

Faculty Summer 2022
Teaching, Other Duties,
External Funding Instructions (Research and Other Sponsored Activities)

Compensation for the off-semester is at a rate of 1/38th of the institutional base salary for each week. Keep in mind that a faculty member cannot earn more than the total number of weeks available (14) during the off semester (summer) with Teaching, Research, and Other Sponsored Activities combined. This is a University Policy, (see Policy 6.011). If a faculty member wants to earn more than 10 weeks of their salary; the full summer appointment request needs to be signed and on file with Human Resources.

Teaching

Faculty Contract Dates

Use these begin and end dates on forms and EPAFs.

	<u>Start Date</u>	<u>End Date</u>
Track A	05/09/2022	06/24/2022
Track B	06/27/2022	08/12/2022
Full	05/09/2022	08/12/2022

Calculating Summer Teaching Pay

When you calculate summer pay, make sure you use the employee's nine-month salary. If you have questions, on what that figure is, check with your Dean's office or academic employment services.

The formula used is based on the following: 9-month salary/24, multiplied by the credit hours for the course the faculty member is teaching. The 9-month salary can also be multiplied by .04167 for each credit hour.

If enrollment is low in a given course, departments can negotiate an adjustment to salary with mutual agreement with faculty members.

If a 12-month employee is teaching, that person will not get additional compensation. Rather, the department will be reimbursed into their general fund index for the release time of that 12-month employee to teach. A "change employee job index" EPAF will need to be submitted to report compensation under the summer teaching code. Please check with your Dean's office as to what the equivalent 9-month salary would be for that individual.

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Non-Faculty (Current Staff) Employees Teaching

Please submit the appropriate documents to your respective Dean's Office by **April 15, 2022**, for verification and authorization as follows:

- Employee Status Change Form (gold form). Primary supervisor signature required.
- Form A – Faculty Appointment Recommendation
- Faculty Qualifications Assurance Form, if applicable
- Draft Letter of Tender
- Current Curriculum Vitae

New Appointment for Summer Teaching – *for temporary instructors*

- Form A – Faculty Appointment Recommendation
- Faculty Qualifications Assurance Form, if applicable
- Position Authorization Form (blue form)
- Draft Letter of Tender
- Current Curriculum Vitae
- Faculty Application*
(Background checks/degree verification will be done for new employees and anyone that has had a break in employment of nine months or more, or has not yet completed a check).

**Not required if there is a recent copy on file with Human Resources*

Process for Faculty on Contract (*faculty on payroll for the spring semester and will be reappointed for fall semester*)

You will find detailed EPAF instructions in the “Employee Originators” handbook. In addition, we have created a video and handbook to show the process to approve EPAFs. All of the resources can be found on the “EPAF Resources” web page:

<http://www.mtu.edu/hr/supervisors-admins/epaf-resources/>).

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Deans and or chairs and financial managers (for the summer research assignments) will need to utilize the EPAF system to approve the assignments.

Approvers can assign proxies to approve the EPAFs in their absence. Detailed instructions can be found in the [EPAF Approver Handbook](#) on page 13.

EPAFs (including required approvals) should reach Human Resources by:

- **April 22nd** for Track A Teaching
- **June 10th** for Track B Teaching

Summer Session Payroll Account Codes for Teaching

The following payroll account codes should be used when setting employees up for summer teaching (not including A141xx indexes).

P033	FT/PT Summer Teaching Faculty (fringe rate 20.67%)
P023T	Temporary Faculty (fringe rate 10.30%)
P053	Administrative Faculty (fringe rate 42.60)
P153	FT Administrative/Professional (fringe rate 42.60%)
P153S	FT Administrative/Professional (fringe rate 42.60%)
P543M	Graduate Student – Master (fringe rate 7.70%)
P543D	Graduate Student – PhD (fringe rate 7.70%)
P543H	Graduate Student – Hourly (no fringes)
P643	Undergraduate Student (no fringes)

The maximum the Summer Session budget will cover for a GTA's tuition is one (1) credit hour. Fees will be covered for GTAs with the exception of the Student Activity Fee. Students must pay this fee as well as tuition for anything above one (1) credit hour.

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Research

Research and other sponsored activities must be verified before payroll can be processed.

EPAFs should reach Human Resources by **April 22** for research or other/alternative summer pay that begins at the beginning of summer (this date includes all required approvals.) We realize that some grants and contracts will be approved after this deadline. If there is a delay in the funding from an external entity and the sponsored index is not set up before the summer semester ends, contact the Sponsored Programs Office to discuss options regarding the outstanding summer compensation on the pending award.

Summer compensation requests for 2022 from sponsored projects received after **September 2** may be denied as an allowable expense on the sponsored project and a departmental unrestricted index may be charged for the time and effort for that individual.

Summer Session Payroll Account Codes for External Funding (Research & Other Sponsored Activities)

The following payroll account codes should be used when setting employees up for summer research or other sponsored activities.

P012X Faculty Summer External Funding Compensation (estimated fringe 20.60%)

Other or Alternate Summer Compensation

The following payroll account code should be used when setting up employees for summer “other” work.

P012Y Faculty Summer “other” which is typically administrative work, curriculum work, anything that is not teaching or clearly external funding. (estimated fringe 20.60%)

Summer pay from faculty start-up indexes should be coded P012Y.

Indicate in the comment section of the EPAF what the compensation is for, i.e., developing a new course, working as assistant chair, etc.

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Graduate Teaching Assistants

Use the appropriate account code to indicate whether the graduate student is a master's or doctoral student on the Electronic Personnel Action Form (EPAF). When charging graduate student GTA stipends to A141xx indexes, please use account code P541 (D) (M) (H). If your intent is to cover the graduate student GTA stipends with summer teaching returns, you would charge an index other than your A141xx (ideally you should charge your summer session index) and use account code P543 (D) (M) (H).

If on a partial teaching assignment, be sure to include whether it is $\frac{1}{4}$, $\frac{1}{2}$, or $\frac{3}{4}$. This is the only way assignments can be made for GTA's.

A full stipend equals 20 hours of work per week - preparation time, teaching, grading, and office hours for the class.

The recommended payroll dates for graduate students for summer 2021 teaching are:

	<u>Start Date</u>	<u>End Date</u>
Session A	05/01/2022	06/25/2022 (8 weeks)
Session B	06/26/2022	08/20/2022 (8 weeks)
Full Session	05/01/2022	08/20/2022 (16 weeks)

EPAFs are due in the Graduate School by noon on **May 06, 2022**, for approval.

Student forms do not need to be routed through the academic Dean's office.

Please submit an EPAF if changes are necessary to payroll for students.

An offer letter must be uploaded in banweb.

Hourly Students: Include the hourly rate you intend to pay each of your students. The current minimum wage is \$9.87.

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Revenue Sharing Plan

For Summer Semester 2022, your department will receive 63% of the tuition revenue of summer courses taught minus expenses related to teaching those courses. The following clarifications should make it straightforward to calculate the expected return:

- 1) Research, special topics, and internship courses/credits are excluded from revenue sharing. If you feel a special topics course should be included, please request approval from Kathy Pintar.
- 2) The enrollment snapshot dates for calculating revenue sharing are the University census dates or the last date a student can drop a course with a full refund. For the full term, this would be Wednesday of the second week. For the first half of the term (Track A), this would be the fourth day of the first week. For the second half of the term (Track B), this would be the fourth day of the eighth week.
- 3) From the 63% portion, the teaching expenses for faculty, faculty fringes, GTAs, GTA fringes, GTA tuition and fees, and hourly employees (all prefunded by the provost's office - be sure to code as Pxx3x) will be subtracted. The remainder will be transferred to your departmental A account (minus the applicable percentage for college deans).
- 4) Unless otherwise authorized, tuition is calculated based on the course number using the resident undergrad or applicable graduate tuition rate. The course number determines which rate is used.

Alan Ollanketo has prepared a spreadsheet tool to assist departments in calculating course revenues. He can be reached at apollank@mtu.edu or 7-1018.

Accurate coding is important. If summer courses are not coded properly, reimbursement to the department may not transfer in full.

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Summer Session 2022 Timeline

April 15, 2022	Forms for staff that are teaching or temporary faculty you are hiring to teach – the recommendation is that forms be due in the dean’s office before this date.
April 22, 2022	EPAFs due in HR
May 6, 2022	Student EPAF forms due in Graduate School for approval
May 9, 2022	Full Summer Session and Session A begins
June 23, 2022	Session A ends
June 24, 2022	Session A final exam period
June 27, 2022	Session B begins
August 11, 2022	Full Session and Session B ends
August 12, 2022	Session B exam period

Note: It is up to the department to determine if and when to cancel a summer class.

Current Academic Calendar: <https://www.mtu.edu/registrar/students/calendars/academic/>

Employment/Status Change Forms can be found here, under Academic HR Forms:

<https://www.mtu.edu/hr/about/forms/>

EPAF Resources: <https://www.mtu.edu/hr/supervisors-admins/epaf-resources/>

Summer EPAF Calculator: <https://www.mtu.edu/hr/supervisors-admins/epaf-resources/>

Full Summer Appointment Request Form can be found here under Faculty Hiring and Changes:

<https://www.mtu.edu/hr/current/faculty/>