

OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

MEMORANDUM

DATE: February 5, 2008
TO: Deans and Chairs
FROM: Wendy K. Wilkins, Provost and Vice President for Academic Affairs
RE: Summer 2008

Thank you to all who provided commentary to me about the summer scheduling process and salary structure. This memo results from a consideration of the results of last year's efforts and several suggestions from faculty and staff.

Our major priority in determining which courses to offer during the summer should be responding to student needs, while maximizing semester credit hours (SCHs). Because we wish to ensure that student needs are being met, we will hold funds beyond your initial budget allocations which will be made available if extra sections are needed to meet demand. At the same time we are working to achieve robust enrollments, we will strive to offer courses at a reasonable cost. As you work on your Summer 2008 schedule, please be attentive to the following.

Summer Scholarships

In order to work on maximizing enrollments in a responsible fashion, we plan to offer scholarships to support Emerald Eagle Scholars, new and continuing, as well as students within 30 hours of graduation. Such targeted investment is intended to assure greater retention and timely graduation rates. We will also provide scholarship dollars for doctoral and terminal masters students who are in good standing and whose departments certify that they are making good progress toward graduation. Details on these award programs will be provided shortly.

Faculty Summer Compensation

It is the responsibility of the Chairs and Deans to ensure the best possible summer schedule, and this can't be accomplished, of course, simply by hiring the lowest paid instructors. Decisions about staffing must be made locally, and based on the needs and resources available.

The summer compensation plan presented here is slightly modified from last year. This summer we will provide direct financial incentives for large enrollment classes. Regular faculty (those on budgeted lines during the previous fall and spring semesters) who teach “oversubscribed” courses will benefit, in fashion comparable to the structure of financial disincentives for approved, yet “undersubscribed,” courses. Oversubscription is defined as more than 40 enrollments for undergraduate courses and more than 20 for graduate courses. Undersubscription is defined as fewer than 15 enrollments for undergraduate and fewer than 8 for graduate. Faculty teaching so-called oversubscribed classes will be able to receive up to 25% in additional salary; lower enrollments will yield up to a 25% reduction in salary. The schedule illustrates:

Undergraduate	<i>Impact on Base Salary</i>	Graduate
<i>Enrollment</i>		<i>Enrollment</i>
1 - 6	-25%	1 - 3
7 - 10	-15%	4 - 5
11-14	-5%	6 - 7
15 - 40	neutral	8 - 20
41 - 60	5%	21 - 40
61 - 80	15%	41 - 60
81+	25%	61+

In no case will a faculty member who has been authorized to teach a course, regardless of the enrollment, receive less than the minimum salary of \$833.33 per SCH or \$2,500 for 3 SCH. However, a faculty member may receive more than the salary cap of \$2,166.67 per SCH or \$6,500 for 3 SCH. The following translates to the absolute minimum and maximum earnable salaries:

- *Minimum Base Salary with Disincentives = \$833.33 per SCH or \$2,500 for 3 SCHs*
- *Maximum Base Salary with Incentives = \$2,708.33 per SCH or \$8,125 for 3 SCHs*

The following is a reminder of the general guidelines used in 2007 that will continue in 2008.

- Maximum Base Salary without Incentives = \$2,166.67 per SCH or \$6,500 for 3 SCHs
- Minimum Base Salary with/without Disincentives = \$833.33 per SCH or \$2,500 for 3 SCHs
- 9 Month % Salary Factor = 2.5% per SCH or 7.5% for 3 SCHs
- Undergraduate Course Size Minimum without a Salary Reduction = 15
- Graduate Course Size Minimum without a Salary Reduction = 8
- Course Limitations based on Workload Options: Teaching=4, Balanced=2 and Research =1

Exceptions to these guidelines will continue to be reviewed on a case-by-case basis. Requests for relief from the workload option restriction should only be made on the basis of academic integrity issues.

The summer compensation plan described above only applies to salaries for teaching activities. Faculty engaged in other activities will have their summer salaries calculated in the manner in which it has been done in the past. This means that faculty can continue to receive up to 33.33% of their 9 month contract salary if they work full-time at these other activities during the summer.

Study Abroad Compensation

Regular faculty who agree to lead a UNT Study Abroad program will receive their maximum base salary plus a leadership stipend for leading the program and accepting on-site responsibilities. Maximum base salary will be computed and complied with as described elsewhere in this memorandum. There is no reduction in compensation for "undersubscribed" courses. If the decision is made to offer a Study Abroad course, the lead faculty member will be paid her/his maximum base salary. It is the responsibility of chairs and deans, in consultation with the Study Abroad Office, to determine whether a low enrollment course should be offered or canceled. If offered, compensation is not reduced.

The Leadership Stipend consists of a flat payment of \$500 per course plus a prorated payment based on program duration payable to the instructor of record. The prorated portion is earned at the rate \$10 per day for each day of the program up to ten weeks (70 days). A 70-day program would earn a total stipend of \$1,200 (\$500+\$700[70 x \$10]). No additional payments are earned after 70 days. The \$500 flat stipend payment is payable from department/college funds. The prorated portion is an added incentive provided by the Study Abroad Office. Each course is eligible for one Leadership Stipend and one daily proration payment. If two or more faculty members accompany a program, they may split the stipend or agree to assign it entirely to the designated "lead instructor." Proration payments may be assigned to either instructor or split at the faculty members' discretion.

College/Department Incentives

An incentive pool has been established to provide funds to colleges/schools and departments who have achieved the greatest efficiencies in their summer offerings. The basis for allocations back to units will be "return on investment," calculated based on revenue generated and expenses incurred. These funds will be allocated to the college/school for fair distribution out to the individual units, and can be used for temporary or one-time expenditures. We hope, also, to gain the flexibility to be able to carry funds forward from one fiscal year to the next. Allocations will be made no later than October 31st of each year.

You will be receiving information shortly about the funds available to you for this first year, based on your summer session offerings from Summer 2007.

If you have any questions or concerns, you may contact Donna Asher at x2496 or dasher@unt.edu.