

Faculty Summer 2019
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 such 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	05/13/2019	06/28/2019
Track B	07/01/2019	08/16/2019
Full	05/13/2019	08/16/2019

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.

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 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 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 19, 2019** 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
- Draft Letter of Tender
- Current Curriculum Vitae

New Appointment for Summer Teaching

- Form A – Faculty Appointment Recommendation
- Faculty Qualifications Assurance Form
- 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 or has not yet completed a check).
**Not required if there is a copy on file with Human Resources*

Process for Faculty on Contract (*faculty on payroll for 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 EPAF’s. All of the resources can be found on the “EPAF Resources” web page:
<http://www.mtu.edu/hr/supervisors-admins/epaf-resources/>).

Deans and or chairs and financial managers (for the summer research assignments) will need to utilize the EPAF system to approve the assignments. If anyone desires one-on-one training for approving an EPAF, please have him or her email epaf@mtu.edu or contact Tim Scullion (tpsculli@mtu.edu) for assistance.

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Approvers can assign proxies to approve the EPAFs in their absence. Detailed instructions can be found in the EPAF approver handbook on page 14. <http://www.mtu.edu/hr/supervisors-admins/epaf-reso>.

EPAF's (including required approvals) should reach Human Resources by:

- **April 26th** for Track A Teaching
- **June 14th** 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.

P033	FT/PT Summer Teaching Faculty (fringe rate 20.5%)
P023T	Temporary Faculty (fringe rate 10%)
P053	Administrative Faculty (fringe rate 37.4%)
P153	FT Administrative/Professional (fringe rate 37.4%)
P153S	FT Administrative/Professional (fringe rate 37.4%)
P543M	Graduate Student – Master (fringe rate 8.6%)
P543D	Graduate Student – PhD (fringe rate 8.6%)
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. 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 or the Office of Innovation & Industry Engagement to discuss options in regards to the outstanding summer compensation on the pending award.

EPAF's should reach Human Resources by **April 26** 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.

Summer compensation requests for 2019 from sponsored projects received after **September 6** 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 20.5%)
P012S	FT Faculty Summer External Funding Compensation (estimated fringe 20.5%)
P022S	PT Faculty Summer External Funding Compensation (estimated fringe 20.5%)

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 20.5%)
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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 (P543M for master's, and P543D for doctoral) on the Electronic Personnel Action Form (EPAF).

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 should 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 2019 teaching are:

	<u>Start Date</u>	<u>End Date</u>
Session A	05/05/2019	06/29/2019 (8 weeks)
Session B	06/30/2019	08/24/2019 (8 weeks)
Full Session	05/05/2019	08/24/2019 (16 weeks)

EPAFs are due in the Graduate School by **May 10, 2019** 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 \$9.45 (effective March 29, 2019).

Revenue Sharing Plan

For Summer Semester 2019, your department will receive 63% of 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.

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2) The enrollment snap shot date for calculating revenue sharing is “the day after the last date a student can drop a class with full refund”.

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.

Summer Session 2019 Timeline

April 19, 2019	Forms for staff that are teaching or temporary faculty you are hiring to teach are due in Human Resources by this date.
April 26, 2019	EPAFs due in HR
May 10, 2019	Student EPAF forms due in Graduate School for approval
May 13, 2019	Full Summer Session and Session A begins
June 27, 2019	Session A ends
June 28, 2019	Session A final exam period
July 1, 2019	Session B begins
August 15, 2019	Full Session and Session B ends
August 16, 2019	Session B exam period

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

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

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

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

<http://www.mtu.edu/hr/forms/>

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

Full Summer Appointment Request Form can be found here under Faculty Hiring and Changes:
<http://www.mtu.edu/hr/current/faculty/index.html>