

## Guideline For Course Approval And Funding For Summer Sessions At TAMUG

**Amended:** January 14, 2019 *changed minimum student enrollment standard*

**Approved:** January 28, 2019

Summer classes and our entire Faculty are valued at TAMUG. We realize that summer school classes are an integral part of our academic structure. The Campus thus is committed to support summer programs in as much as a) they support student success measures such as graduation rate and b) they are self-sustaining financially.

Following is a guideline for course approval and for calculation of Faculty teaching compensation for summertime classes. **The guideline has been approved effective Summer 2017. The compensation formulas are updated every year based on applicable tuition and fee structure and are in line with the above overarching commitments.**

- 1) Each Department will develop a proposed list of courses, including calculation of Faculty compensation, based on their specific practices (e.g. consultation with Faculty, review by academic/curriculum committees, etc.) for determining how proposed courses best support the strategic goal of improving student success measures. This list will be approved and submitted by Department Heads to Academic Operations (Amber Booth) no later than **January 31**. Specialty courses, deviating from the general compensation formula (see Specialty Courses below), will need to include a justification from the Department Head.
- 2) All requests will be discussed at the **first Academic Affairs Council meeting of February** in the Spring session. A final list of approved courses will be made by the Office of Academic Affairs and Office of Finance by the **last day of February** and communicated to Department Heads for planning. No new course submittal will be accepted for review after the January submission deadline.
- 3) Permanent Faculty will be allowed to teach up to a total of 12 credit hours load over the entire summer.
- 4) Percent effort for each class will be calculated on the 12 credits maximum (eg. A 3 credits class represents 25% effort, a 4 credits class represents 33%, etc.)
- 5) Compensation for non-cruise courses will be based upon the number of students enrolled in each class to the salary cap of the instructing Faculty for that percent effort. The following conditions will be required:
  - a. The tuitions collected from the SCHs (minus 50% overhead) will go to support the salary of the instructing Faculty. The classification of the student (e.g. graduate SCHs generate higher tuition revenue than undergraduate SCHs) will be applied proportionally in the formula calculation.

- b. Compensation will be capped to the monthly salary of each Faculty.
  - c. It is the choice of the Faculty to teach a class for the summer at a lower compensation than full monthly pay. Faculty will have until the cut-off deadline (10 business days before the course begins) to confirm if they will teach an approved course. They are committed to teach the course after the cut-off date.
- 6) Classes will be approved based on the following minimum student enrollment:
- a. Undergraduate lecture classes: 10 students (understanding that this lower limit may not cover the entirety of the faculty's proportional salary for the course. In that case, 5c applies)
  - b. Graduate classes: 5 students (understanding that this lower limit may not cover the entirety of the faculty's proportional salary for the course. In that case, 5c applies)
  - c. Specialty courses that cannot accommodate 15 students (e.g. for safety or space reasons) will have a minimum enrollment requirement of 10 students and will require a justification (how does this course advance graduation rate, contributes to strategic goals of the Campus, etc) and recommendation of the Department Head for review from the Academic Affairs Leadership Team. Because of this limited enrollment, approved specialty courses may have difficulty in generating enough tuition. To incentivize Faculty to offer such classes, Department Heads will have to commit (as part of their justification letter) the remaining 50% of the tuition from their budget to the course for compensation of the instructing Faculty. Review and approval of each individual request will be performed by the Academic Affairs Leadership Team in the January session.
- 7) The cut-off deadline for courses to reach the required minimum number of students and be approved will be 10 business days before the course begins.
- 8) Cruise courses will be paid based on the salary of the Faculty plus sea time supplement (no over time should be considered).
- 9) "Stacked" graduate-undergraduate classes will only be considered for approval under exceptional circumstances (field based and study abroad courses that offer HIL experiences to a select group of students). Stacked graduate-undergraduate classes will have a minimum enrollment requirement of 15 students unless there is a clear impediment to accommodate as many students. In such a case the minimum enrollment requirement will be 10 students. Similarly, to Specialty Courses, stacked graduate-undergraduate classes will require a justification (how does this course advance graduation rate, contributes to strategic goals of the Campus, etc) and recommendation of the Department Head, with financial commitment of 50% formula funding. The compensation will be calculated based on the prorated proportion of the different student classifications (e.g. undergraduate or graduate). The Academic Affairs Leadership Team will review all requests and make final decisions in the January session.