



## POLICY & PROCEDURE DOCUMENT

NUMBER: 1.212~~3~~4

DIVISION: Academic Affairs

TITLE: Summer Sessions and Winter Session Compensation

DATE: November 28, 2011

REVISED: May 8, 2013, January 11, 2016, June 26, 2020, November 8, 2021

Authorized by: Robert Fischer, Cheryl Stevens, Provost and Vice President for Academic Affairs

### I. Purpose and Scope

~~The Division of Extended Learning and Outreach, under the direction of Academic Affairs, administers courses offered during Summer Sessions and Winter Session. This includes coordination of the special instructional assignment process, student recruitment, and supporting special academic programs in the summer and winter sessions.~~

This policy clarifies the teaching limits and compensation schedule for full-time faculty in Summer and Winter sessions and establishes criteria for departments to receive Summer Distribution funds. This policy supersedes existing policy 1.115V.

### II. Policy

#### A. Enrollment

1. All Summer and Winter courses should have enrollment caps set at similar levels to those used in Fall and Spring semesters.
2. The ratio of tuition revenue to stipend (salary plus fringe) expenses from the previous summer can be used by departments and colleges to estimate the average enrollment needed for that department's offerings to be financially viable.
3. The decision to cancel or prorate low-enrolled courses must be made no later than five (5) business days prior to the start date of the course. No cancellations due to low enrollment will be made after that time in order to give students and faculty time to make alternative plans.

#### B. Limits on Summer and Winter Teaching

1. Faculty may teach a maximum of twelve (12) credit hours during the Summer Term, with a maximum of 4 credits within a three-week session, 8 credits within a four, five, six or

seven-week, or 9 credits within an eight-week session. Other concentrations of credit hours taught must be approved by the department head, dean, ~~Office of Summer Sessions~~, and the Provost (or designee).

2. Faculty may teach a maximum of four credit hours during the two- and three-week sessions, and a maximum of six credit hours during the five-week session during Winter Session.
3. Internships and practica may have different expectations than other courses and therefore may have workloads that are not accurately represented by the academic credit assigned to such sections. Therefore, in calculating the number of credit hours taught during a summer or winter session, internships and/or practica may be given a reduced credit hour weight (and corresponding reduced workload effort; see Policy 1.209V) by the department head, subject to approval by the dean.

### C. Compensation

1. Faculty compensation rates (specific dollar amounts per credit hour) for Summer and Winter teaching will be established prior to the beginning of the academic year by the Office of the Provost at a specific dollar amount per credit hour.
2. For courses with high enrollment, an additional amount per credit hour will be paid to the instructor. The Office of the Provost will establish the compensation rates. Any changes to the rates will be announced before the beginning of the academic year in which the change will take effect.

## III. Procedure

### A. Teaching Assignments ~~Special Instructional Assignment Contracts~~

Departments and colleges will set the requirement for the minimum number of students ~~in a per~~ course ~~needs~~ via Elucian (Banner) ~~the Special Instructional Assignment (SIA) forms and notify full-time faculty assigned to teach the course(s) of the same. The "terms of employment" section of these forms will include a section for the department heads to set the minimum number of students required for the course to be offered.~~ Please see Appendix A for sample soft offer of appointment e-mail.

## IV. Related Policies

- 1.121V Part-Time Employment of Emeritus/a Faculty in a Teaching Capacity
- 1.209V Faculty Workload and Compensation

## V. Reason for Revision

May 2013

Section II.B.3 was added to address the weighting associated with teaching internships and practica.

January 2016

Modified Section II.C.II. to allow for flexibility regarding instructor pay for courses with high enrollment.

June 2020

Modified sections II.B.1. and II.B.2. to allow for new sessions being offered in the summer term and winter session. Also replaced 'Winter Term' with 'Winter Session' to be in compliance with federal financial aid requirements. Section II.D. was removed to align the policy with the current RAMP budget model.

November 2021

Modified Section III to account for process change from using Special Instructional Assignment (SIA) forms to Faculty Load and Compensation (FLAC).

**VI. Attachments**

Appendix A: Sample Soft Offer of Appointment E-mail

Appendix A



COLLEGE OF [Insert College Name Here]

To: *Faculty member*  
From: *Department Head Name*  
Cc: Department FLAC Administrator Name  
Date: *Date*  
Re: Soft Offer of *Winter or Summer* Session Teaching Appointment(s)

I am reaching out to confirm that you have agreed to teach the following:

Course Name:

Course Dates/Times:

Course Modality and Campus:

Minimum Enrollment Required for Course to be Offered:

For teaching the course(s) listed above, you will be compensated at the following rate: [insert per credit hour rate here (i.e. \$1600.00 per credit hour or \$4,800 for a three-credit hour course)]

Prior to teaching this course, please familiarize yourself with the Terms of Employment (see attached).

Please sign below to indicate your official acceptance of the terms of this appointment and return the signed pdf document to me at [john.doe@wku.edu](mailto:john.doe@wku.edu) and to [jane.doe@wku.edu](mailto:jane.doe@wku.edu). Please respond by **DATE**.

I accept the terms and conditions of this appointment.

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Signature

Date

## **Terms of Employment**

The University reserves the right to terminate part or all of an appointment (i.e., one or more courses) at any time with prorated payment for classes already met by the instructor. Reasons for termination of this appointment include, but are not limited to insufficient enrollment, reassignment of regular faculty, failure to adhere to academic unit and University policies, or unsatisfactory performance. A part-time instructor may appeal employment termination or take grievances regarding unfair conditions to their Department Head for review. Such appeals or grievances are subject to final review by the Dean of the college or designee. In non-departmentalized colleges, the initial review shall be by the Dean with final review by the Provost and Vice President for Academic Affairs.

The instructor affirms they are fully qualified and prepared to teach the course(s) assigned and that all representations in their vita, resume, or credentials are accurate. Part-time instructors shall not be employed to teach more than nine workload hours at the undergraduate level or six workload hours at the graduate level per fall, spring, or summer term (with the exception of KTRS retirees). This applies campus wide.

University full-time staff members who do not hold faculty rank are permitted to teach part-time in accordance with WKU Policy 1.517V and must receive prior written approval from their immediate supervisor. Instructors who are retirees from Kentucky Teachers Retirement System (KTRS) shall not be employed to teach more than twelve semester hours per fiscal year (July 1 - June 30). Questions about the twelve-hour teaching limit for KTRS retirees should be directed to the retirement section in the Department of Human Resources.

The instructor agrees to meet each scheduled class at the time and place assigned by the Dean or Department Head and to administer the final course examinations and any required course evaluations as scheduled. In the event of an unavoidable absence, the instructor will notify the Department Head in time to arrange a substitute or to cancel the class. The instructor agrees to make arrangements with students so that work missed due to class cancellations may be made up.

The instructor agrees to meet, as needed, before classes begin with the Department for orientation (including discussion of guidelines and syllabus preparation, selection and use of textbooks and materials, examination schedules, and specific requirements). Students are to be provided a complete copy of the class syllabus, course requirements, and basis for grading during the first week of classes, and to be given written notice of all subsequent changes in the syllabus, course requirements, and basis for grading.

The instructor agrees to abide by the rules and policies of the academic unit and the University set forth in official publications or announced by the Dean's office or the Provost and Vice President for Academic Affairs.

This agreement confers no credit toward tenure or any right of re-employment. This appointment represents the entire agreement between the parties regarding this teaching assignment and supersedes all other understandings, written, or oral.