

FACULTY SUMMER/WINTER COMPENSATION

POLICY NUMER: ACAD-FACSUMWINTCOMP

POLICY TYPE: ACADEMIC

RESPONSIBLE OFFICIAL TITLE: PROVOST AND EXEC. VICE PRESIDENT FOR ACADEMIC AFFAIRS

RESPONSIBLE OFFICE: PROVOST AND EXECUTIVE VICE PRESIDENT FOR ACADEMIC AFFAIRS

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 4/5/19

NEXT REVIEW DATE: PRESIDENTIAL APPROVAL PLUS 4 YEARS – 4/5/23

SUPERSEDES POLICY DATED: 12/3/12

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

Objectives

Every NKU college and school and the academic programs within them shall offer a schedule of summer and winter courses based on student demand and consistent with the following objectives:

- Promote student success by offering courses students need to progress toward graduation
- Offer courses with sufficient year-round student demand
- Improve student enrollment and retention
- Avoid course cancellations
- Provide opportunities for interested faculty to teach in summer and winter sessions
- Generate net revenue to support the university's core mission

Selection of courses offered

Based on the above objectives, the deans of each college—in consultation with department chairs—will determine which courses should run in each summer and winter session. The following additional guidelines should be used:

- In general, most undergraduate classes should have at least 15 students, and most graduate classes should have at least 10 students. However, judgment will need to be used in applying these guidelines.
- All cancellation decisions should be finalized no later than the close of business on the Friday before a session begins. Classes should not be cancelled after a session begins.
- In making decisions about which courses should be offered, chairs, deans, and faculty should consider the seats available in other courses for the students to enroll in so their graduation progression will not be delayed.
- Faculty will receive full compensation, as described in the “Compensation” section below, for all classes that run. Faculty salaries will not be reduced for classes with lower enrollments.

Compensation

For each course taught during summer and winter sessions, faculty will be compensated at 3% of their 9-month salary (up to an \$85,000 cap) per credit hour.

To maintain reasonable workloads and/or to fairly distribute courses among faculty wishing to teach during these sessions, faculty should teach a maximum of 2 courses/6 credit hours during the entire summer session or 1 course/3 credit hours during the winter or summer 3-week session.

Exceptions must be approved by the department chair and college dean. For example, in some cases, it may be more appropriate to use contact hours rather than credit hours.

Compensation for faculty on 12-month contracts

In general, faculty on 12-month contracts should not earn additional compensation for teaching courses in the summer or winter sessions, unless these courses are outside of their normal duties. Exceptions can be granted if approved by the department chair, dean, and the provost.

Timing of winter compensation

Compensation for the winter session will be paid in its entirety in the January pay period.

II. ENTITIES AFFECTED

Full- and part-time faculty teaching in summer and winter sessions

III. REFERENCES AND RELATED MATERIALS

RELATED POLICIES

Faculty Extra Compensation policy

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New policy	April 5, 2019
Revision to "Draft" policy	December 3, 2012
"Draft" policy	Spring 2009

FACULTY SUMMER/WINTER COMPENSATION

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

Ashish K. Vaidya

Date

4/5/19

Ashish K. Vaidya

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 5 / 8 / 19.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Wendy Peek

Date

5/10/19

Print Name

Wendy Peek