
CAS POLICY: SUMMER DEPARTMENT HEAD AND COORDINATOR STIPENDS

DESCRIPTION:

There are two different stipends for the summer months: a stipend for Department Heads or Program Directors as compensation for service during the summer months, and a stipend for the faculty Summer Session Coordinator.

PURPOSE:

To clarify Summer Department Head and Coordinator stipends.

WHO:

College of Arts and Sciences faculty and staff.

EFFECTIVE DATE(S):

06/2012

POLICY:

Department Heads and Program Directors may receive a supplemental stipend for serving during the summer months, according to their letter of appointment. If the Department Head/Program Director leaves campus for more than two weeks, a portion or the entire summer stipend should be paid to the faculty member who performs the Department Head/Program Director's duties in his or her absence.

A faculty member in each department may be designated as the Summer Session coordinator and receive a separate stipend. The Summer Session Coordinator may be the department head/program director, or a different faculty member may be designated to serve in this role.

PROCEDURES:

Department Head summer stipend - Dean's Office prepares PRFs beginning Summer 2013

The department head/program director summer stipend is paid during August payroll from central index BDCOMP. Beginning in 2013, the Dean's Office will create the PRFs for all Summer term department head stipends.

If the Summer department head/program director stipend, or a portion of it, will be paid to anyone other than the regular DH/PD, send an appointment letter to the faculty member, including dates of service and amount of stipend to be paid. *Please send a copy of the appointment letter for any interim Summer heads to the Dean's Office by July 1st.*

Summer Session Coordinator stipend - Departments prepare PRFs

Designated faculty members may be paid a stipend for coordinating summer session programs. CAS will pay 50% of the stipend from index BDSSNV; units' summer session indices will pay the other 50%. These stipends may be paid during any period between July 1st and September 15th. For July payroll submit PRFs to the Dean's Office by July 1st.