

University of Oregon summer payroll practices

CAS policies are inserted in red below.

Starting in the summer of 2015, the following guidelines apply to summer contracts for nine-month faculty appointments:

- The combination of summer research and instructional appointments for the same faculty member must not exceed 1.0 FTE during summer term.

Summer instructional contracts

- Summer instructional contracts are distinct and separate from nine-month, academic year contracts. A separate and distinct summer session base salary must therefore be established (see below).

Summer session base salaries must still be approved by CAS to ensure rough consistency with academic year base salaries.

- Each department/unit must determine what course load constitutes a full-time workload in the department throughout the summer term; the department/unit must also ensure that the basis for any exception to the department's established full-time workload is appropriately documented.

The College has provided guidelines for a full-time workload below in accordance with past CAS practice.

- The FTE assigned a course must be the same no matter who teaches the course.

A standard 4-credit academic course taught in a 4-week term constitutes 1.0 FTE for that term.

FTE is prorated for courses taught in parts of term other than a 4-week term.

3- and 5-credit courses are counted the same as 4-credit courses for the purposes of calculating faculty FTE.

FTE for courses carrying other amounts of credit is prorated on a 4-credit standard.

Course Credit Hours	Length of Course	Contract FTE
2	4 weeks	0.5
3, 4 or 5	Last 3 weeks of term	1.0
3, 4 or 5	Any other 3 week as part of sequence	1.33
3, 4, or 5	4 weeks	1.0
5	4 weeks	1.0
4	8 weeks	0.5
12	11 weeks	1.0

Other situations require prior consultation with CAS to set FTE.

Overload assignments (> 1.0 FTE within a term) are automatically granted in the cases below; other overload arrangements must be approved by CAS.

One 3-, 4-, or 5-credit course in fewer than 4 weeks. Note that from a student engagement perspective, these situations still require approval.

Two 3-, 4-, or 5-credit courses during *one* (but normally not each) of the two 4-week summer terms.

- Departments/units can determine whether all faculty teaching courses are paid at the same base rate, or whether different base rates are appropriate based on experience as well as academic classification and rank.

Departments should establish (or reaffirm) summer session base rate(s) per course as described below.

Option 1: A department may set a single base salary for all faculty teaching during summer term.

Option2: A department may set different summer base salaries based on faculty classification, rank, and/or experience (e.g. adjunct NTTF, career NTTF, and TTF). Base salaries may not vary from individual to individual within a given faculty category. Criteria for each category should be straightforward and easy to apply. Assignments must be FTE-based. Departments may no longer offer per-course compensation based on a percentage of an individual's academic year base salary, based on anticipated course income, or any other similar method.

Departments may no longer offer differential compensation based on course enrollments.

Base salaries should continue to be set at a level that incentivizes qualified faculty to accept summer session assignments but that also generates revenue.

Summer research contracts

- To comply with federal regulations, non-instructional summer pay funded by a sponsored project is based on a faculty member's academic year base salary.
- To comply with federal requirements, when a nine-month faculty member is funded at 1.0 FTE on a research contract during the summer, the faculty member must work exclusively on that project. Faculty should not accept 1.0 FTE summer research appointments for any period of time when they will be on vacation.