 1/6th of the faculty members’ long session rate, or $9,000 (the summer salary cap). Whether a course is 6, 9, or 12 weeks does
not affect an individual’s stipend, course duration does, however, affect the percent
time appointment that this stipend represents.

Modified Service:
Faculty members on modified service or phased retirement should not normally be
scheduled to teach during the summer session. Any exceptions to this policy must
be approved in advance by Dean Flores and the Provost Office.

New Faculty Assignments in Summer:
Please note that new faculty that are hired to teach during the summer must have
an approved PAR to push the position to HRMS, however summer assignments do
not push to HRMS. Therefore, you must create a summer assignment in HRMS once
the PAR has been approved and accepted.

Offer Letters:
Offer letters should be created for all NTT faculty. The original signed offer letter
and a copy should be directly sent to either Kim Snyder or Lonnie Lisenbee in the
Dean’s Office. If prior to sending out letters of assignment (for individuals not
needing a summer PAR), you want the draft letter reviewed, you may email it to Kim
or Lonnie. Sample offer letters for summer teaching are available online at:
http://www.utexas.edu/cola/business-affairs/manual/Faculty-
Recruitment/Sample-Offer-Letters.php

Summer Insurance for Faculty:
Information regarding summer insurance for faculty is available at:
http://www.utexas.edu/hr/current/insurance/summer.html

Summer Research Assignments:
A faculty member may be assigned to a grant account, an endowment, or other non-
instructional funds for up to three summer months. If the faculty member is paid on
a grant, please keep in mind that these assignments must follow any rules or policies
from the granting agency. If a faculty member (non-holder) is paid on an
endowment, please make sure that the faculty member is nominated as a fellow on
the endowment. (Please contact David Macha with questions concerning fellowship
nominations.)

Departmental Chair/Director Assignments:
Department Chairs and Academic Program Directors are typically appointed for two
summer months. Compensation for these administrative appointments is based on
the individual’s summer rate and is not subject to the salary cap provision. These
assignments are created by the Dean’s Office, based on the terms of appointment as
chair or director.

In the event a department chair or director is also teaching a summer session course,
the instructional assignment period will be for a period of 1 month. Because this
portion of the assignment is instructional in nature, the summer salary cap will be
applied proportionally. Faculty may not be appointed for more than 3 months during the summer. In cases where the chair or director is appointed for 2 months for serving as chair or director, the remaining 1 month appointment for teaching will be capped at $6,000 ($9,000 x 4/6). The stipend for this appointment should be funded from the summer instructional budget.