College of Education Summer Load and Salary Statement

Academic Year faculty who are employed more than two months in the summer session are required to submit this statement to the Office of the Dean. The purpose of this statement is to confirm the faculty member understands the university policy regarding vacation time for AY faculty.

The following information is provided in the University Faculty Handbook:

1. All academic personnel are appointed on either an academic year (AY) or annual year (AN) basis. An academic year appointment covers a full twelve month period with a nine-month assignment of duties and responsibilities, including related departmental meetings before registration in the fall and commencement and grade-reporting in the spring. The assignment period will normally be from August 16 through May 15 of the following calendar year.

2. Faculty and academic staff holding academic year appointments are not eligible for vacation leave during the academic year.

3. The University observes six legal holidays by closing offices and dismissing classes. They are: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day. In addition, the Friday following Thanksgiving Day, and as stipulated by the University based on the calendar, the working days preceding or following Christmas Day and New Year’s Day are granted as holidays.

AY faculty are allowed vacation during the summer semester.

I understand that the College of Education permits summer appointments up to but not to exceed 2.5 months.

I am requesting summer salary for more than 2.0 months for summer semester _______ (year). I will be employed _______ months. I understand the only time allowed for vacation will be _______ workdays during the _______ weeks I am not employed in the summer.

_________________________________  ___________________________  ____________
Faculty Member   Signature    Date

_________________________________  ___________________________  ____________
Chair     Signature    Date