

**Rationale:**

The proposed changes to the faculty handbook in Section 3.1.1 and Section 4.5.1 are required to account for the addition of the winter session moving forward.

### **3.1.1 Summer and Winter Session Effort**

Faculty members with 9-month academic year: August 16-May 15 appointments may be appointed for specific assignments in the summer Summer Session and/or Winter Session (i.e., for payroll dates of May 16-August 15), if warranted by the needs of the department and the faculty member agrees to the appointment. Summer These appointments, are ordinarily made on a year-by-year basis, are not guaranteed except as documented in a faculty member's contract at time of appointment. Details of these appointments are described in the following sections.

#### **3.1.1.1 Summer Session Effort**

~~Summer salary is based on the individual's 9 month salary for the respective fiscal year. Regardless of funding source, summer appointments on or after July 1 are at the new academic year rate of pay.~~

Faculty members with 9-month appointments engaged in institutional activities (teaching, grant-writing, extension/outreach, service, etc.) while on summer appointment, in addition to the academic year, may be paid up to a total of eleven months from general (state) funds during the fiscal year. Regardless of funding source, sSummer salary is based on the individual's 9 month salary for the respective fiscal year. Regardless of funding source, sSummer appointments on or after July 1 are at the new academic year rate of pay.

Nine-month faculty members who teach during the Summer Session may receive pay for the session based on a collegiate policy applying a formula that may include a flat rate with incremental increases dependent on enrollment. Details of collegiate Summer Session salary policies will be communicated by the college.

#### **3.1.1.2 Winter Session Effort**

Faculty members with 9-month appointments engaged in teaching during the Winter Session may do so with: 1) a corresponding reduction in their normal Spring Semester teaching load; or 2) supplemental pay based on collegiate policy. The option selected will be mutually agreed to by the faculty member and their department chair. Supplemental pay received for teaching during the Winter Session will be based on a collegiate policy applying a formula that may include a flat rate with incremental increases dependent on enrollment. Details of collegiate Winter Session salary policies will be communicated by the college. Supplemental salary received for teaching during the Winter Session does not affect the "up to a total of eleven months from general (state) funds during the fiscal year" pay policy.

#### **4.5.1 Vacations and Holidays**

Twelve-month faculty accrue vacation on a monthly basis at the rate of two days for each full month of employment. This includes the accrual of two personal holidays per year. Vacation may accrue to twice the annual entitlement.

Faculty with a 9-month appointment do not accrue vacation. They are required to be on duty during the academic year fall and spring semesters on those days when classes are in session and the two working days before the first day of classes of fall and spring semesters. Faculty are expected to manage their professional responsibilities as they deem appropriate, and typically are active throughout the academic year beyond the constraints of formal work hours and work days. Faculty with a 9 month appointment may arrange their responsibilities so that they are absent from campus for personal reasons for limited periods when classes are in session during the fall and spring semesters. Specific absence days are to be established by mutual agreement between the faculty member and the department chair.

Faculty members, regardless of appointment base, are not required to be on duty during official university holidays, which include New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas, and one additional day each year determined by the president and the Administrative Board. (The latter is in addition to the two personal holidays mentioned in the first paragraph above.) See [Vacation Leave in the Policy Library](#) and [Holidays in the Policy Library](#) policies.