College of Education and Behavioral Sciences

Summer Scheduling, Enrollment and Compensation Guidelines

Approved by Leadership Council, February 2008

Summer course offerings are designed to meet the needs of students. Given the different configurations of the summer semesters it is critical that courses be offered in a manner that allows students the maximum access to courses. However, funds for summer teaching and other activities are heavily dependent on the tuition derived from student enrollment. Consequently, attention to scheduling, advertising and enrollment is critical to a successful summer program.

This document provides some parameters to guide summer planning.

**Scheduling and Enrollment**

Summer courses should be offered to meet the needs of students while also ensuring maximum enrollment. Popular, high-need and required classes should be given priority in the summer schedule. Survey data also revealed student (primarily undergraduate) preferences for courses delivered online and for face-to-face courses delivered during the first six-week semester and midmorning.

The relationship between tuition and summer funding requires that attention be paid to enrollment. Directors need to attend carefully to enrollments in individual courses and across the school. Directors also need to attend to cost of instruction and coordination. These factors (enrollment and costs) need to be considered when determining whether a (low-enrolled) course should be offered.

The following criteria determine whether a course should be considered low-enrolled:

- Undergraduate enrollment of less than 20.
- Graduate enrollment of less than 10 (including practica and internships).
- Cost of instruction exceeds tuition generated.
- Enrollment in multiple sections of the same course could be combined into one fewer section.

**Compensation**

Compensation for summer teaching and other activities is based upon factors such as student enrollment and availability of funds and thus is not guaranteed. When funds are available, the
following compensation principles shall apply. Any deviations from these practices are subject to approval by the relevant Director and the Dean.

Formalized instruction of traditional (face-to-face or online) courses
Exclusive of courses offered through the Office of Extended Studies, the basis for compensation of traditional summer courses offered by the College shall be \(\frac{1}{36}\)th of the faculty member’s previous academic year contract salary, without supplements or stipends, per equated credit hour taught for the first seven credits. Additional credits are compensated at a rate of $1,500 per credit. Fulltime faculty members whose salary per credit hour would fall at or below $1,500 are compensated at $1,500 per credit hour.

Rate of pay may be affected by class enrollment and other factors. While an individual faculty member’s pay will not be prorated according to a fixed sliding scale based simply upon student enrollment, it is essential that each School devise an approach to its summer course offerings that achieves high levels of efficiency of both cost and delivery while addressing its instructional needs. Campus-wide policies may also affect whether salary is to be prorated. Therefore, proration of the pay for a School’s summer faculty may be required to stay within the unit’s summer budget and offer an appropriate selection of courses. The School Director shall determine and convey to the faculty the appropriate proration factor, if any. In the event that proration is required, the factor will be applied to the pay of salaried faculty, but not to those who are compensated on a per-course basis with standard rates of pay (normally, part-time and emeritus faculty).

Dissertation and grading comprehensive examinations
UNC faculty who serve on the committee of a CEBS student who registers for summer dissertation hours and graduates in that summer’s graduation may, upon the recommendation of the School Director(s) and approval of the Dean, receive compensation at the rate listed in the table below. All PSA’s for work on dissertations and comprehensive exams are to be submitted by September 1.

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<thead>
<tr>
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<th>Dissertation chair</th>
<th>Dissertation committee member</th>
<th>Grade comprehensive exams (min 10)</th>
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<tr>
<td>Maximum pay</td>
<td>$350</td>
<td>$150</td>
<td>$75 (determined by director)</td>
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Administrative activities
In general, it is not desirable to utilize summer budget funds to support the College’s and/or School’s administrative activities. However, when it is necessary to do so, compensation of nine-month faculty members for administrative activities performed within the College will be determined on a case-by-case basis, subject to annual approval by the Director and Dean.

Other summer activities
Faculty members who are assigned a summer teaching schedule may reasonably be called upon to provide, without additional compensation, other professional contributions, such as handling
an occasional student advisement need or addressing other incidental summer inquiries, as long as the overall associated time commitment is modest. However, when the time commitment for these other summer activities is significant, additional compensation may be appropriate. The amount of compensation recommended by the Director should reflect the faculty member’s work effort.

**University policy on summer compensation with state appropriated on-campus funds**

University Regulations section 3-3-702(2) specifies that no faculty member’s summer assignment shall exceed seven units of work of assigned responsibilities to be paid through state appropriated on-campus funds. It goes on to say that if, in the determination of the college Dean, individual faculty members need to assume responsibilities beyond seven units, the Dean may approve compensation for the additional assigned responsibilities.