

POLICY ON COMPENSATION FOR SUMMER TEACHING

Purpose: This statement is designed to communicate to all faculty and affected administrators the method by which compensation is to be determined for those persons assigned to teach credit courses offered during one or more of the TCU summer terms.

Scope: This policy is delimited in its application to include only full time TCU faculty teaching during the summer terms. Compensation for those fulfilling different teaching roles and/or teaching in other time frames of formats not comprehended by this statement may fall within the purview of other institutional policies.

A. Determination of Compensation

1. The basic compensation formula for faculty (except those in applied music and in the supervision of clinical practicums) assigned to teach courses during the summer term is as follows:
 - a. Faculty members are to be paid a sum in the amount of 8% (eight percent) of their base salary for the normal nine month academic year for each separate three credit hour course taught by the faculty member during a summer term.
 - b. Base salaries utilized for determining summer teaching compensation shall be those as set for the fiscal year in which the summer term falls.
2. Salaries for courses valued at other than three credit hours shall be determined as follows:

1 credit hour courses = 3% of base salary
2 credit hour courses = 6% of base salary
4 credit hour courses = 1.33 x 8% of base salary
5 credit hour courses = 1.67 x 8% of base salary
6 credit hour courses = 2 x 8% of base salary

(notice that it is the credit hour value and not the contact hour value that determines the level of compensation.)
3. Exceptions for these basic formulas are as follows (Revised May 16, 1983):
 - a. Faculty teaching in applied music will be compensated on a commission basis.
 - 1) The precise rate of commission for a given faculty member will be determined by criteria established by the School of Music.
 - 2) For regular full-time faculty, compensation will be set at 75% to 90% of tuition and surcharges.
 - 3) For adjunct faculty, compensation will be set at 75% to 90% of tuition only.
 - b. For faculty assigned to the supervision of clinical practice in speech/hearing pathology, such assignment will be considered as the equivalent to teaching a three credit hour course, and compensation will be administered accordingly.

B. Determination of Compensation for “Team Taught” Summer Term Courses

1. Definitions of “team taught” courses:

- a. “Turn-taught” – Those courses in which different faculty members teach different segments of a course, and where only one teacher faces the class on any given day.
- b. “Coincidentally –taught” – Those courses in which different faculty members share the teaching in a class and where more than one teacher interacts with the class on a given day.

1. Compensation for faculty teaching in turn-taught courses is to be administered by:

- a. Appropriate administrators causing the development of a “memorandum of understanding” among the involved faculty in which a statement is included indicating the relative proportion of each course that will be taught by the faculty involved.
- b. Compensating such faculty by paying them the sum which results from the following formula:

$$\text{Base Salary} \times 8\% \times \frac{\text{x\%*}}{\text{course contact hours}} = \text{Compensation}$$

*(Percentage of time taught by faculty member in team-taught course)

C. Normal Summer Teaching Load

The maximum number of hours that a faculty member may teach during the summer is normally six credit hours or equivalent.

Faculty members will be limited to teaching no more than three or four credit hours (or equivalent) during the three-week “mini-term” segment of the summer session.

Should the needs of the institution make it necessary or desirable for a faculty member to teach in excess of the normal load, he/she may do so with the expressed concurrence of the dean of the appropriate college or school and the Associate Provost for Academic Affairs.

D. Compensation for Faculty Losing or Gaining Full-Time Status

(added May 16, 1983)

- 1. Persons losing full-time faculty member status at the close of a spring term and who are invited to teach in one of the following summer terms will be compensated at the same course rate as continuing faculty, except that salary entitlements shall be computed by using the base salary for the academic year just completed.
- 2. New faculty members (whose full-time employment shall not commence until the next fall term following one or more summer terms in which they have been invited to teach) shall be compensated on the same course rate for continuing faculty and their first academic year contractual salary (that of the academic year that has not yet begun) shall be employed in determining their entitlement.

3. The fact that a faculty member has elected to receive his regular academic year compensation on a nine or twelve month basis shall have no bearing upon determining that faculty member's summer session teaching salary.

E. Compensation of Part time/Adjunct Faculty Teaching in Summer Sessions
(added May 16, 1983)

Adjunct faculty teaching summer courses shall be compensated in accordance with the Guidelines for (Re) Appointment of Adjunct/Part-time Faculty

F. Compensation and "Make" Numbers

Pilot program for 2006-07 (percentages are for 3 credit hour course) to determine if TCU can better serve the needs of its students:

Undergraduate - 12+ (faculty compensation at 8%)

Graduate (50000 or above) - 8+ (faculty compensation at 8%)

G. Determination of Compensation and "Make" Numbers for Summer Classes in Graduate Programs

A summer class in a graduate program will be expected to have 8 for-credit enrollees or one (1) more than half of the number of students in the program as of the previous fall, with a minimum of 5 students enrolled in the class.

The basic compensation formula for faculty (except those in applied music and in the supervision of clinical practicums) will apply.

H. Compensation for Faculty overseeing Credit Bearing Internships

For faculty listed as the instructor of record for a summer internship class, compensation will be determined by the number of students enrolled in the class, as follows:

1. If enrollment in the internship class is at least 12 students, then the instructor will be compensated according to the basic compensation formula as found in the *Compensation Policy for Summer Teaching*.
2. If enrollment in the internship class is less than 12 students, the instructor will be compensated at the rate of \$300 per student to a maximum amount of \$3000.
 - Compensation above is based on a 3 credit hour class
 - Compensation for courses valued at other than 3 hours will be determined as follows:
 - 1 hour - \$100
 - 1.5 hours - \$150
 - 2 hours - \$200
 - 4 hours - \$400
 - 5 hours - \$500
 - 6 hours - \$600