

Memorandum of Administrative Policy Summer Workload Policy

Area: Academic Affairs
Section: Faculty Workload and Pay
Number: 05.A.02 AP

Purpose and Scope

The University has adopted this policy to establish guidelines for calculating the workload of faculty members employed at the University of Houston Clear-Lake outside of their regular 9-month contract.

Definitions

Faculty: Tenure-track, tenured, and non-tenure-track full time employees.

Teaching unit: A teaching unit is equivalent to 3-credit-hour course of standard enrollment. Standard enrollment is established in the Faculty Workload Policy.

Summer Compensation Period: The period of time when UHCL offers summer session courses, including: May Mini Semester, Summer Semester I (June 5 week), Summer Semester II (July 4 week), and the 8-week summer session.

Policy Statement

Employment outside of a faculty member's normal contract status is at the discretion of both the university and the faculty member. This summer workload policy sets forth guidelines that permit each supervisor to best engage faculty to foster student and faculty success and advance

the university's mission. These administrators are responsible for individual compliance with institutional rules and accreditation.

Guiding Principles for Summer Teaching Workload Alignment

Summer employment is neither expected of, nor guaranteed for, faculty on 9-month contracts. Summer assignments are independent of the academic year workload for a 9-month contract faculty member. Thus, a faculty member who assumes additional teaching or administrative activities is compensated by an agreed-upon amount. Typically, the maximum amount of summer teaching made available to faculty in the summer is two courses (teaching units) per summer term plus associated teaching activities, as defined by the College, unless approved by the Dean. If approved by the Dean, a third course will be compensated at the standard overload rate. In any summer session lasting less than or equal to 4 weeks, teaching more than one course is prohibited unless authorized by the Dean.

Summer Teaching Workload and Compensation

Faculty on 9-month appointments who teach during the summer compensation period receive additional compensation. The amount of additional compensation a faculty member receives is determined based on the workload for that faculty member and the previous 9-month base salary. Summer teaching compensation is 10% of faculty member's base 9-month salary per teaching unit. Other teaching duties, such as independent studies, dissertation supervision, thesis supervision, problems courses, project courses, practica, and service learning will be compensated according to the Workload Policy.

The number of students normally required for a course to meet enrollment minimums is set by the deans. Minimum summer course enrollments will be published by college deans via email sent to faculty of their respective colleges. These minimum enrollments will be justified with a description of the number of students needed for the college to offer courses.

Research, Scholarly and Artistic Activities (RSA) Workload and Compensation

Although faculty may engage in RSA activities during the non-contractual period, RSA is not calculated in summer workload unless it is part of an approved 'buyout' as specified below. Sponsored project funds may be used to pay a portion of a faculty member's summer salary. The rate for a sponsored project funded normal rate of pay for that respective faculty member. The Office of Research and Sponsored Programs (ORSP) will maintain guidelines for faculty members that want to use grant/sponsored funds to pay a portion of their salary during the non-contractual period.

Non-Administrative and Administrative Service Assignments and Compensation

1. Guiding Principles for Non-Administrative and Administrative Service Assignments in

Summer: Non-administrative Service Assignments are typically not compensated during the summer compensation period. Non-administrative service assignments are duties that relate to (1) teaching responsibilities that exist outside of the classroom as well as duties related to (2) status as a state employee. In principle, these duties are related to a faculty member's teaching responsibilities regardless of the time of year or contract status.

Examples of non-administrative service assignments are: responding to grade appeals, handling academic honesty cases, handling incompletes, and working on online course shells. Likewise, responding to emails and other communications related to employment are also considered essential and must be addressed in the summer.

- ### **2. Administrative Service Workload and Compensation:**
- In principle, compensation for summer administrative service assignments is based on factors such as scope of work, time spent on task, performance expectations, assignment dates, deliverables, program size and complexity, and related areas. Administrative service is divided into two categories, Full-Time Summer Service and Additional Compensated Summer Service, and are compensated

differently.

2.1. Full-Time Summer Service: Full-Time Summer Service activities consist of defined positions or roles in which a faculty member's duties constitute a full-time workload (40 hours per week for at least four weeks). Some examples of these service positions include: QEP Fellow or similar appointment.

In principle, Full-Time Summer Service is considered full-time employment. Therefore, faculty who receive compensation for Full-Time Summer Service may not also receive compensation for summer teaching in the same month of service. However, a faculty member is allowed to be compensated for Full-Time Summer Service in June (Summer I) and receive compensation for teaching in July (Summer II), for example.

Deans (for college-level service) or the Provost (for University-level service) will take the lead in coordinating Full-Time Summer Service-related tasks. Compensation for Full-Time Summer Service is normally paid at the summer teaching rate, which will be specified in the offer letter.

2.2. Additional Compensated Summer Service: Additional Compensated Summer Service consists of tasks completed in the summer months that would be considered "service" during the standard 9-month academic year and do not meet the qualifications for non-administrative service in item 1 of this section. Examples of Additional Compensated Summer Service include structured service assignments, such as ad-hoc committee membership, search committee membership, etc. These tasks typically involve 1) multiple hours to completion, 2) coordination with other members of the UHCL community, and 3) are time-sensitive. Participation in Additional Compensated Summer Service is not obligatory for any faculty member. Faculty have the option to volunteer for summer service in any summer session, regardless of whether they are

actively teaching.

Compensation for Additional Compensated Summer Service is via a stipend determined by the following formula: Estimated Hours times Average Faculty Salary divided by 1560.

The Average Faculty Salary is determined from the current academic year's pool of all full-Time tenure-track faculty at UHCL. 1560 is the number of standard work-hours in a 9-month academic year. Estimated Hours is a good-faith estimation of the expected Time-for-completion that will be required of the individual faculty member during the Additional Compensated Summer Service Activity. In the case of committee work, all committee members will be contracted with the same Estimated Hours. Committee chairs may be compensated with additional Estimated Hours.

Deans (for college-level service) or the Provost (for University-level service) take the lead in coordinating service-related tasks. Prior to inviting faculty to participate in Standard Summer Service Activities, the respective college Dean (for college-level service) or Provost (for University-level service) will determine, in good faith, the estimated hours required to complete the needed activities. Faculty members selected for Additional Compensated Summer Service will receive comprehensive information about task deliverables, estimated completion Time, and the stipend calculation.

Provisions for Late Spring Service Activities

Service activities are an integral part of a faculty member's standard workload during the 9-month academic year. However, there are instances when certain Spring Semester service work may not reasonably be completed by the end of the Spring Semester (for example, if a search committee commences in mid-April). In such cases, once the committee is formed, the college

Dean (for college-level service) or the Provost (for University-level service) will notify the committee faculty of a summer stipend, based on the estimated number of hours reasonably required to complete the task during the summer compensation period. In cases where deadlines are not urgent, and may be reasonably placed in the middle of the subsequent Fall semester, the service activity/committee will be suspended until the commencement of the Fall semester.

Maximum Compensation

Compensation must comply with compensation limits set by UHCL Faculty Handbook and UHS Policy.

Documentation

The university will issue a letter to each faculty member who receives summer compensation. The letter will clearly specify the purpose and the amount of the compensation for summer workload activities. Faculty should not assume that they will be compensated for any teaching or service activities that has not been documented in an official appointment letter.

Review and Responsibilities

This policy will be reviewed by The Office of The Provost and Faculty Senate every five years or sooner, if warranted.

Responsible Parties: Senior Vice President of Academic Affairs and Provost & Faculty Senate

Review: Every 5 years

Revision Log

Revision Number: 1

- Approval Date: 09/26/2024
- Description of changes: Policy Created & Approved

Approval

Approved by:

/Dr. Christopher Maynard/

Senior Vice President of Academic Affairs and Provost

/Dr. Richard Walker/

President

September 26, 2024

Date