



## SUMMER SESSION TEACHING APPOINTMENT GUIDELINES

No.: SAAP 7-14

**Authority:** UWS Admin Policy 230 (Salary & Fringe Benefit Calculations)

UWM Faculty Document 1249A

**Date:** October 2022 (reviewed)

July 2011 (revised)

February 2, 1982 (revised)

May 14, 1981 (original)

**Initiator:** Provost

**Responsible Party:** Associated Vice Chancellor for Human Resources

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The contractual period for summer teaching appointments varies, consistent with summer session academic calendar and summer session course section needs. Also consistent with those needs, and with approval by the department and the dean, instructors of record may be permitted to allocate their teaching, research, and service activities differentially within the summer contract period.

The rate of pay for a summer session appointment is based on the previous academic year salary. The following payment rates shall apply for each three-credits (or equivalent unit) of summer instruction, assuming the course section meets the minimum enrollment level two weeks prior to the start of the appointment.

- First 3-credit course: 2.2 Biweekly Pay Periods (22 paid days)
- Second 3-credit course: 2.2 Biweekly Pay Periods (22 paid days)
- Third 3-credit course: 2.1 Biweekly Pay Periods (21 paid days) with the approval of the Chancellor or their designee, consistent with UWS Administrative Policy 230.

Total summer pay may not exceed the equivalent of 6.5 pay periods.

The dean will set minimum summer course section enrollment levels in consultation with the faculty and academic staff of the college or school based on balancing demonstrated budgetary constraints with the need to advance educational opportunities, interests, and curricular requirements of UWM students. Changes in minimum summer course section enrollment levels shall be implemented by the dean only after full consideration of recommendations from the faculty and academic staff of each school or college. If a summer course does not meet the minimum enrollment level set, the course may be cancelled. As an alternative to course cancellation, the instructor of record may agree to teach a course at a rate lower than described above, pro-rated by course enrollment.

Contractual arrangements for other instructional activities shall be negotiated individually.