



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

EXTENDED CAMPUS: ONLINE, CONTINUING EDUCATION AND SUMMER SESSIONS

Summer Session Faculty Compensation Processes

Overview

The Extended Campus: Summer Sessions (ECSS) administers summer courses and manages instructor compensation according to the following guidelines. All decisions regarding instructor salaries, course offerings, and cancellations are made in consultation with the college dean or the Dean's designated representative.

1. Budgeting and Compensation

- ECSS will establish a budget for instructor salaries in collaboration with the Dean. All faculty salaries must adhere to the allocated budget for summer sessions.

2. Instructor Selection and Credentialing

- **Full-Time Faculty Preference:** Priority is given to full-time faculty with a proven record of high-quality teaching. Part-time faculty may be appointed if full-time faculty are unavailable. Graduate students may also be assigned independent responsibility for courses.
- **Credential Verification:** All instructors, whether full-time, part-time, or graduate students, must be appropriately credentialed by the Southern Association of Colleges and Schools (SACS) liaison in the Provost's office before their Summer Sessions contract is approved.

3. Course Planning and Enrollment Monitoring

- **Demand-Driven Course Offerings:** Courses with demonstrated student demand should be prioritized. Courses with low demand risk cancellation.
- **Enrollment Monitoring:** ECSS will monitor course enrollment and share reports with Deans or their designee to assist in making informed course decisions. This includes decisions on canceling under-enrolled sections or expanding capacity for high-demand courses.

4. Course Cancellation and Proration



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- **Course Cancellation:** The deans or their designees are responsible for making decisions regarding course cancellations. Cancellations must be communicated to ECSS and the instructor at least one week before classes begin. Undergraduate courses with fewer than 15 students and graduate courses with fewer than 5 students are subject to cancellation.
- **Proration of Salaries:** In some cases, courses may run with low enrollment and instructor salaries may be prorated. Undergraduate salaries may be reduced by 1/20 for each student less than 20, and graduate salaries by 1/15 for each student less than 15. Agreement on prorated salaries must be communicated to ECSS at least one week before the course begins.

5. Instructor Salary Determination

- **Full-Time Faculty:** Salaries are based on the preceding spring semester's nine-month salary. For those compensated solely from ECSS, salary per credit hour is 2.77% of the nine-month salary, not exceeding \$2,167 per credit hour. For those with other funding sources, the salary rate will be adjusted to ensure monthly compensation does not exceed 1/9 of the nine-month salary.
- **Part-Time Faculty and Graduate Students:** Compensation is \$1,250 per credit hour.
- **Internships and Individual Instruction:** Salary is calculated based on credit hours and student enrollment, with specific rules for determining credit hour equivalencies based on enrollment numbers.

6. Teaching Load and Compensation Limits

- Faculty are limited to teaching a maximum of 12 credit hours across all summer sessions, with no more than 6 credit hours in any 5-week session. With the Dean approval, exceptions may be made to allow for 7 credit hours in a single session if teaching a combination of 4 and 3 credit hour courses.

7. Course Scheduling and Development

- Courses must comply with the university's Course Credit Hour policy, ensuring appropriate contact time for each credit hour.
- Online courses must be developed and approved by the Extended Campus, with appropriate coding in the Banner system.

8. Payment Schedule



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- Faculty teaching Summer I are paid on June 30.
- Faculty teaching (Summer I) Dual Session are paid half in June and half in July.
- Faculty teaching Summer II are paid in July.

9. Administrative Procedures

- Personnel Service Agreements (PSA) will be issued to summer faculty by the first week of April. After obtaining the necessary approvals, they must be signed and returned to ECSS. The Dean must communicate any necessary contract adjustments to ECSS promptly to facilitate revised PSAs if needed.

10. Additional Policies

- No compensation is available for zero-credit courses.
- ECSS will not cover travel-related costs, study abroad expenses, or teaching assistants. The respective college must bear these costs.

11. Course Offering and Cancellation Procedures

- Priority should be given to courses with demonstrated demand, and efforts should be made to minimize duplicate sections within the same session.
- Changes to course schedules must be finalized by March 15, with all updates entered into the Banner system by the Dean.

12. Course Schedule Management

- Detailed instructions for creating and modifying course schedules, including adding, deleting, or adjusting sections, are provided to ensure compliance with university standards.