



Guideline for Course Approval and Funding for Summer Sessions

Summer classes and our entire Faculty are valued in the College of Marine Sciences & Maritime Studies. We realize that summer school classes are an integral part of our academic structure. The college thus is committed to support summer programs in as much as a) they support student success measures such as graduation rate, b) alleviate enrollment pressure and c) they are self-sustaining financially.

Following is a guideline for course approval and for calculation of Faculty teaching compensation for summertime classes. The compensation formulas are updated every year based on applicable tuition and fee structure and are in line with the above overarching commitments.

- 1) Each Department will develop a proposed list of courses, including calculation of Faculty compensation, based on their specific practices (e.g. consultation with Faculty, review by academic/curriculum committees, etc.) for determining how proposed courses best support the strategic goal of improving student success measures and/or alleviating demand. This list will be approved and submitted by Department Heads to the Office of Academic Affairs no later than December 20 annually. Specialty courses, deviating from the general compensation formula (see 6.c. Specialty Courses below), will need to include a justification from the Department Head. No new course submittals will be accepted for review after the December 20 submission deadline.
- 2) All requests will be discussed at the Department Head's 1:1 meeting with the Dean in January. A final list of approved courses will be provided by the Office of Academic Affairs after consultation with the Office of Finance by the last day of January and communicated to Department Heads for planning and scheduling purposes as well as Student Enrollment Services.
- 3) Permanent Faculty will be allowed to teach up to a total of 12 credit hours load over the entire summer.
- 4) Percent effort for each class will be calculated on the 12 credits maximum (e.g. A 3-credit class represents 25% effort, a 4 credits class represents 33.4%, etc.)
- 5) Compensation for non-cruise courses will be based upon the number of students enrolled in each class to the salary cap of the instructing Faculty for that percent effort. The following conditions will be required:
 - a) The tuition collected from the SCHs (minus 50% overhead) will go to support the salary of the instructing Faculty. The classification of the student (e.g. graduate SCHs generate higher tuition revenue than undergraduate SCHs) will be applied proportionally in the formula calculation.
 - b) Compensation will be capped to the monthly salary of each Faculty.

- c) It is the choice of the Faculty to teach a class for the summer at a lower compensation than full monthly pay. Faculty will have until the cut-off deadline (10 business days before the course begins) to confirm if they will teach an approved course. They are committed to teach the course after the cut-off date.
- 6) Classes will be approved based on the following minimum student enrollment:
- a) Undergraduate lecture classes: 10 students (understanding that this lower limit may not cover the entirety of the faculty's proportional salary for the course, if this is the case, 5c applies.)
 - b) Graduate classes: 5 students (understanding that this lower limit may not cover the entirety of the faculty's proportional salary for the course, if this is the case, 5c applies.)
 - c) Specialty courses that cannot accommodate 15 students (e.g. for safety or space reasons) will have a minimum enrollment requirement of 10 students and will require a justification (how does this course advance graduation rate, contributes to strategic goals of the Campus, etc.) and recommendation of the Department Head for review from the Academic Affairs Leadership Team. Because of this limited enrollment, approved specialty courses may have difficulty in generating enough tuition. To incentivize Faculty to offer such classes, Department Heads will have to commit (as part of their justification letter) the remaining 50% of the tuition from their budget to the course for compensation of the instructing Faculty. Review and approval of each individual request will be performed by the Academic Affairs Leadership Team in January.
- 7) The cut-off deadline for courses to reach the required minimum number of students and be fully approved will be 10 business days before the course begins.
- 8) Cruise courses will be paid based on the salary of the Faculty plus sea time supplement (no overtime should be considered).
- 9) "Stacked" graduate-undergraduate classes will only be considered for approval under exceptional circumstances (field-based and study abroad courses that offer high-impact learning experiences to a select group of students). Stacked graduate-undergraduate classes will have a minimum enrollment requirement of 15 students unless there is a clear impediment to accommodate as many students. In such a case the minimum enrollment requirement will be 10 students. Similarly, to Specialty Courses, stacked graduate-undergraduate classes will require a justification (how does this course advance graduation rate, contributes to strategic goals of the Campus, etc.) and recommendation of the Department Head, with a financial commitment of 50% formula funding. The compensation will be calculated based on the prorated proportion of the different student classifications (e.g. undergraduate or graduate). The Academic Affairs Leadership Team will review all requests and make final decisions in January.