

Distance Education Flexible Access Compensation and Teaching Assistant Funds – Summer Sessions

I. Summer I Sessions; 5 week & 10 week procedures:

DE Flexible Access compensation is calculated on census date enrollments for summer II, fall and spring semesters. Summer I compensation, including 5 week and 10 week sessions, is paid on a pre-commit basis where compensation is established in advance based on the set enrollment cap. There is no adjustment to compensation and benefits even if the enrollments generated do not meet the predicted cap and likewise, compensation is not able to be increased should enrollments above the set course cap be authorized.

The summer I compensation model requires diligence to conservatively set enrollment caps that will meet all, or as near as possible actual enrollments to minimize excess payment for enrollments not met. Enrollment histories for summer I, Flexible Access sections are carefully reviewed to help establish enrollment caps, with a small percentage added for continued DE growth. For new courses or courses with proposed enrollment caps significantly in excess of previous summers' enrollment history, negotiation with individual instructors is often necessary to identify appropriate caps.

Summer I DE Flexible Access Additional Compensation forms are prepared for instructors in active pay status designated to teach on an overload pay basis. Unlike summer II, fall and spring Additional Pay forms that reflect estimated pay, the amounts included on Summer I Additional Pay forms list actual compensation amounts to be paid for summer I instruction. Additional Pay forms are electronically routed for necessary signatures in mid-April with a hard-copy return due date in May, prior to semester start.

TA support funds for summer I DE Flexible Access courses are also established in advance per the set enrollment caps. Departmental support funds, however, including summer I compensation for courses offered on an inload basis, are calculated on census date enrollments, similar to the summer II, fall and spring compensation model.

Distribution of Funds Schedules:

*Faculty compensation for instructors paid on an overload basis is paid on the following schedule;

- Summer I, 5 week - Payment received end of June
- Summer I, 10 week -Payment split and paid in two installments; end of June & end of July

*Teaching Assistant Funds for summer I courses are deposited into departmental accounts as follows:

Summer I, 5 week session in May; Summer I, 10 week session split between the two fiscal years with half deposited in May and half in August

*Departmental Support Funds for all summer sessions, including funds for instructors teaching on an inload basis, are deposited into departmental accounts in the new fiscal year, transferred in August or September.

II. Summer Session II procedures:

DE Flexible Access compensation is calculated on census date enrollments for summer session II, similar to fall and spring semesters.

Summer II DE Flexible Access Additional Compensation forms are prepared for instructors in active pay status designated to teach on an overload pay basis. The amounts entered on the pay forms are estimates only, calculated on total possible enrollments per set enrollment caps. Additional Pay forms for all summer sessions, including summer II, are electronically routed for necessary signatures in mid-April with a hard-copy return due date in May, prior to the summer I semester start.

TA support funds and departmental support funds for summer II DE Flexible Access courses are also calculated on census date enrollments.

Distribution of Funds Schedule:

*Faculty compensation for instructors paid on an overload basis is paid end of July.

*Teaching Assistant Funds for summer II courses are deposited into departmental accounts in the new fiscal year, transferred in August or September.

*Departmental Support Funds for all summer sessions, including funds for instructors teaching on an inload basis, are deposited into departmental accounts in the new fiscal year, transferred in August or September.