




MISSISSIPPI STATE
UNIVERSITY™

Office of the Provost and Executive Vice President

June 1, 2018

TO: Deans, Associate Deans, Department Heads, Business Managers, and Registrar
FROM: Julia Hodges, Executive Associate Vice President 
RE: 2018 Summer School Information

The budget allocation for the upcoming 2018 summer sessions is based on last year's allocation. You will receive your college's allocation in a separate email attachment from Diane Alexander.

Please adhere to the usual guidelines:

- Nine-month faculty will receive **8.33%** of their 9-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.
- Minimum enrollment is 10 for undergraduate classes and 5 for graduate classes. For split-level courses, graduate students may be considered the equivalent of two students. Banner will automatically calculate based on the formula of **8.33%** per three credit hours. **Prorated salaries must be manually entered for the "actual pay."**
- Under-enrolled classes with fewer than 6 undergraduate students and fewer than 3 graduate students will require prior approval from me and should be prorated as follows:
 - **Under-enrolled undergraduate classes should be prorated starting with 9 students prorated @ 90%, 8 students prorated @ 80%, 7 students prorated @ 70%, 6 students prorated @ 60%. No class allowed with fewer than 6 undergraduate students without an approved exception.**
 - **Under-enrolled graduate classes should be prorated starting with 4 students prorated @ 90%, 3 students prorated at 80%. No class allowed with fewer than 3 graduate students without an approved exception.**
- Graduate teaching assistants may be included on the Summer School payroll only if teaching a course and listed as the *instructor of record* (TA3) in Banner.
- Only 9-month faculty or 9-month graduate teaching assistants (TA3) will be paid via the Banner electronic summer school payroll process. With the appropriate prior approval through their chain of command, including the Office of the Provost and Executive Vice President, a 12-month faculty member teaching in summer school may be compensated via the Request for Additional Pay form (RAP). Usually, 12-month faculty members are required to take personal leave time to receive additional compensation for teaching a summer school course. The option of allowing 12-month faculty departmental release time without pay is also available.
- We do not provide additional compensation or departmental funds to administrators (academic department heads; assistant/associate deans; deans; directors; assistant/associate vice presidents and vice presidents) for teaching.

Summer - First Term – Banner Payroll Report due to Provost/Executive Vice President by 4:00 p.m., Monday, June 11, 2018

Summer - Second Term – Banner Payroll Report due to Provost/Executive Vice President by 4:00 p.m. Friday, July 13, 2018

We appreciate your monitoring the payroll reports to ensure they are consistent with the guidelines and that each department's payroll total falls within the allocated budget for the college. **See attached 2018 Summer School Key Information.**

If you have any questions, please do not hesitate to contact me, Diane Alexander, or Susan Brooks.

2018 SUMMER SCHOOL – KEY INFORMATION

SUMMER SCHOOL FIRST TERM 2018 & 10 WEEK:

- First day of classes: **May 31**
- Last day to add class: **June 1 & 4**
- Last day of classes: **June 26**
- Finals First Term: **June 28**
- **Instructors of record must be confirmed & listed in BANNER: May 30**
- Departments may process electronic payroll in BANNER: June 5
- **First Term Payroll Report due from Deans to Provost : June 11**
- First Term Payroll will be issued with SM#12 (June 30, 2018)

SUMMER SCHOOL SECOND TERM 2018 & 10-WEEK:

- First day of classes: **July 9**
- Last day to add a class: **July 10**
- Last day of classes: **August 2**
- Finals: **August 6 & 7**
- **Instructors of record must be confirmed & listed in BANNER: July 6**
- Departments may process electronic payroll in BANNER: July 11
- **Second Term Payroll Report due from Deans to Provost : July 13**
- Second Term Payroll will be issued with SM#14 (July 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 @ 60%. No class allowed with fewer than 6 undergraduate students without an approved exception.**
- 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 without an approved exception.**
- Exceptions may be considered for under-enrolled classes with fewer than 6 undergraduate students and fewer than 3 graduate students 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 THE INFORMATION WILL BE POPULATED IN THE BANNER ELECTRONIC SUMMER SCHOOL 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 BANNER ELECTRONIC SUMMER SCHOOL 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.
- 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 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.