

# Summer Session FTE/Hours per Week Chart for Period Activity Pay

When preparing Period Activity Pay (PAP) you must enter the “weighted average” hours per week/effort to teach the course(s). The tables below provide you the appropriate weekly hours based on the number of credits and weeks of the course being taught. This number is found in the **Hours per Week** column.

If you are required to create a *new* position for a Summer PAP, you will need to enter the FTE for the entire Summer Session “semester.” This number is found in the FTE per Semester column.

## 1 WEEK

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	40	100%	6.67%
2	N/A	N/A	N/A
3	N/A	N/A	N/A
4	N/A	N/A	N/A
5	N/A	N/A	N/A
6	N/A	N/A	N/A

## 2 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	20	50%	6.67%
2	40	100%	13.33%
3	N/A	N/A	N/A
4	N/A	N/A	N/A
5	N/A	N/A	N/A
6	N/A	N/A	N/A

## 3 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	13	33.33%	6.5%
2	27	66.67%	13.5%
3	40	100%	20%
4	N/A	N/A	N/A
5	N/A	N/A	N/A
6	N/A	N/A	N/A

## 4 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	10	25%	6.67%
2	20	50%	13.33%
3	30	75%	20%
4	40	100%	26.67%
5	N/A	N/A	N/A
6	N/A	N/A	N/A

## 5 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	8	20%	6.67%
2	16	40%	13.33%
3	24	60%	20%
4	32	80%	26.67%
5	40	100%	33.33%
6	N/A	N/A	N/A

## 6 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	7	16.67%	7%
2	13	33.33%	13%
3	20	50%	20%
4	27	66.67%	27%
5	33	83.33%	33%
6	40	100%	40%

## 7 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	6	14.29%	7%
2	11	28.57%	12.83%
3	17	42.86%	19.83%
4	23	57.14%	26.83%
5	29	71.43%	33.83%
6	34	85.71%	39.67%

## 8 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	5	12.5%	6.67%
2	10	25%	13.33%
3	15	37.5%	20%
4	20	50%	26.67%
5	25	62.5%	33.33%
6	30	75%	40%

## 9 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	4	11.11%	6%
2	9	22.22%	13.5%
3	13	33.33%	19.5%
4	18	44.44%	27%
5	22	55.56%	33%
6	27	66.67%	40.5%

## 10 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	4	10%	6.67%
2	8	20%	13.33%
3	12	30%	20%
4	16	40%	26.67%
5	20	50%	33.33%
6	24	60%	40%

## 11 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	4	9.09%	7.33%
2	7	18.18%	12.83%
3	11	27.27%	20.17%
4	15	36.36%	27.5%
5	18	45.45%	33%
6	22	54.55%	40.33%

## 12 WEEKS

Credits	Hours Per Week	FTE Per Course	FTE Per Semester
1	3	8.33%	6%
2	7	16.67%	14%
3	10	25%	20%
4	13	33.33%	26%
5	17	41.67%	34%
6	20	50%	40%

## **Methodology and formulas:**

### **To identify the weighted average (Hours per Week/FTE per Course):**

Since the summer semester is condensed, you need to determine the weighted average as part of the summer session FTE calculations. To do this:

- Take the total number of summer weeks (15) divided by the normal number of weeks in an academic semester (20). This equates to the condensed summer equivalent of a regular academic year semester.
- Then take the number of weeks in a normal academic semester (20 weeks) and divide it by the weeks of the summer session.
- Multiply that number by the number of credits taught divided by 15, the full-time academic workload (FTAW). This will provide the FTE/Course and the hours per week.

### **When you are required to create a new job for a Summer PAP, you will need the overall FTE for the Semester (Summer Session):**

To identify the FTE for the summer semester:

- Hours per week x number of weeks / total work hours in a week x total semester weeks.
- Example of a 2 credit class that is 3 weeks long would be, 27 Hours per Week x 3 Weeks / 40 Possible Total Work Hours x 15 Summer Session Weeks = 13.5% FTE.
- Formula  $(27*3)/(40*15)$