

**Marshall University College of Science**  
**Policy No. COS-Fac-05**  
**Summer School Course Offerings**

**Effective Date: April 1, 2022**

- 1.0 Academic Affairs supplies the Dean's office annually with salary details for each 9-month faculty member pertaining to teaching summer courses as well as the multiplying factor by which a faculty member's break-even enrollment figure is to be calculated for that particular summer.
  - 1.1 12-month faculty are paid at the University overload rate for teaching summer courses.
  - 1.2 Department Chairs will be provided a spreadsheet with the faculty member's summer salary and the projected break-even enrollment figures for each course as well as pro-rated salary if the enrollment does not reach the break-even number. This ensures faculty are provided with a full breakdown of the salary, as it depends on the course enrollment (break-even number), contact hours for the course, and the faculty member's 9-month salary.
- 2.0 Scheduling of summer courses is done through the departmental offices, with consultation between the Chair and interested faculty.
  - 2.1 When a faculty member agrees to teach a summer course, the commitment requires being available for the entire period over which the course is scheduled since most summer offerings span only a few weeks.
- 3.0 Three weeks before the first day of class, enrollment will be reviewed by the Associate Dean with consultation from the Chair with the goal of committing a course of action for the class (to be offered or cancelled) based on enrollment.
- 4.0 Two weeks before the beginning of each summer term, a contract will be sent via email to the faculty member with current enrollment numbers and projected salary (full salary or projected pro-rated salary). This projected salary may increase or decrease from this point as enrollment changes. A guaranteed minimum salary will be provided, so long as the minimum enrollment of 5 students is met.
  - 4.1 If the faculty member does not respond within 96 hours (4 calendar days) of the emailed offer, it will be presumed that they agree to teach the course at the offered salary, knowing the salary may decrease if enrollments remain at or fall below the break-even enrollment figure provided to the faculty member

- 4.2 Any classes with fewer than 5 students will be cancelled by the Dean's office unless the Chair notes there are extenuating circumstances such as a subset of students needing the class at that time to meet their graduation timeline.
  - 4.3 After a faculty member agrees to the salary offer, they may only back out of the assignment if a suitable replacement can be identified by the Chair.
- 5.0 For those sections with enrollments less than the break-even enrollment, a faculty member's final salary, if pro-rated, will be based on the enrollment on that Friday before the course begins, or at the end of the census date, whichever figure is higher.