

Policy Title: Faculty Summer Wage Compensation Policy

| Date of Approval | Policy ID | Policy Status | Approving Executive |
|-------------------------|------------------|----------------------|----------------------------|
| January 21, 2021 | | Approved | Dean |

Contact Office: Dean’s Office, School of Data Science

Oversight Executive: Associate Dean for Faculty and Academic Affairs or Chief of Staff

Reason for Policy:

The School of Data Science utilizes faculty within the School as well as across the University to teach summer classes that are a part of the core curriculum of data science programs both residentially and online. For non-12-month faculty, these are paid as faculty wage appointments in compliance with the Provost Academic Policy for Summer Employment and Appointments. Since the School of Data Science schedules and pays all faculty wage for summer teaching, the rate is at the discretion of the School up to the threshold set by the University. University policy outlines that a faculty member may not receive compensation above the equivalent of a 12-month salary from all University resources. This policy outlines the process for determining summer wage rates for faculty with academic year appointments at the University.

Definition of Terms:

Instructor of record is defined as the individual who is responsible for the design, content, and delivery of instruction and the assignment of final grades for a given course. Others may assist in various parts of the course, but only under the supervision of the instructor of record. All credit hours are attributable to a faculty member who serves as the Instructor of Record without assistance. When co-teaching, credits are divided equally among teaching faculty members. When co-teaching with a graduate teaching assistant, all credits are assigned to the faculty member.

Internal overload is defined as a University-approved agreement between a unit that is part of the University and a full-time University faculty member, under which, due to exceptional circumstances, the faculty member receives a payment, in addition to his/her salary for duties beyond those normally assigned and which occur in a time interval during which the faculty member is receiving salary from the University.

New course is defined as a course that has never been taught within the School before by any instructor.

Policy Statement:

Teaching allocations are defined in the approved [Faculty Workload Guidelines](#). Compensation for teaching a 3-credit course or equivalent as faculty wage will be equivalent to one month's salary in wages for the faculty member that is the instructor of record. Summer faculty wage appointments do not carry an expectation of University and School-related service. Compensation for teaching or related activities that are not equivalent to a 3-credit course will be negotiated between the faculty member and the Program Director with review by the Chief of Staff and approval by the Dean.

A faculty member may not earn Internal overload compensation for teaching in the Summer Session.

A limit would be placed on compensation only if the calculated amount pushed the faculty member's salary over the 12-month salary equivalent based on the past year academic year salary per University policy.

Nine-month faculty members who have secured funding for one or more summer months for two or more consecutive years in a row may be converted to a 10-, 11- or 12-month salary base, as appropriate. Typically, this process of conversion happens in the spring before the next academic year (August 25). Once converted, retirement contributions will be made on the additional salary in accordance with the individual faculty member's terms of employment. Contractual cycles are reviewed and adjusted each year.

Business Process:

Teaching responsibilities for summer teaching on faculty wage are negotiated between the Program Director and the faculty member and approved by the Dean or Associate Dean for Academic and Faculty Affairs. Once there is agreement on teaching responsibilities, a letter is drafted by the Program Director, approved by the Dean or Associate Dean for Academic Affairs and sent to the Chief of Staff for compensation review and approval. Once approved, the letter will be sent to the faculty member outlining summer faculty wage pay from the School of Data Science.

It is the responsibility of the faculty member to inform the School of any other internal summer wage agreements with other schools or entities within the University to assure compliance with University policy that total pay from all sources for the summer period may not exceed 3/9ths of the faculty member's salary during the prior academic year.

Related Information:

[Provost Wage Authorization for Academic Areas](#)

[Provost Policy HRM-045: Faculty External Consulting and Internal Overload](#)

Policy Background: Replaces policy from Summer 2020

Policy Review: January 2021