

SUMMER TERM AGREEMENT

South Dakota State University

(Updated October 2005)

1. Teaching Appointments

All departments shall review and provide Faculty Unit Members a list of departmental summer session faculty appointments by October 15th of each year. The guidelines must allow the flexibility needed to meet the educational mission and goals of the departments, address equity and compensation mode.

Priority will be given to existing SDSU faculty with rank of Instructor or higher for summer teaching assignments. Preference to teach graduate courses will be given to members of the Graduate Faculty.

2. Modes of Compensation

MODE I. Courses by Twelve Month Faculty

This group of courses will be taught by faculty with twelve-month appointments who have assigned teaching responsibilities during the summer. In addition, these faculty will also teach most summer camps, individualized instruction, provide ongoing advising, guide theses work, and perform other normal university services.

MODE II. Courses by Nine Month Faculty *

This group of courses will be taught by nine month faculty who will receive supplemental contracts to teach at the rate of 7 percent of academic year base salary for each three credit hour course taught; provided that the rate may be increased by up to two percentage points to address exceptional circumstances. Once the university has determined what courses are to be taught, preference for Summer Term teaching appointments will be given first to tenured or tenure track faculty. Remaining appointments will then go to term contract faculty who hold instructor rank or higher, and then others. These preferences will be clearly defined in the guidelines for teaching appointments established by departments and supervised by the dean.

Each faculty unit member accepting a contract, in addition to the faculty unit member's regular employment appointment, to teach an overload or summer term course will be compensated at a rate not to exceed 7 percent of academic year base salary for each three credit hour course taught; provided that the rate may be increased by two percentage points to address exceptional circumstances. Each faculty unit member accepting a

separate contract to teach a self-support course will be compensated at a rate not to exceed 7% of the faculty unit member's academic year base salary for each three credit hour course taught: provided that the maximum rate may be increased by up to two percentage points to address exceptional circumstances.

MODE III. Other Assignments

The following is a representative list of assignments that may be offered to nine-month faculty during the summer session, and for which compensation will be determined:

- (1) Student Advising on a more-than-incidental basis; scheduled advising for Freshman Orientation.
- (2) Graduate thesis advising, for specific active graduate students, and graduate oral examinations.
- (3) Participation in scheduled organized University academic related functions, e.g., department exit exams.
- (4) College or university committee work defined in terms of time and effort, e.g., a search committee for departmental or university-wide post.
- (5) Developing and/or rewriting departmental curricula, handbooks, reports, and accreditation materials.
- (6) Supervision or instruction in activities such as camps, workshops, theatre, and music.
- (7) Developing assigned courses and curriculum designated by departmental leadership.
- (8) Individualized instruction, as represented in the x90 series of courses.

The list is not meant to be exhaustive but to indicate types of activities that may be appropriate. Consult the Dean of the College with questions.

Also be aware that each activity must have a time element attached, so that an appropriate proportion of the 9-months' base can be allocated. Generally, the evaluation of the time element takes into

consideration the amount of teaching the person is also doing, resulting in the amount of time the person has available for the other activities.

3. Priority Lists

Summer Term (COURSE) offerings should be developed in the department and prioritized by each college. When the office of the Vice President for Academic Affairs has approved summer offerings, the college deans are urged to discuss any changes with departments and/or faculty members. The current funding approved for Summer Term is the use of state funds consistent with Board of Regents authorization. If there is a change in the source and availability of funding because of state law, inequities, or imbalances, this process should be completed by April 1 each year.

4. Funding Decision-making Process

Department heads and deans of colleges should provide each faculty member with information to facilitate the understanding of the decision-making process through which courses are placed in each of the support modes in accordance with the BOR/COHE Agreement.

a. There are some fixed reimbursements already established.

- (1) Graduate oral examinations - \$125/Thesis Option A, examination on which the faculty member sits. \$70/Non-theses Options B and C, examination on which the faculty member sits.
- (2) Independent learning activities are compensated on the basis of 70% of the gross revenue of the enrollment (i.e., credit. x tuition rate x 70% = gross compensation). University fees are excluded from the formula.
- (3) Registration or Summer Orientation advising - \$70/session.

b. Faculty members who have been identified for summer session appointments should be notified of the support mode for the courses which they would be likely to teach, and the implications for salary for each of the modes should be clarified by April 1st.

Process: *

To implement payment of service compensation for non-enrollment compensation, the office of the Vice President for Academic Affairs requests that the deans of the various colleges submit recommendations from their organizations covering the faculty members involved, the project(s) to be done, an estimate of the time factor involved, and the

planned compensation amount. To the extent possible, the recommended compensation rate will be 7% for 3 credits as a basis for calculation. These compensations will then be reviewed, and require final approval, by the Director of Summer Term.

If funds exist to cover all requests, the appropriate amounts are added to faculty PAR's paid with normal payroll.

For discrete items, such as enrollments or orals, these are paid in arrears. The faculty, department head, and dean need to inform the office of the Vice President for Academic Affairs of whom they are assisting for thesis, etc., as soon as these activities are completed. The office of the Vice President for Academic Affairs then confirms the registration and payment by the student and processes the compensation, usually during September.

The Vice President for Academic Affairs will discuss the guidelines for service compensation at an Academic Council meeting to begin the recommendation process.

The immediate past year will be used as the basis for calculating the subsequent summer compensation (e.g., 2002-2003 base for summer 2003 salaries).

5. It is the intent of all parties to the agreement that the previously established compensation system be followed. However, in the event of an enrollment shortfall and hence income shortfall, the following contingency plan is established:
 - a. If student enrollment in summer session classes is not sufficient to fund summer session faculty salaries and South Dakota State University determines a course must be offered, it may use any funds which may be come available to maintain faculty salaries at the level indicated in the basic agreement.
 - b. If all Summer Term funding were to revert to a self-support mode the Summer Term Agreement must be renegotiated. This will be accomplished by developing a system for making the adjustments through joint discussion of the members of the SDSU-COHE committee.
6. The following policies utilized for Summer Term will continue.
 - a. No guaranteed contracts of commitments can be issued. However, that situation is mitigated by the historically low cancellation factor of less than 5% for the SDSU summer program. The administration wishes to assure faculty that all steps possible, short of a guarantee, will be taken. The following two items are intended to meet that goal:

- (1) Written letters of commitment from the Dean of the College will be provided to faculty outlining (1) teaching assignment(s), and (2) proposed compensation for other duties by April 1st.
- (2) The office of the Vice President for Academic Affairs will continue the goal of minimum enrollments as established by the BOR 7/10 rule for state-support courses.

- 7. The stated paydays will remain the last working day of May, June, July, and August. However, the committee recognizes that financial and procedural factors impinge on the actual payment process for summer teaching, and as a result, modifications may occasionally occur.
- 8. Faculty summer assignments cannot exceed 100% pay unless a documented approved overload is authorized by the Department Head, Dean, and Vice President for Academic Affairs on an overload approval form.
- 9. It should be noted that the South Dakota State University administration and the COHE chapter are committed to maintaining state funding to retain the goal of 100 percent state funding for summer session classes.

DATED: _____

SOUTH DAKOTA STATE UNIVERSITY

COUNCIL OF HIGHER EDUCATION

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- These sections updated 10/05 to be consistent with the 2005-2008 BOR/COHE Agreement