

Faculty Summer 2025  
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	05/05/2025	06/20/2025
Track B	06/23/2025	08/08/2025
Full	05/05/2025	08/08/2025

### Calculating Summer Teaching Pay

When you calculate summer pay, make sure you use the employee's nine-month salary. If you have questions about 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 note the previous paragraph regarding full-time staff employees)*

Please submit the appropriate documents to your respective Dean's Office by **April 11, 2025**, 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 who 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 the 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 of approving EPAFs. All 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 18** for Track A Teaching
- **June 6** for Track B Teaching

Be sure to use the comments section of the EPAF to reference what course the instructor is being paid for.

**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 20.2%)
P023T	Temporary Faculty (fringe rate 9.8%)
P053	Administrative Faculty (fringe rate 38.4%)
P153	FT Administrative/Professional (fringe rate 38.4%)
P153S	FT Administrative/Professional (fringe rate 38.4%)
P543M	Graduate Student – Master (fringe rate 13.3%)
P543D	Graduate Student – PhD (fringe rate 13.3%)
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 18, 2025**, 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 2025 from sponsored projects received after **September 1, 2025**, 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 20.2%)

## 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 20.20%). **P012Y is not acceptable on sponsored projects.**

**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). If you intend to cover the graduate student GTA stipends with summer teaching returns, you will charge an index other than your A141xx (ideally you should charge your summer session index) and use account code P543 (D) (M).

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 2025 teaching are:

	<u>Start Date</u>	<u>End Date</u>
Session A	04/27/2025	06/21/2025 (8 weeks)
Session B	06/22/2025	08/16/2025 (8 weeks)
Full Session	04/27/2025	08/16/2025 (16 weeks)

EPAFs are due in the Graduate School by noon on **May 02, 2025**, 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 \$12.48.

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## Revenue Sharing Plan

For Summer Semester 2025, your department will receive 59% of calculated tuition revenue for all undergraduate courses and graduate on campus courses, and 50% for graduate online courses, 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 59% or 50% portion (depending on course level and modality), 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](mailto: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 2025 Timeline**

April 11, 2025	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 18, 2025	EPAFs due in HR for anything paid during Track A.
May 2, 2025	Student EPAF forms due in Graduate School for approval
May 5, 2025	Full Summer Session and Session A begins
June 20, 2025	Session A ends
June 23, 2025	Session B begins
August 08, 2025	Full Session and Session B ends

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/>