**2023 Summer Session Fact Sheet for Academic Faculty**

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| **Session** | **Dates** | **# working days** |
|  | Begin | End |  |
| Summer Research | 5/15/2023 | 8/18/2023 | maximum of 70 working days |
| Summer First 6 Weeks | 5/15/2023 | 6/24/2022 | 30 |
| Summer Second 6 Weeks | 6/26/2023 | 8/4/2023 | 30 |
| Summer 8 Weeks | 6/26/2023 | 8/18/2023 | 40 |
| Summer 14 Weeks | 5/15/2023 | 8/18/2023 | 70 |

**Total number of days available to be paid over the summer is 70.**

Position Numbers

The following suffixes are used during the summer to distinguish the types of work being done by academic faculty, ten-month employees:

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| S1 – Summer First 6 Weeks (May and June) |
| S2 6W – Summer Second 6 Weeks (June-August) |
| S2 8W – Summer 8 Week Session (June-August) |
| S 14 W – Full Summer Term of 14 weeks (May - August) |
| F1 – Field I (May and June) |
| F2 – Field II (June - August) |
| CE – Other Summer Assignments (short course) |
| OR – Other Appointment (Not for teaching; dates can fall anywhere in the summer date range) |
| SR – Summer Research for Academic Faculty |
| WS – Workshops |
| XP – Extra Pay |

In General:

1. The first and second parts of Summer classes are scheduled for standard times; we only rarely have custom schedules (in terms of start week and end week) for the classes. *If you have a faculty person with a custom teaching schedule, work with your department’s Sr. Budget Analyst to complete the form.*
2. Field session classes are scheduled as full day experiences with a start and end date that is controlled by the department.
3. Compensation for field classes is on a daily basis, with each day paid at 0.05041 times the academic year salary.
4. Compensation for summer classes is paid at .041667 of academic salary per credit hour. For 3 credit courses, there is a minimum of $8,360 and a maximum of $15,675.
5. If a class is canceled, it is the responsibility of the department to cancel it with the Registrar, send an email to registered students noting that it has been canceled, and notify Budget.
6. Initial labor budgets for departments will be based off anticipated summer 2023 course offerings.

**Examples:**

Calculation of Compensation for Academic Faculty during the Summer **FIELD-ONLY** Sessions

To calculate the salary amount that academic faculty are to be paid for the summer FIELD, we use a daily rate based on the academic year. The daily rate is calculated in the following manner:

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| 37 weeks in an academic year |
| 37x40 hours per week = 1,480 hours in the academic year |
| 1,480/8hours = 185 days in the academic year |
| 1 day/185 = .00541 |

Example: Joe Smith has an annual base salary of $70,000. Calculation: $70,000 x .00541 = $378.70 per day

The $378.70 would then be multiplied by the number of days worked, and then by the percent of effort for the time period.

Calculation of Compensation for Academic Faculty during the Summer Sessions

Compensation for summer classes is 4.1667% of academic salary per credit hour. This is calculated in the following manner:

Example: Joe Smith has an annual base salary of $70,000. Calculation: $70,000 x .041667 x 3 (# of credit hours) = $8,750

This would be the amount for teaching either a summer 1 or summer 2 course

Department Head Summer Pay

Note that all Department Heads will receive 37.5 days of departmental summer pay paid automatically through Payroll, equally split between June and July. The specific dates no longer need to be accounted for on the summer payroll form. **However** – this means that all DH’s are only allowed 32.5 additional days (in 2023) that can be charged over the summer for either teaching and/or research.