



# NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

EXTENDED CAMPUS:

ONLINE | CONTINUING EDUCATION | SUMMER SESSIONS

## Summer Session Faculty Compensation Guidelines

### Overview

The Extended Campus - Summer Sessions administers summer courses and manages instructor compensation according to the following guidelines.

#### 1. Compensation

- All faculty compensation from all sources, (grants, summer sessions, etc.), may not exceed one-third of the faculty member's 9-month base salary.

#### 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 through OSPIE 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:** Summer Sessions will monitor course enrollment and share reports with Deans or their designee to assist in making informed course decisions to include decisions on canceling under-enrolled sections or expanding capacity for high-demand courses.
- **Reports:** Deans, Dean's Designee, or Department Chairs will receive a daily report showing *in real time* the faculty assigned to teach, the number of courses, and the PSAs. The reports will adjust with enrollment activity, given that the forms are populated from the assignments listed in the Banner system.

#### 4. Course Cancellation and Proration

- **Course Cancellation:** The deans or their designees are responsible for making decisions regarding course cancellations.
  - i. Cancellations must be communicated to Summer Sessions and the instructor at least one week before classes begin.
  - ii. Undergraduate courses with fewer than 15 students and graduate courses with fewer than 5 students are subject to cancellation.

#### 5. 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.

#### 6. Instructor Salary Determination

- **Full-Time Faculty:** Salaries are based on the preceding spring semester's nine-month salary.

- **For those compensated solely from Summer Sessions**, 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.

#### 7. 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.

#### 8. 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.

#### 9. Payment Schedule

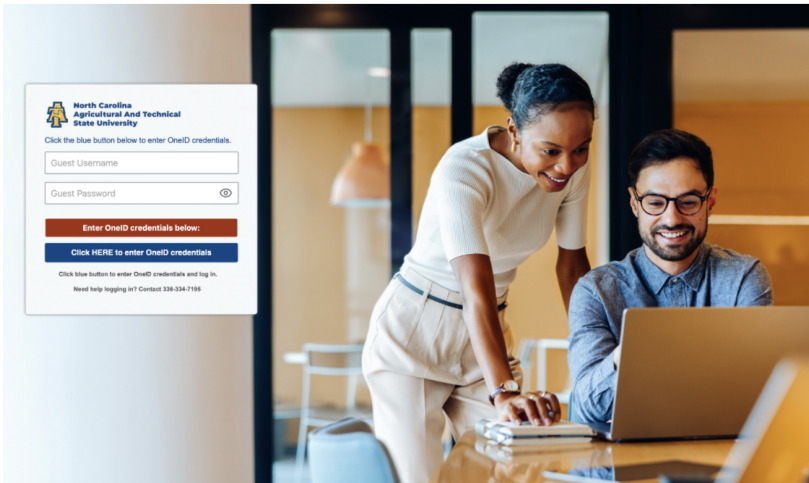
- Faculty teaching Summer I are paid on June 30.
- Faculty teaching (Summer I) Dual Session are paid half in June and half in July.
- Faculty teaching Summer II are paid in July 31.

#### 10. Administrative Procedures

- Personnel Service Agreements (PSA) links should be emailed to summer faculty during the first two weeks of April (NLT than April 17).
- The Department Chair is to email the summer faculty including the following information:  
*Thank you for agreeing to be available to teach during Summer Session 2026. Please use the link below to view and sign your Personnel Service Agreement (PSA) which is now provided as a Dynamic Form. **LIVE/LINK/WILL/BE/PROVIDED**. Please complete and submit your PSA by April 22, 2026. If you have questions, please email Summer Sessions and copy your department chair.*

#### 11. Each college dean will determine who processes the ePAFs for faculty compensation be it in each department or at the administrative office at the dean's office level.

- ePAF Training will be provided by Human Resources.
  - The live training dates are:
    - **Wednesday, April 8th**
      - 9:00 AM – 10:00 AM
      - 10:00 AM - 11:00 AM (Still need to verify Honors Convocation)
      - 2:00 PM – 3:00 PM
      - 3:00 PM – 4:00 PM
    - **Thursday, April 9th**
      - 9:00 AM – 10:00 AM
      - 1:00 PM – 2:00 PM
      - 3:00 pm - 4:00 pm
- Below is the link the NCAT Training Portal  
<https://ncat.csod.com/ui/lms-learning-details/app/event/d2677a0a-aeb7-4eff-a0bb-86a4ec205d03>



## 12. Additional Policies

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

## 13. 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 April 17, with all updates entered into the Banner system.

## 14. 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.