

OFFICE OF SUMMER SESSIONS & PROFESSIONAL DEVELOPMENT

Appalachian State University

Division of Educational Outreach & Summer Programs

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OVERVIEW

Appalachian State University's Summer Sessions is completely receipt supported. All summer tuition and fee revenue is used to support the total operations of the summer programs. The majority of revenue is used for EHRA (faculty and administrators) and SHRA (staff) salaries and benefits.

Remaining funds are distributed across University academic departments including the Cratis Graduate School (graduate assistantships), the Writing Center, OIED, and the Dean's Operating and Equipment Funds. The Office of Summer Sessions allocates funds to the colleges/school based on their student credit hour production in the previous year.

ALLOCATION MODEL

The ***Summer Dean Instructional Allocation*** (amount available for class offerings) to each college/school is based on the previous year's allocation and student credit hours produced. This allocation may be applied to:

- **Instructional salaries (accounts 6131XX)**

Two separate allocations are transferred to each College Summer fund. A ***Supply and Operating Allocation*** (current total \$350,000) is distributed to each college using the same formula funding the *Instructional Allocation*. A **non-instructional allocation** is transferred into a salaries account. Examples of expenditures:

- **Supplies and equipment; travel**
- **Non-instructional salaries e.g. faculty one time pay for research, student temps not related to instruction (a position number has been established for each college)**

INTRODUCTION TO SUMMER SCHEDULING AND FINANCIAL PLANNING

The process to schedule summer courses and plan the financial budget is unique. The entire schedule and financial planning is completed through the Summer Sessions online system SummerAdmin. The Summer Sessions process does not involve the Registrar's office. You do not go into Banner for any reason.

Departments submit their course build and financial information through the SummerAdmin online scheduling and financial planning data application (summeradmin.appstate.edu) using their ASU log in. This program allows all parties to have up-to-date reports on edits and additions made to a course and the department budget. This system provides consistency in reporting for the Deans and Office of Summer Sessions and mandates all changes are routed through the dean's office for approval before Summer Sessions is notified of the change.

Note: this system does not feed into Banner. The course data from Banner has been loaded into the Summer Sessions system in a format we believe works to your benefit. The Division of Educational Outreach and Summer Programs Registration unit (Sara Speed, manager, and Jonathon Walker, Banner specialist) load the course information into Banner. **(The Registrar's office does not load any summer coursework other than those submitted through the Internship Inventory or Special Course forms. Do not submit summer course changes through Info Serve.)**

THE SCHEDULE BUILD PROCESS

(The Schedule Build calendar is set and distributed in late August):

Early to mid-September:

Summer Sessions allocates funds to the colleges/school based on their student credit hour production in the previous summer. Deans subsequently allocate to their departments.

Summer Sessions loads the previous summer's 20XX20 and 20XX30 course term files into each department's SummerAdmin menu. Internships, study abroad programs, special topics, thesis and independent study courses are not rolled into the menu.

Mid-September to mid-October

The SummerAdmin system opens to departments and colleges in mid-September (around the 20th) and remains open until mid-October. During this time departments edit courses, and delete and add courses to their summer schedule. The chair or appointed personnel must approve each course by the deadline for dean review.

Deans then review the schedules in mid-October and approve by the Dean deadline (see Schedule Build Time Table emailed to colleges).

Mid-October to mid-November

At midnight on the Dean Deadline date, the system closes for three weeks while the Summer Sessions office builds the schedule in banner.

Mid-November

SummerAdmin reopens to the departments and deans for seven business days for course review and updates prior to the schedule posting. The system now emails each change or addition to the dean to review and approve.

Early December

Summer Sessions updates banner and the schedule is posted for students to view on or before **December 10.**

SummerAdmin re-opens the day following the schedule post and remains open through the summer for scheduling and financial planning, changes and deletions.

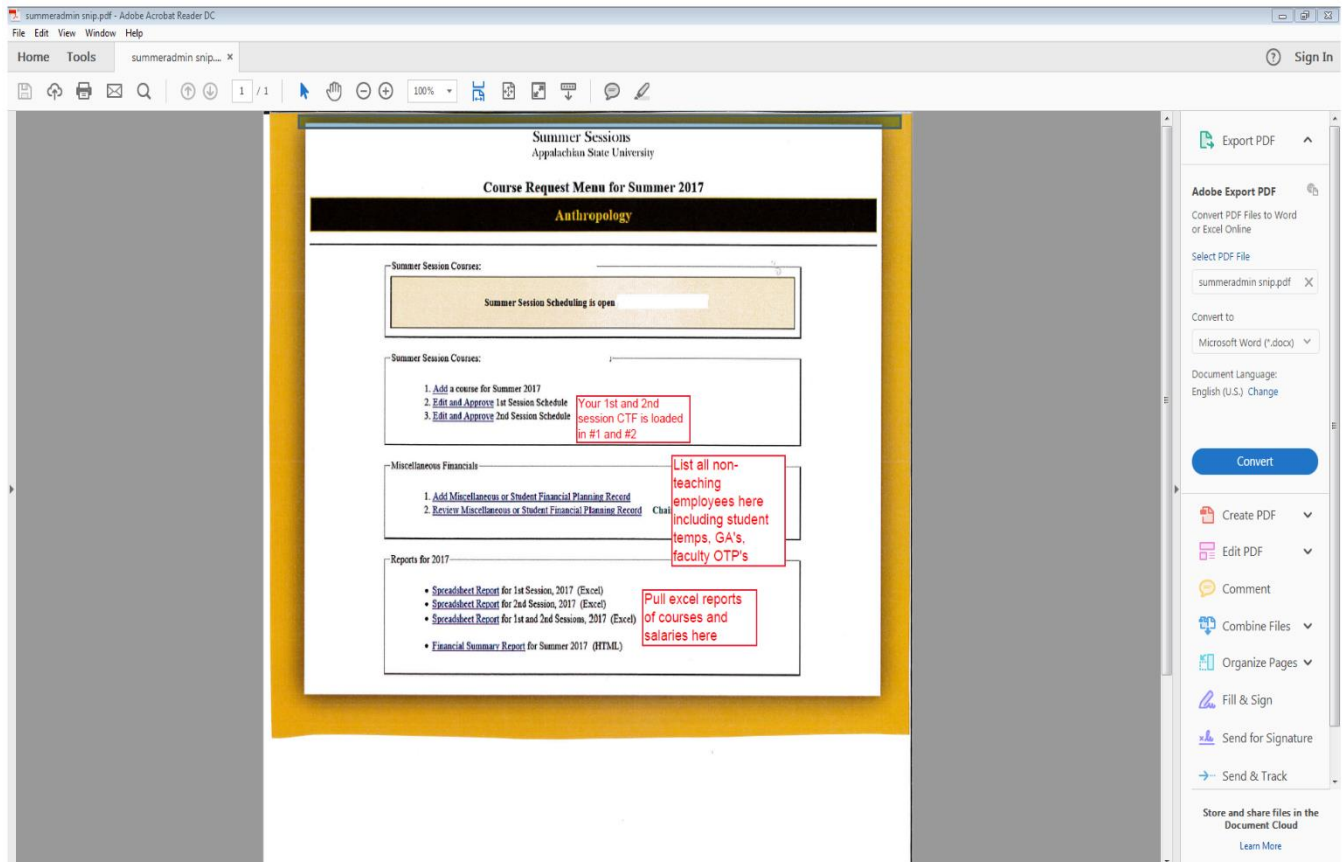
SUMMERADMIN COURSE FORM INSTRUCTION

PHASE I: Department creates summer schedule

To Access the System

In your web browser type *summeradmin.appstate.edu*.

Type your ASU username and password. Once entered, you are brought to your department's Main menu.



1. Click #1 Add a course; then follow the Step by Step instructions listed below (#3). You will add the course number and title. The CRN will be populated once the summer office adds the course to Banner.
2. Click #2 Edit & Approve Summer 1 or #3 Edit & Approve Summer 2 to view that session's rollover. Click course hyperlink to review and update the course and faculty information.
3. Step by Step instructions

For rolled courses the following remain constant.

Year

CRN

Course Number

Course Title

To submit a new course you will add the course number with prefix and the course title.

Question:

Is this course delivered on-line?

If course is delivered on line indicate the percentage.

4. CALENDAR

The calendar is pre-set but notice no dates are populated under “Meeting Times”.

Clicking the radio button for the selected term will populate the dates.

5. Meeting Times

Edit days, time, building and room as necessary. See [Contact Minutes/Start/End Time](#)

6. Section Enrollment Information

This is populated. Edit enrollment as necessary

Mandatory Questions:

Do you want wait list functionality on this course?

Is permission required to enroll in this course? If yes, click appropriate approver.

Is this a study abroad program?

Is this a study away course?

7. Instructor Information

Instructor: The Name or “Staff TBA” if unknown (If Team Teaching please include additional faculty information in “special notes” further down the page.)

BID: Instructor’s BID or if TBA 000000000 (BID is mandatory)

Faculty Status: Non tenure track includes Adjunct (Visiting requires a VFRF be submitted to your dean (hard copy)

Faculty History: For any faculty and/or staff members who have not been employed by ASU in the last 12 months.

IMPORTANT! Having a banner ID does not automatically make one eligible for employment. Please error on the side of caution and check Faculty History if you are uncertain. The Office of Summer Sessions will research this for you.

8. Salary: See [Employment Policy](#)

9. Funding Source: Mark appropriate source. See [Funding Source](#) descriptions.

10. **Special Notes:** Use this box for information to be included with course on schedule of classes or to indicate information regarding team teaching.

11. **Comments to Summer Sessions:** Use this box to share info with Summer Sessions, ask a question, whatever needs called to the summer staff attention.

12. **Notes/Comments to departments:** Deans may comment back to departments.

13. Submitted by: Last name or initials

14. Approve This Course As Chair: Chair (or department representative) can approve the course from this button). Submit: Click “submit”

15. You will now receive a synopsis of the data entered. Click main menu at the top of the page to continue.

CONTRACTING FACULTY

The Office of Summer Sessions writes faculty summer contracts and distributes to the deans’ offices once Early Registration ends.

EMPLOYMENT POLICY

- ASU faculty are contracted at a rate of 2 2/3% of their 9-month equivalent salary per credit hour of instruction. Excluding internship supervision, revenue-generated courses, or other non-typical course offerings, faculty are compensated at no less than the minimum rate applied to part-time faculty during the academic year.
- Faculty paid through revenue generation will receive the in-state tuition generated by that course up to the maximum amount (2 2/3 % per credit hour, e.g. 8% for 3 credit course; or the adjunct rate) minus benefits. **Faculty who have consented to teach a revenue generated course will receive a contract with RG written in place of the salary.** Departments submit these salary amounts after the last drop/add date for that session.
- A professor emeritus is considered a part-time non-tenure track employee. A dean's recommendation form is required by Academic Affairs.
- With [phased retirees](#), the only commitment they have is to provide 1/2 time workload for the academic year. Summer cannot be included in satisfying the academic year commitment. While there is no explicit commitment to contract with phased retirees during the summer, a department can contract separately with the phased retiree on summer offerings. The only concern here is for phased retirees who may be on the TSERS retirement program. These individuals must make sure they stay within their employment earnings cap specified by the program since they are considered retired from the perspective of the State Retirement System.
- Internship faculty whose salary is calculated by student head count and/or credit hours will receive a *Letter of Agreement* from the Office of Summer Sessions. Internship salaries are paid in the July payroll.
- As of summer 2017 Graduate Teaching Fellows (GTFs) do not need to register for any coursework in the summer to serve in this capacity. Please keep in mind that these GTF students MUST be listed as the instructor of record for the course/section they are assigned. This waiver does not apply to graduate students who are serving as GAs, RAs, or TAs (teaching assistants who are assisting a faculty member).
- Adjunct faculty must be paid at the same rate as in the academic year. (as of 01/2017)
 - Bachelor's Degree - \$945/Credit hour
 - Master's Degree - \$1063/Credit hour
 - Doctoral Degree - \$1181/Credit hour
- Visiting/adjunct Faculty: The *Dean Visiting Faculty Employment Recommendation Form* is submitted even if the adjunct taught in the spring semester. (see [Background Check Procedure](#))
- Adjunct contracts are sent in late April if the dean recommendation documents have been received in the Office of Summer Sessions. Adjuncts should be aware Banner and AsULearn access is not available until the signed contract has been returned to Summer Sessions and processed through Academic Affairs. Departments are asked to encourage adjuncts to return the contract and any requested documents as soon as possible.

Introduction

Salary and Wage Payments to Nonresident Aliens (NRA)

Honorarium and Expense Reimbursement Payments to Nonresident Aliens (NRA)

- Hiring non-resident International faculty: The department must contact the Office of International Education and Development OIED to begin the hiring process. Also review the Foreign Visitor Tax Guide <https://payroll.appstate.edu/foreign-visitor-tax-guide> on the Payroll website.

HIRING FACULTY who have not been employed by ASU in the last 12 months

- Department submits a dean's recommendation of employment with correct USPS and email address and cell phone number to Summer Sessions.
- Once Summer Sessions receives the dean's rec, the contract, biographical data sheet and criminal background check authorization is emailed to the candidate.
- The candidate submits the background check authorization to ASU Human Resources and returns the signed contract and completed biographical data sheet to the Office of Summer Sessions.
- Once the candidate's background check is cleared, HR onboards the candidate, Summer Sessions approves the contract, submits to Academic Affairs and all is well.

FUNDING SOURCES:

- Departmental Allocation (DA)-defined as any salary covered by the funds allocated to the department by the dean of the college.
- Revenue Generated (RG)-defined as any course that is not covered by either the department's allocation or by a grant. Faculty agrees to accept the tuition generated (up to the max 8%) rather than a contracted salary. *Please note that your department will not be credited with the SCH's produced by a revenue generated course.*
- Contingency (CO)-a modest pool of money held by the Office of Summer Sessions & Professional Development to cover a course you want to offer in a given summer but do not have the allocation to support. This must be a course you believe, if offered once or twice, has the potential of becoming a strong revenue generating course and a course that would become a part of your regular offerings. *Please note that courses supported by contingency funds are not counted in your credit hour generation and therefore not intended to be used on an ongoing basis.*
- Grants (GR)-defined as any salary paid for from a funding source other than your allocation. If the course is funded by a grant, please provide the budget code and position number to cover the salary.

INSTRUCTIONS FOR MISCELLANEOUS FINANCIAL PLANNING FORM

All **instructional** payments other than course salaries should be listed in the Miscellaneous Financial Planning form. Examples are Kellogg presenters and advisors; student temp lab assistants; Graduate Teaching Assistants; Writing Center student and non-student temps; Honors advisers.

The *Description of Stipend* box must be completed. Kellogg must include the presentation topic and date; list the course related to the work of lab assistants and GTA's.

LOW ENROLLMENT & COURSE CANCELLATION

Beginning a four days before the end of Early Registration, the Summer office will pull a report of sections with less than 12 students and send to the colleges. The office will continue to send reports until the cancellation deadline.

The deadline for first summer session course cancellation is three days after spring grades are submitted. The date for second session cancellations will be set prior to the first day of the first session.

In 2014 the Associate Deans' Council suggested less than twelve students as a benchmark for cancellation of undergraduate courses however in November 2019 the Provost suggested classes run with eight or more. There is no campus-wide standard.

Please note that low enrolled courses can be determined viable based on special circumstances. If the instructor agrees, the assignment may be adjusted to revenue generated as a result of the low enrollment.

Course cancellations are submitted through SummerAdmin. The program routes the cancellation to the dean who must approve before the Summer Office can make the change. Do not send changes or cancellations to the registrar's office.

Dean approval of a course cancellation may not be immediate, therefore if the course has very few students enrolled and the addition of two or three enrollments would not change the decision, the chair can email Jonathon Walker (walkerjr7@appstate.edu) to request the enrollment cap be reduced to zero. This will stop students from enrolling while the course is in limbo.

Summer cancellations are handled differently from the fall and spring semesters, in part because students have made arrangements to be in Boone for the summer term and often don't have another

class to substitute for the one canceled or they have not pursued summer employment because of their commitment to a summer course.

Academic departments are requested to pay close attention to enrollment throughout early registration. If a course has low enrollment at the end of Early Registration, academic departments and the instructor are encouraged to market the course. Before a course cancellation is approved the department must contact students enrolled to determine if cancelling the course will result in a hardship or to offer assistance arranging a meaningful alternative. It cannot be stressed enough that departments are expected to assist students in under enrolled courses.

Faculty should also be notified their course is in jeopardy of being canceled and if canceled the faculty assignment will become void.

Note that low enrolled courses can be determined viable based on special circumstances.

The Office of Summer Sessions will not cancel the course in Banner until the department has notified the students and faculty. It's suggested you copy Jonathon Walker (walkerjr7@appstate.edu) in the Summer Sessions Registration unit when emailing the students. Otherwise you'll receive an email asking if and when the students were notified.

SUMMER SESSIONS WILL ASSIST BY PROVIDING LOW ENROLLMENT REPORTS

MARKETING SUMMER COURSES

Suggestions for faculty

- **Create a poster and short description of the course**
- **Post on the department's social media and LCD monitors**
- **Consider promoting to students outside of your department.**

CONTACT MINUTES & SUGGESTED START and END TIMES

Undergraduate class start times : 8:00 am; 10:20 am; 12:40 pm; 3:00 pm

Five Week Term meeting 5 days a week (24 meetings)

Sem. Hours	Contact Minutes Required	Class Meeting Time
1.0	750	35 min
2.0	1500	1 hr. 5 min

3.0	2250	1 hr. 35 min
4.0	3000	2 hrs. 5 min

Five Week Term meeting 4 days a week (19 meetings)

Sem. Hours	Contact Minutes Required	Class Meeting Time
1.0	750	40 min
2.0	1500	1 hr. 20 min
3.0	2250	2 hrs.
4.0	3000	2 hrs. 40 min

Graduate Teacher Term (Class begin times 8:00 am; 10:20 am; 12:40 pm; 3:00 pm)

Class time calculated for Monday –Friday (20) meetings.

1.0	750	40 min
2.0	1500	1 hr. 15 min
3.0	2250	1 hr. 55 min
4.0	3000	2 hrs. 30 min

Three Week Term (Classes may begin at times specified by departments)

Class time calculated for Monday –Friday (15) meetings.

1.0	750	50 min
2.0	1500	1 hr. 40 min
3.0	2250	2 hrs. 30 min
4.0	3000	3 hrs. 20 min

Two Week Term (Classes may begin at times specified by departments)

Class time calculated for Monday –Friday (10) meetings.

1.0	750	1 hr. 15 min
2.0	1500	2 hrs. 30 min

3.0	2250	3 hrs. 45 min
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4.0	3000	5 hrs .
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Note: To calculate contact minutes use the following:

- Check for the total contact minutes required for the course
- Count total number of days the class will meet
- Divide total number of days the class meets into the contact minutes required
- Convert contact minutes to hours/minutes

Example: 3.0 hour class has 2250 contact minutes

Class meets for 12 days

Divide 2250 by 12 = 187.5 contact minutes or 3 hours 10 minutes