**Summer Faculty Workload AA/PPS No. 04.01.41 (7.08)   
 Issue No. 2**

**Effective Date: 10/21/2019  
 Next Review Date: 10/01/2023 (E4Y)**

**Senior Reviewer: Associate Provost**

**01. POLICY STATEMENTS**

01.01 The goal of this policy is to document appropriate workloads and compensation for faculty with summer employment assignments for teaching or administrative activities. The policy is also designed to provide guidance to each academic unit (i.e., department, school, or college) in developing workload policies that recognize the unique nature of summer assignments and the summer budget.

01.02 Summer employment is neither expected of nor guaranteed for faculty on nine-month contracts. Summer assignments are independent of the academic year workload for a nine-month contract faculty member. Thus, a faculty member who assumes additional teaching or administrative activities is compensated by an agreed-upon amount.

01.03 Summer assignments for faculty are compensated by budget allocated to the division of Academic Affairs that is separate from the nine-month academic budget. First, the summer budget is deployed to serve student needs and degree success through course scheduling and instructional delivery. Second, the summer budget is used to support administrative functions that are fundamental to the effective operation of the university and delivery of essential services that support its mission and academic programs.

**02. TEACHING**

02.01 Within the context of the summer budget, teaching loads during the summer term are based on university and departmental needs, student demand, and faculty interest and qualifications. Chairs, directors, and deans are responsible for developing and monitoring the schedule of classes to ensure effective stewardship of the summer budget (i.e., class size, number of class sections, degree plans, etc.).

02.02 Typically, a faculty member may teach a maximum of eight credit hours within one five-week summer term and a maximum of 12 credits within a 10-week session. These maximums represent employment at 100 percent full-time equivalency (FTE). Due to the various lengths of summer terms, other calculations may apply.

02.03 Two courses with a total value of six to eight credit hours are compensated at the rate of one-sixth of the faculty member’s nine-month salary in the current academic year.

02.04 One course with a value of three to four credit hours is compensated at the rate of one-twelfth of the faculty member’s nine-month salary in the current academic year.

02.05 Salary payments correspond with the dates of the teaching assignment.

**03. PROCEDURES FOR ADMINISTRATIVE AND SERVICE ASSIGNMENTS**

03.01 Within the context of the summer budget, administrative and service assignments for nine-month faculty during the summer term are based on the consideration of university and departmental needs, scope of duties, time and effort, and goals and expectations of the administrative role. Chairs, directors, and deans are responsible for developing and monitoring administrative and service workload to ensure stewardship of the summer budget and the delivery of essential services and support for the mission and programs of the university, college, department, and school.

03.02 Compensation for summer administrative duties and responsibilities is based on factors such as scope of work, performance expectations, assignment dates, deliverables, program size and complexity, and related areas. These assignments are compensated via FTE percentage time or stipend.

03.03 Faculty on administrative and service assignments during the summer are not eligible for teaching overloads or other assignments that result in compensation above 100 percent.

**04. PROCEDURES FOR COMPENSATION OF RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITIES**

04.01 Research-related summer salary compensation is paid from grants, contracts, and sponsored programs, although new faculty members may be compensated through start-up packages approved by the process in [AA/PPS No. 03.01.10](https://policies.txstate.edu/division-policies/academic-affairs/03-01-10.html), Start-Up Funds.

**05. REVIEWER OF THIS PPS**

05.01 Reviewer of this PPS includes the following:

Position Date

Associate Provost October 1 E4Y

**06. CERTIFICATION STATEMENT**

This PPS has been approved by the following individuals in their official capacities and represents Texas State Academic Affairs policy and procedure from the date of this document until superseded.

Associate Provost; senior reviewer of this PPS

Provost and Vice President for Academic Affairs