

Faculty Summer Appointments

When to use a New Appointment Form or Appointment Status Form (ASF):

With GEMS, faculty position numbers for *new* Summer appointments are assigned by the system when the appointment is entered. Therefore, it is not necessary for departments to submit a position number on the appointment paper for a “new” appointment. For faculty who had a summer appointment last year, the department may generate an ASF using last year’s appointment record, changing parameters that need to be changed to accurately reflect this summer’s assignment.

Note that if a faculty member had multiple appointments over different sessions *last year*, it is more convenient for processing to keep like term appointments on the same Empl Rcds. For example, if last year Professor Jones had a Summer C appointment on Empl Rcd 600 and a Summer B appointment on Empl Rcd 601, then it is easier to generate a new appointment for this Summer C appointment on Empl Rcd 600 and for B on 601 - there are less parameters to change.

While it is possible to generate a summer appointment ASF from a faculty academic year appointment, care should be given to click “Create Concurrent Job” on Tab #4 instead of “Create Appt Change.” Although the summer appointment is not technically a “concurrent” appointment, this will serve notice to all that it is a *different* appointment, and not a change to the academic year appointment.

FTE Calculations

Summer school FTE is computed at .08333 per credit hour for standard lecture, on-line and laboratory courses regardless of the session in which the course is taught.

You may find the salary calculator helpful in determining FTE. It is located by clicking [here](#).

Compensation Calculations

Compensation is computed at 12.5% of the faculty member’s nine (9) month salary per a 3 hour credit course. Use the formula of 4.17% of the person’s nine-month salary per credit hour for each course taught.

Compensation for Theses and Dissertation Hours Supervision

Summer school compensation shall be paid to faculty who are instructor of record for students enrolled for masters theses or doctoral dissertation hours. Regardless of the credit hours associated with the students’ enrollment, compensation is computed at a rate of \$250 per student, to a maximum of \$2,500. Faculty may allow more students to enroll, but compensation is capped at \$2,500. The stated cap applies regardless of the number of sections of the same numbered course for which the faculty member is the instructor of record. However, the cap applies separately for masters theses or doctoral dissertation hours (e.g., a faculty member could receive \$5,000 for supervision 10 masters theses and 10 doctoral dissertations during the summer.). FTE for such courses is computed at a rate of 0.025 FTE per student enrolled, up to a maximum of 0.25 FTE per section.