

University of Houston Clear Lake

MEMORANDUM OF ADMINISTRATIVE POLICY

SECTION: HUMAN RESOURCES
AREA: COMPENSATION

Number: 02.B.12

SUBJECT: Summer Pay Policy for Faculty

I. PURPOSE

University of Houston-Clear Lake ("UHCL") faculty members on 9-month appointments (academic faculty) may be offered the opportunity to perform additional work during the summer months. The purpose of this policy is to outline the university guidelines regarding pay for summer assignments.

II. POLICY

This Policy applies to all UHCL Professorial and Professional Faculty positions. It clarifies expectations of faculty who accept summer appointments outside their 9-month contract and establishes standard compensation for those appointments. Please refer to UHCL Faculty Handbook Section 6.11, 3.2 "UHCL Policy for Extra compensation in excess of base salary" for guidance on summer compensation limits.

III. DEFINITIONS

- 3.1 State Longevity Pay – Additional pay of \$4 per month for each year of state service up to and including 40 years of service. Regular, full time (1.0 FTE), nonacademic employees are eligible to receive longevity pay after five years of state service and will receive longevity pay increases after each additional five years of state service.
- 3.2 Personnel Action Request (PAR) Form – The University of Houston System ("UHS") payroll/personnel form used to place new employees in the HRS payroll/personnel system and/or make certain change to existing employee assignment.
- 3.3 Turn-a-round PAR – Computer generated personnel action request form. All fields are populated by data in the HRS 2.4 payroll/personnel system.
- 3.4 Personnel/Position Request (PPR) Form – A UHCL form used to create new positions, reclassify existing positions, and identify vacant positions that require posting and search procedures.

- 3.5 Full Time Equivalent (FTE) – For purposes of this policy, FTE means the number of course equivalents to be considered a full load in the summer.
- 3.6 Summer Session – The academic time period between the end of the spring semester and the start of the fall semester.

IV. SUPPORTING INFORMATION

- 4.1 Faculty and research personnel on 9-month appointments may be offered the opportunity to perform teaching and/or research during the summer semesters, depending on student enrollment, course requirements, and funding for teaching and research activities. Teaching includes advising of students during the summer session.
- 4.2 Longevity Pay. A faculty member who performs non-academic work during the summer on a full time (1.0 FTE) basis and is paid from non-teaching funds will receive longevity pay for each month worked during the summer.
- 4.2.1 The amount of longevity pay is based on total state service.
- 4.2.2 Each employee is responsible for notifying the Office of Human Resources of prior state service at the time of employment.
- 4.2.3 Credit for prior state service requires written verification from the previous employing state institutions or agencies.
- 4.3 Compensation. Faculty on nine-month appointments who teach during the summer semesters receive additional compensation. The amount of additional compensation a faculty member may receive typically is related to how many courses are taught and the previous 9-month salary.
- 4.3.1 The salary equivalents and percent effort used to calculate summer teaching salaries is listed below. Summer pay is subject to student enrollment as stated in 4.3.2 and 4.3.3.
- One 3 credit-hour course equals 1/11 of the 9-month salary.
 - Two 3 credit-hour courses equal 2/11 of the 9-month salary.
 - Three 3 credit-hour courses equal 3/11 of the 9-month salary.
- 4.3.2 Required enrollments for summer courses are to be 10 undergraduate or 5 graduate students. Under circumstances directly related to student success, discretion is given to the Dean of the college by the Provost to allow for the offering of low enrollment courses. However, these special circumstances

should not have a significant effect on the financial stability of the college's summer semester and must be paid at the 1/11th level.

4.3.3 In courses cross-listed at the undergraduate and graduate level and treated as a single course in terms of pay, minimum enrollment numbers will be created using an equation where each graduate student will be calculated as two undergraduate students.

4.3.4 New faculty members who are asked to teach in the summer semesters just prior to their regular academic appointment on September 1st are normally considered as part-time, temporary employees without benefits during the summer semesters.

4.4 Administration. The Office of Human Resources is responsible for providing timely instructions for the accurate processing of summer payrolls. These summer pay procedures must be followed in order for Human Resources to timely review and process Summer Personal Requests Forms. [\(Link to the procedures\)](#).

V. REVIEW AND RESPONSIBILITY

Responsible Parties: Vice President for Administration and Finance

Review: Every 3 years

VIII. APPROVAL

Approved:

Mark Denney



Vice President for Administration and Finance

Dr. Ira Blake



President

Date:

10/21/2020

IX. REVISION LOG

Revision Number	Approval Date	Description of changes
1	05/09/2019	Original Version