

HSS Summer Teaching Timeline and Instructions for Summer 2019

There are four mechanisms for appointment and payment for summer teaching:

1. Additional Compensation for existing faculty (T/TT or NTT) at .75 FTE or higher
 - The Business Services Coordinator (BSC) enters these for approval and payment via the Additional Compensation system.
 - Additional compensation must be entered prior to work beginning as it serves as the approval process. It should be entered by the 1st working day of the month for which payment is expected and designated to pay as follows:
 - Maymester - payment at the end of May with work dates from 5/18 – 5/30 and with earnings code 655
 - Summer1 – Payment at end of June
 - Summer 2 – Payment at end of July
 - 10-Week – 1st Half at end of June and 2nd half at end of July
 - Approval should be in accordance with [REG 05.58.01 – Additional Compensation Paid through the University](#).
 - NTT faculty whose current appointments end at the end of the Spring semester and who will be reappointed the following Fall semester are eligible to be paid summer salary via the Additional Compensation system provided the ending and the new appointments are both at .75 FTE or higher.
 - If the ending Spring appointment is less than .75 FTE, they will not be eligible for additional compensation for Maymester, Summer1, or the first half of the 10-Week.
 - If the new Fall appointment is less than .75 FTE, they will not be eligible for additional payment for Summer2 or the second half of the 10-week.
 - For those terms in which they are not eligible for additional compensation, they must be hired on additional jobs following the instructions below.
2. Additional Jobs for existing NTT faculty at less than .75 FTE and for Rehires of former faculty who were on active teaching appointments within the last academic year
 - The BSC should request Additional Jobs and Rehires via the Summer Additional Job and Rehire Googledoc.
 - Additional Job and Rehire Timeline:
 - February 18 – document provided to departments for entry
 - March 11 – document closes at 8:00 a.m.
 - March 11-15 – HR Services (HRS) reviews
 - March 18-22 – Dean reviews
 - March 25-April 5 – HRS gains HR approval and provides letters to departments
 - April 19 - Accepted offer letters returned to HRS (or inform HRS of voided offers)
 - June 3 – Submit amounts for Sum1 and 1st half of 10-week if enrollment based
 - July 1 – Submit amounts for Sum2 and 2nd half of 10-week if enrollment based
3. Recruitments for all others
 - Individuals cannot be preselected, but rather a recruitment should be undertaken. Recruitment processes should be initiated by BSC via CPAWS.
 - If appropriate, recruitment can be done via a pooled advertisement; however, all candidates in the pool must be considered for hire, and the most qualified candidate should be selected.
 - It is recommended that new recruitments be initiated no later than February 1, 2019, with Interim Reports (requests to interview) submitted by April 1, 2019. Exceptional circumstances will be accommodated after that date to the degree possible but may not be approved in time for beginning of class.
4. Graduate Services Assistantships
 - Graduate students who serve on Teaching Assistantships during the academic year can be hired on Graduate Services Assistantships (GSAs) to teach in the summer. Follow the policy found on the [Office of Business Services](#) webpage.
 - The compensation schedule is not the same for GSAs as for faculty.