

MEMORANDUM

TO: Fort Wayne Senate

FROM: Peter Dragnev, Purdue Speaker

DATE: March 4, 2013

SUBJECT: Change in Summer Compensation Guidelines

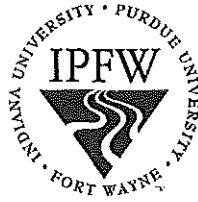
DISPOSITION: To the Executive Committee for inclusion in the next senate meeting

WHEREAS, Summer 2013 schedule has been open for enrollment since Fall 2012;

WHEREAS, The faculty have agreed to teach these courses under the guidelines at the time;

WHEREAS, the minimum enrollment standard and the prorated summer compensation schedule is a significant change to the Fall 2012 guideline;

BE IT RESOLVED, that the Fort Wayne Senate recommend to the Administration that the implementation of the minimum enrollment standards and the summer compensation schedule in the recently distributed guidelines be delayed to summer 2014.



VICE CHANCELLOR FOR ACADEMIC AFFAIRS

To: Deans, Chairs, and Program Directors
From: Steven T. Sarratore, Interim VCAA
Subject: Summer Course Offerings & Compensation Guidelines
Date: February 25, 2013

We will be using new guidelines for low enrollment courses in Summer I and II this year. Note that exceptions must be approved before classes begin.

1. **Summer School goal**
The goal is to generate as many credit hours as possible within program needs and requirements, budget allocations, and faculty availability.
Colleges, schools and divisions are offered an incentive (budget increase for next summer) when they meet or exceed their goals for maximizing summer enrollments.
2. **Minimum enrollment standards**
The minimum enrollment for undergraduate and dual-level courses is twelve (12).
 - The minimum enrollment for graduate courses is ten (10).
3. **Multiple Sections**
Chairs are responsible for ensuring that course sections are at or near full enrollment before authorizing additional sections during the same or subsequent summer session.
4. **Balancing credit hour generation and programmatic needs**
 - Chairs are responsible for planning throughout the year (including summer) to meet programmatic needs and student demand.
Review of summer enrollments should include a historical component to help identify trends that can inform planning for the future.
5. **Faculty compensation (for courses funded by the General Fund)**
These guidelines do not apply to courses offered through DCS, which has its own formula based on enrollment and cost.
 - Regular faculty earn 10% of their academic year (AY) salary for each 3-credit summer course that meets or exceeds minimum enrollment levels or a pro-rated amount for enrollments below the minima following the schedule in item #6 below. Salaries are also pro-rated for courses of more or less than 3 credits.
Compensation rates will be determined by the official enrollment which is recorded at 5pm on the Wednesday after weekday classes begin on Monday for Summer I and Summer II.
LTL faculty rates for below-minima classes will be negotiated on a case-by-case basis. Deans must negotiate any exceptions (e.g. enrollment minima and related salary rates) with the VCAA before classes begin.

6. Decisions about courses with low enrollments
 - Decisions about whether to cancel courses with low enrollments will be made the week before classes begin.
 - At this point, the faculty member who agrees to teach a course with low enrollments should be aware that enrollment may go up or down before the date that official numbers are recorded and compensation rates determined.

7. Summer compensation schedule (assuming a 3 credit hour course):
 - Undergraduate or dual-level course:
 - 12 students or more, 10% of AY salary base
 - 11 students, 11/12 or 9.17% of AY salary base
 - 10 students, 10/12 or 8.33% of AY salary base
 - 9 students, 9/12 or 7.5% of AY salary base
 - 8 students, 8/12 or 6.67% of AY salary base
 - 7 students, 7/12 or 5.83% of AY salary base
 - 6 students, 6/12 or 5% of AY salary base
 - Below 6, the class should be cancelled.
 - Graduate course:
 - 10 students or more, 10% of AY salary base
 - 9 students, 9% of AY salary base
 - 8 students, 8% of AY salary base
 - 7 students, 7% of AY salary base
 - 6 students, 6% of AY salary base
 - 5 students, 5% of AY salary base
 - Below 5, the class should be cancelled.

8. Academic Year (AY) salary base for IU-paid and PU-paid faculty:
 - IU-paid faculty are paid on the basis of their 2012-13 AY salary for Summer I and Summer II.
 - Purdue-paid faculty are paid on the basis of their 2012-13 AY salary for Summer I. They will be paid on the basis of their 2013-14 AY salary for Summer II.

SUMMER 2013 BUDGET ALLOCATION WORKSHEET

Unit	2012 ALLOC	2012 SPENT	2010 GF CrHrs	2011 GF CrHrs	2012 GF CrHrs	11-12 Change	Per Cr Hr	2013 ALLOC	Alloc. Change
Arts and Sciences (incl. Flying Start)	\$715,000	\$742,571	8,813	7,467	6,231	-16.6%	\$119	\$571,516	-20.1%
Bus & Mgmt. Sci (incl. CEE)	\$200,000	\$216,419	1,527	1,178	1,211	2.8%	\$179	\$166,566	-16.7%
Educ & Public Policy (incl. Public Affairs)	\$157,000	\$153,292	2,223	1,436	869	-39.5%	\$176	\$117,980	-24.9%
ETCS	\$100,000	\$103,192	1,252	822	719	-12.5%	\$144	\$79,421	-20.6%
Health Sciences	\$53,000	\$48,497	645	647	388	-40.0%	\$125	\$37,325	-29.6%
Vis & Perf Arts	\$80,000	\$84,583	970	817	692	-15.3%	\$122	\$65,099	-18.6%
OAA and Other	\$32,908	\$0		94	4			\$0	-100.0%
TOTALS	\$1,337,908	\$1,348,554	15,430	12,461	10,114	-18.8%	\$133	\$1,037,908	-22.4%
Check Sum	\$1,337,908							\$1,037,907	

APPROVAL AND MINIMUM ENROLLMENT REQUIREMENTS

Scheduled classes for which summer salaries are being paid must first be approved by the OAA.

Scheduled classes for which summer salaries are being paid are expected to have a minimum enrollment of 12 for undergraduate and dual-level classes or 10 for graduate-level classes. Justification will be required prior to Final Registration for offering any course with an enrollment less than 12/10.

The Summer Course Offering/Compensation Guidelines include a prorated salary option for offering classes smaller than these **minimum sizes**.

Summer on-campus, regular-calendar courses must be paid from these General Fund allocations.

SUMMER II INCREMENTS

Summer II increments for Purdue-paid faculty must be covered within the allocations shown above.

OVERLOAD ASSIGNMENTS

Overload assignments (3 classes in one session or more than 3 classes across both sessions) must be discussed prior to processing of appointment forms and must be covered within the allocations shown above.