Update #3 for Summer School 2018

Summer 2018 Scheduling

Melissa will be sending departments the Summer Schedule for review on Wednesday, March 7. Departments need to review this information to ensure that the contracts will be accurate. Departments should also check their courses on Campus Connection. Please report to Melissa any changes or corrections right away.

A reminder of the **rules for the Summer School program** (those courses that require Summer School contracts) for 2018:

- Standard salary rates of:
  - 3.33% of the 2017-2018 nine-month salary for each credit taught by benefited faculty (tenured, tenure-track, Professors of Practice, Instructors, Lecturers)
  - $1300/credit hour for temporary, non-benefitted instructors (non-graduate student)
  - $850/credit hour for graduate teaching assistants
- Minimum enrollments are enforced and are checked the Friday before the start of the session. Units can make a case to run a course that does not quite meet the minimum, but approval is not guaranteed. **Enrollment minimums** include:
  - 20 students for courses at the 100, 200, 300 and 400/600 levels. The 400/600 dual courses are counted together.
  - 10 students for graduate courses at the 700-800 level.
- New in 2018 – We won't do Summer School contracts for non-didactic courses numbered X90-X99.
  - If you have used Summer School in the past for internships, please consider working with the Career Center instead
  - If you have used Summer School for study tours, please consider working with Study Abroad instead:
    - **Domestic Study Tours** –The Study Abroad office is available to facilitate the process to include short-term domestic travel as part of a course. This is a new transition, so they would be happy to meet with you to determine the best course of action for your program. You can learn more from their website.
    - International Study – Faculty-led study abroad proposals are being accepted for the 2018-2019 academic year. To learn more about that process, see the Study Abroad faculty-led proposal website.

It is important to **check Campus Connection** for your classroom assignments. For face-to-face courses, you may be teaching in a new space. If you have a request to move to a different space, you will need to ensure the space is available and meet or exceed 75%

seat utilization in the new space. Contact Rhonda Kitch to discuss potential assignment changes. More information on room scheduling is available at https://www.ndsu.edu/fileadmin/provost/LSEC/Course_and_Event_Classroom_Scheduling_Compliance_Procedure.pdf

Contracts due by April 13

The deadline has been extended a bit as we are a little behind (busy spring!). We anticipate Summer School contracts will be emailed out on or about March 19, with the deadline for return Friday, April 13. If your department is planning to supplement the funding offered by Summer School, it is important that Melissa has this information prior to issuing the contracts. **Contracts must include all payroll information for instructors so that they are paid appropriately as the course is taught.**

Salaries may be negotiated, but any additional amounts will be subtracted from extra revenue allocations. Alternatively, departments can supplement salary amounts by providing funding information. This must be determined prior to issuing of contracts, so that contracts accurately reflect the full salary and funding source. Contracts must be completed by the deadline indicated.

If instructors are on appointments that are over 9 months (that includes staff and faculty), please provide indication that the Dean or appropriate supervisor has approved overload for courses that are in addition to regular load.

Cooperative Education (no contracts, but please review on schedule)

If you are scheduling Cooperative Education courses for summer or fall be sure the location code indicates "Cooperative Education" on the schedule. This is particularly important for programs with revenue sharing agreements with the Career Center. Below is an example of where to check in the Class Detail in Campus Connection for the location code, and you can also see more information at https://www.ndsu.edu/onestop/accounts/tuition/credits_not_capped/. Cooperative Education credits will continue to be charged above the cap with the new tuition model that is starting in fall. If you have questions about revenue sharing agreements for Cooperative Education courses, please contact the Director of the Career Center, Mark Matthes (mark.matthes@ndsu.edu).

Questions?

Please let me know what questions you have about summer 2018 and the Summer School program.

Thanks for your attention, consideration, and all that you do to help NDSU students succeed.

Charlene Wolf-Hall, PhD
Vice Provost for Academic Affairs
Old Main 103, Dept. 2000-P.O. Box 6050
North Dakota State University
Fargo, ND 58108
701-231-6163
charlene.hall@ndsu.edu

Summer School 2018 Calendar Year

Date	**Deadlines and other actions – more information at https://www.ndsu.edu/provost/administrative_units/academicaffairs/summerschool/**
~March 6 (week of)	Melissa Lamp will send lists of courses to departments for review and updates. Soon after that, the revised list of all courses will be shared with the Deans' offices for their information.
~March 19 (week of)	Contracts distribution begins (electronically) to instructors/departments with a April 13 deadline for submission of signed copies (can be signed electronically, but not required) back to Vice Provost for Academic Affairs.
March 26 (week of)	Summer/Fall registration begins online based on total credits completed – please encourage early registration
April 16	Open registration for summer/fall
April 13	Summer School Program contracts are due

April-May	Checking on scheduling, enrollments and trouble shooting
May 11	Registration deadline to assess minimum enrollments for first summer session
May 15-August 3	Full 12-week summer session . See add/drop deadlines here.
May 16-June 9	4-week summer session. See add/drop deadlines here.
June 8	Registration deadline to assess minimum enrollments for second session
June 12-August 3	8-week summer session. See add/drop deadlines here.
July	Request for summer 2019 schedules
August	Vice Provost sends out feedback survey to instructors, chairs, heads and/or directors. Deadline for summer 2018 schedules – end of August
September	Anticipate distribution of extra revenue allocations. Vice Provost compiles and reviews feedback; prepares annual report for Summer School