



MEMORANDUM

TO: Washington State University Faculty and Staff

FROM: Aly Kincaid, Director of Administrative Services

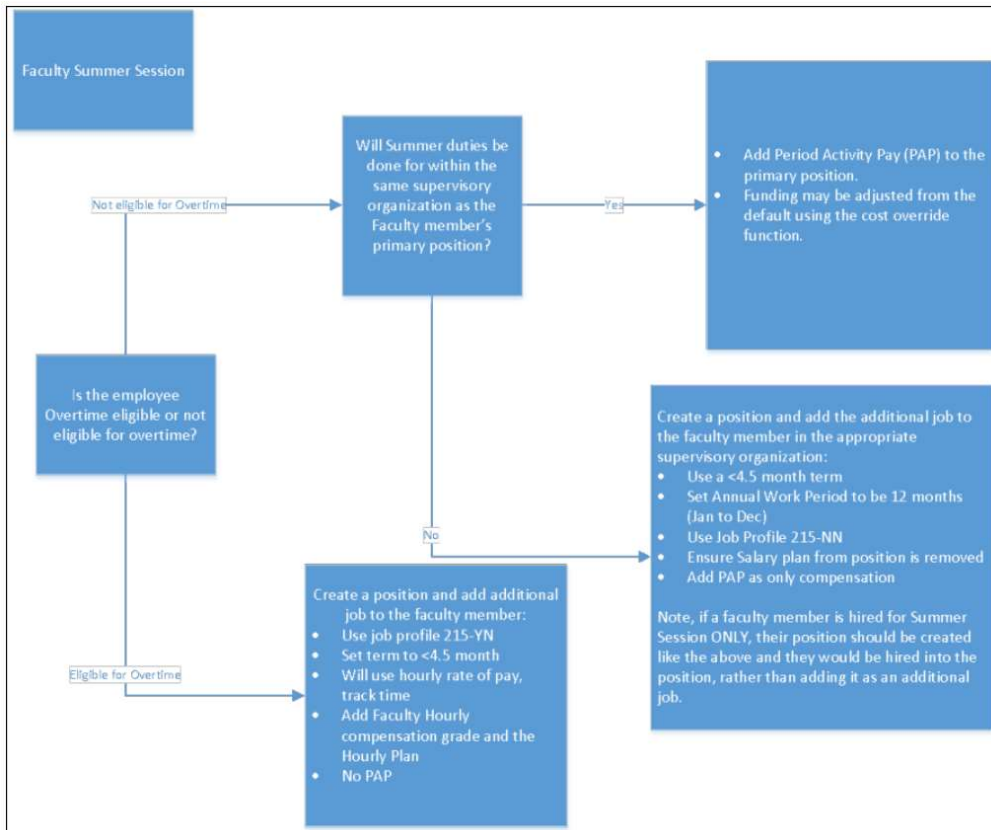
SUBJ: **SUMMER SESSION FACULTY APPOINTMENT PROCESSING MEMO**

The administrative staff in Summer Session, will review and approve Workday actions for summer session instruction appointments. Below are helpful guidelines regarding the policies and procedures for processing summer session instruction appointments.

A. Recruitment

Washington State University is an equal opportunity employer committed to providing equal opportunity to applicants and employees without regard to race/ethnicity, creed, color, national origin, religion, gender, sexual orientation, age, marital status, the presence of any sensory, mental or physical disability, use of a trained guide dog or service animal by a disabled person, disabled veteran or Vietnam- era veteran status.

Once the employing area has determined a position is available and identified the appropriate position title based on the Knowledge Based Decision Tree below, they may proceed to unofficially offer an appointment, subject to administrative and appointing authority approval. Employing areas are responsible for monitoring their own appointments and determining availability of resources.



When making employing offers, care should be exercised to stipulate the correct salary and terms of appointment. The Summer Session encourages employing areas to provide offer letters for any summer session appointments. The offer letter templates are a starting point for each employment offer. Please see available templates provided by [Human Resource Services](#).

B. Appointment

GENERAL

1. Appointments will not be processed which cause a faculty member to exceed 1.00 FTE unless:
 - a. The period in question is the overlap period between the start of Summer Session and the end of spring term; AND,
 - b. The summer session Period Activity Pay (PAP) record includes the following statement in the 'Comment' field within the 'Activity' section: "RESPONSIBILITIES FOR THE ACADEMIC YEAR WERE COMPLETED PRIOR TO SUMMER SESSION COURSE START DATE".
2. The chair of the faculty member's home department must approve all appointments to teach summer session, to include appointments outside the department and at branch campuses. Approval by the Dean, or designated representative, is required to process the appointment.

OVERLAPPING APPOINTMENTS

Early Block Overlap with Spring Term: Many instructors will hold early 6-week (May) Summer Session appointments. Academic year appointments conclude May 15. For an early Summer Session appointment that overlaps an academic or spring semester appointment, the summer session Period Activity Pay (PAP) record must include the following statement in the 'Comment' field within the 'Activity' section: "RESPONSIBILITIES FOR THE ACADEMIC YEAR WERE COMPLETED PRIOR TO SUMMER SESSION COURSE START DATE".

Six- and Eight- Week Overlapping Appointments: Overlapping appointments, i.e., an early 6-week block and an 8-week block appointment, create an appointment percent overload. Appointments over 100% are an exception to policy and require approval by the Provost's Office. Documentation of Provost approval must be attached to the appointment in Workday.

ACADEMIC, 9.5 MONTH AND 10 MONTH APPOINTMENTS

1. Use the decision tree to determine the appropriate appointment processing.
2. Maximum salary will be 22% of a faculty member's current (at the time of appointment) academic salary.
3. Other than as stated above, no overlap is permitted for the faculty member's regular appointment and summer session appointment.

11-MONTH AND ANNUAL APPOINTMENTS

1. Summer Session appointments will not normally be offered to faculty members holding 11-month or annual appointments.
2. If, because of extraordinary circumstances, the Provost approves a Summer Session appointment for 11- month or annual faculty, appointment will be by PAP:
 - a. Salary is negotiated by the department offering the appointment and approved by Summer Session and the Provost's Office.
 - b. The faculty member's regular salary and Apt% are not affected.
 - c. A faculty member receiving additional compensation via PAP for overload does not accrue additional leave nor earn additional retirement benefits.
 - d. Maximum compensation may not exceed 22% of the previous year's academic salary. To determine the upper limit, divide the faculty member's current salary by 11; multiply the result by 9; and multiply that result by 22%.

GRADUATE STUDENT APPOINTMENTS

Use the Graduate Assistantship & Stipend Processing memo from the Graduate School for guidance on processing graduate student appointments for teaching summer session.

C. Compensation

Compensation should be based on the number of credits taught and expected enrollment. Colleges and departments are free to negotiate salary with the following guidelines setup in the [Faculty Manual, Section III.C.7](#): *“Payment for summer employment will be at an agreed figure, which in no case may exceed a monthly rate of one-ninth of the previous academic-year salary. Normally, total employment is limited to two (2) months. Requests for a third month of summer salary must be recommended by the chair and dean and approved by the provost.”*

MAXIMUM SALARY (22%)

In order to receive the maximum salary compensation of 22% of the academic year salary, appointments should be for six or more credits for six to twelve weeks, and the courses need to achieve adequate enrollment. The maximum academic faculty or teaching assistants may earn during Summer Session is computed at 22% of the academic year salary, not two months of the academic year salary.

Any compensation that results in the employee receiving over 22% of their academic year salary requires prior approval from the Provost’s Office. The approval memo must be attached to the appointment in Workday in order for the appointment to be approved.

Please note, the employing department needs to look at all appointments a faculty member is holding over the summer to determine when approval is required.

D. Other

BENEFITS

It is critical to not remove or replace the primary job which carries the "regular" position term of 9 months or greater. An additional job can be added for the summer work period, but do not use Change Job to replace or remove that position as primary. The position terms which contain the word "Summer" in their label are to be used for those people participating in the summer benefits special deduction process. Changing someone between a summer and non-summer value should only be done in preparation for the May special benefit deduction cycles. The "Summer" indicator has no function at other times of the year and can be left on their primary position year around.

TIME OFF ACCRUAL

9-month employees do not receive accruals during the summer months. If your 9-month employee is eligible for time off accrual during the summer, a Workday ticket must be submitted through Workday Service Desk for a manual adjustment to be made.

Questions?

If you have questions regarding Summer Session appointments, please email or call [Aly Kincaid](#) (509-335-6841), Summer Session.