

2017 SUMMER STUDY ABROAD PROGRAMS – KEY INFORMATION

COMPENSATION FOR STUDY ABROAD PROGRAMS AS FOLLOWS:

- When MSU tuition is assessed to the student and paid to the University for the study abroad course, the process will follow the same guidelines as on-campus courses via the electronic summer school payroll process. No additional pay from the program fees will be allowed for the faculty director or any additional faculty involved with the study abroad course.
- Compensation per AOP 13.12: Summer School Teaching, nine-month faculty will receive 8.33% of their nine-month salary base for a 3 credit hour course that has at least the minimum required enrollment (see below). Regular faculty should not be compensated at a rate that is lower than the standard departmental lecturer rate. Courses with more or fewer credit hours should be prorated accordingly to determine the appropriate rate of pay.
- If the faculty responsibilities are shared, the pay should be calculated according to each faculty member's workload for the course.
- When No MSU tuition is assessed to the student, the faculty director or any additional faculty involved with the study abroad course will be compensated via a Summer Appointment Request Form (SARF) funded by the program fees.
- Under no circumstances should a faculty member be compensated from the summer school payroll and program fees.

MINIMUM UNDERGRADUATE ENROLLMENT = 10 AND MINIMUM GRADUATE ENROLLMENT = 5.

- Under-enrolled undergraduate classes should be prorated starting with 9 students prorated @ 90%, 8 students prorated @ 80%, 7 students prorated @ 70%, 6 students @ 60%. No class allowed with fewer than 6 undergraduate students.
- Under-enrolled graduate classes should be prorated starting with 4 students prorated @ 90%, 3 students prorated to 80%. No class allowed with fewer than 3 graduate students.
- For split-level courses, graduate students may be considered the equivalent of two students. Banner will automatically calculate based on the formula 8.33% per three credit hours. Prorated salaries must be manually entered for the "actual pay."
- Exceptions must have prior approval from Dr. Julia Hodges, Executive Associate Vice President for Academic Affairs.

UPDATE ALL "INSTRUCTORS OF RECORD" VIA THE E-FORM (INSTRUCTOR OF RECORD CHANGE REQUEST)

- Check the current employment status of all Lecturers and Graduate Teaching Assistants (TA3) to ensure they are currently active in Banner. If a termination EAF has been processed for May 15, 2017, you will need to submit a reappointment EAF effective May 16, 2017. Be sure to list the departmental HOME ORG on the EAF. It is not necessary to put the Summer School Banner account on the EAF. **A PARF and an offer letter via PageUp is required for Summer School employment for all new hires and rehires that had a break in service.**
- All instructors, lecturers, and GTAs should have the proper credentials or an approved justification reflected in the faculty credentials system in advance of the first day of classes.

ONLY 9-MONTH FACULTY OR GRADUATE TEACHING ASSISTANTS (TA3) WILL BE PROCESSED VIA THE SUMMER SCHOOL PAYROLL PROCESS.

- 12-month faculty compensation for Summer School will be paid at a 9-month equivalency rate via the Request for Additional Pay (RAP) form if approved through their chain of command, including the Provost's office. Usually 12-month faculty members are required to take personal leave time to receive additional pay, or they may utilize release time in their home department with no additional pay. We do not provide additional compensation to administrators.