



**DATE:** April 17, 2018  
**TO:** Deans, Associate Deans, Department Heads, Business Managers, and Registrar  
**FROM:** Julia Hodges, Executive Associate Vice President *Julia Hodges*  
**SUBJECT:** Maymester 2018

Maymester session will begin on May 7, 2018, with fifteen class meeting days. Listed below are some guidelines to remember concerning Maymester:

- Class meeting days are: May 7, 8, 9, 10, 11, 14, 15, 16, 17, 18, 21, 22, 23, 24, and 25.
- Each 3 credit hour class will meet 2.5 hours per day.
- Classes end on May 25 (Friday). There is a university holiday on May 28 (Monday).
- Final exams will be on May 29. (First day of first term summer school will be May 31.)
- Maymester minimum undergraduate enrollment is 10 students and minimum graduate enrollment is 5 students.
- Students can take only one course in the Maymester.
- For student financial aid purposes, the Maymester will be considered part of summer school.
- **Faculty members will be allowed to teach up to four courses in the combined terms of Maymester and all other terms of summer school, with only one course allowed in Maymester.**
- Nine-month faculty will receive 8.33% of their nine-month salary base for a 3 credit hour course with an enrollment of 10 or more undergraduate students and 5 or more graduate students.
- Twelve-month faculty approved to teach will receive 8.33% of a nine-month equivalency of their twelve-month salary for a 3 credit hour course with an enrollment of 10 or more undergraduate students and 5 or more graduate students.
- Twelve-month faculty compensation for Maymester 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.
- Departments may process the Maymester electronic payroll in Banner no earlier than May 9, 2018, after 1:30 a.m.
- Maymester payroll will be issued with SM#10 (May 31, 2018).

# 2018 MAYMESTER – KEY INFORMATION

## DATES OF NOTE:

- First day of classes: May 7, 2018
- Last day to add or drop a class without a grade: May 8, 2018 (2<sup>nd</sup> class day)
- Last day of classes: May 25, 2018
- Finals: May 29, 2018
- **Departments may process electronic payroll in Banner no earlier than May 9, 2018 after 1:30 a.m.**
- **Maymester Payroll Report due from Deans to Provost no later than May 14, 2018 at 5:00 p.m.**
- Maymester Payroll will be issued with SM#10 (May 31, 2018)

## 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 prorated at 60%.**
- Under-enrolled graduate classes should be prorated starting with **4 students prorated @ 90%, 3 students prorated at 80%.**
- Exceptions may be considered only if prior approval has been given by Dr. Julia Hodges, Executive Associate Vice President.

## UPDATE ALL “INSTRUCTORS OF RECORD” VIA THE E-FORM (INSTRUCTOR OF RECORD CHANGE REQUEST) SO THAT THEIR INFORMATION WILL BE POPULATED IN THE MAYMESTER PAYROLL PROCESS.

### **DOCUMENT AND ROUTING HELP PROVIDED BY A LINK AT THE TOP/LEFT OF THE FORM**

- Check the current employment status of all Lecturers and Graduate Teaching Assistants (TA3) who are teaching to ensure they are currently active in Banner. If a termination EAF has been processed for May 15, 2018, you will need to submit a **reappointment** EAF effective May 16, 2018, so there is no break in service. **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.** Be sure to list the departmental HOME ORG on the EAF.
- All instructors, lecturers, and GTA3s should have the proper credentials (master’s degree in the appropriate field) or an approved waiver 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 MAYMESTER PAYROLL PROCESS.

- Nine-month faculty will receive 8.33% of their nine-month salary base for a 3 credit hour course with an enrollment of 10 or more undergraduate students and 5 or more graduate students.
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- Twelve-month faculty compensation for Maymester 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.