

VCU Summer Studies/Intersession Faculty Compensation Policy

Summer Studies and Intersession are part of the Division of Community Engagement. Summer Studies offers a variety of courses in each school and college. Class sessions run from 3 to 8 weeks beginning in mid-May and ending in mid-August. Intersession is an 11-day session between the fall and spring semesters.

Teaching assignments for Summer Studies and Intersession are made by the schools and the colleges. Faculty contracts are prepared and issued by the Division of Community Engagement. Courses are typically taught by full-time and adjunct faculty appointed in a school or college. Compensation for teaching courses is outlined below.

A. Compensation

1. Full-time faculty:

- Faculty on 9/10 month academic year appointments who teach courses during summer session or intersession receive a salary that is proportionately equal to their academic year rate. As illustrated in the chart, a faculty member teaching a 3 credit course is paid 7% of the previous academic year salary. No faculty member may receive more than 21% of the previous academic year salary or teach more than 9 credits in the summer. Credits taught during the previous intersession are included in the 9 credit/21% limit. Faculty on 11/12 month appointments are not eligible for additional compensation for teaching in the summer or intersession.

<u>Credits</u>	<u>% of Salary</u>
1	2.3%
3	7.0%
6	14.0%
9	21.0%

- Faculty on approved research grants or contracts or a combination of research or contract support, faculty grants-in-aid, or other university assignments may be paid up to a maximum of 1/3 of previous academic year's salary when approved by the administrators concerned, usually the department chair, dean or supervisor. Total pay for summer employment shall not exceed 33.3% of the full-time academic year salary.

2. Adjunct faculty and graduate students:

- Adjunct faculty will be paid a per credit rate established by the Division of Community Engagement. This per-credit rate will also be the minimum rate for full-time faculty. A separate rate will be established for graduate and undergraduate classes.
- Emeritus faculty will be paid a per credit rate established by the Division of Community Engagement.

- Graduate students will be paid a per credit rate established by the Division of Community Engagement.

B. Procedures

1. Instructor responsibility:

- The summer employment agreement will be delivered electronically to the faculty member who should print and sign it, returning it within five days to the Division of Community Engagement, 920 W. Franklin Street (Box 843062).
- It is understood that the person signing the contract will personally fulfill the responsibilities of the contract and, should it become necessary for another person to teach the class for a portion of the contract, that the Division must be notified immediately so that appropriate contract adjustments may be made.

2. Pay date information:

- Summer paychecks are issued on the first and sixteenth of each month as in the regular academic year. If the faculty member has direct deposit during the regular academic year, summer checks will be directly deposited as well. All new summer employees will be required to use direct deposit. Pay and leave information will be available through Self Service Banner (SSB)—follow the link on the HR webpage at <http://www.hr.vcu.edu/>.

3. Appropriate summer loads:

VCU seeks to maintain a standard of excellence in compressed classes by holding as closely as possible to the one-credit-in-one-week limitation for both faculty and students during the summer. These standards apply whether an instructor teaches on or off campus or a combination of on and off campus classes.

- Appropriate teaching loads may include:
 - 6 credits in 5 weeks
 - 9 credits in 8 weeks
 - 3 credits in an occasional 2-week workshop
 - 7 credits in 6 weeks
- Inappropriate loads include:
 - 9 credits in either 5 or 6 weeks
 - 6 credits in either 3 or 4 weeks
 - 3 credits in 1 week