



SUMMER SESSION TEACHING APPOINTMENT GUIDELINES

No.: SAAP 7-~~1514~~

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: [UCProvost](#)

Responsible Party: [Associated Vice Chancellor for Human Resources](#)~~Provost~~

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 payments rates shall apply shall be 1/9th of the previous academic year salary~~ for each three-credits (or equivalent unit) of summer instruction, assuming the course [section](#) meets the minimum enrollment level ~~set by the dean (based upon recommendation by the faculty and academic staff) of each school or college~~ 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.](#)

~~In accordance with UW System Administrative Policy 230, summer payment exceeding the equivalent of 4.5 pay periods requires approval by the Chancellor's designee. Total summer pay may not exceed the equivalent of 6.5 pay periods.~~

~~The dean will set m~~[Minimum summer course section enrollment levels, set by the dean of each school or college, shall be 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 1/9th than described above stipulated, pro-rated by course enrollment, if the course does not meet the minimum enrollment level set by the dean (based upon recommendation by the faculty and academic staff) of each school or college for three credits (or equivalent unit) of summer instruction.~~

~~Minimum course enrollment levels, set by the dean of each school or college, shall be based on balancing demonstrated budgetary constraints with the need to advance educational opportunities, interests, and curricular requirements of UWM students. Changes in minimum course 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.~~

Contractual arrangements for other instructional activities shall be negotiated individually.

Related Documents:

[UW System Administration Policy 230: Salary & Fringe Benefit Calculations](#)

DRAFT