

College of Education Summer Load and Salary – Updated 04/26/2024

Summer Appointment:

Dates:	Acct:	Amount:	Duties:

Summer Employment Beyond 2 Months - Are you working over 2 months this summer? YES NO
 (if YES, enter information below; if NO, fill in AY grant equivalent exception section)

Academic year (AY) faculty in the College of Education who are seeking employment beyond 2 months in the summer session are required to submit this statement to their Department Chair who will then submit it to the Office of the Dean for approval. 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 from the University Faculty Handbook:

- 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. The two-week period preceding classes will be an orientation/planning time.
- An annual appointment is for a full-year assignment of duties and responsibilities including periods of annual leave and paid holidays. The University provides vacation leave to faculty and academic staff members who are appointed on an annual year (AN) basis.
- AY faculty are allowed vacation during the summer semester only.
- The University observes seven legal holidays by closing offices and dismissing classes: New Year’s Day, MLK Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day. In addition, the University observes 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. Additionally, an annual winter break is observed between the Christmas and New Year’s holidays.

I understand that the College of Education may permit summer appointments between 2.0 and 3.0 months with written understanding of the amount of vacation time allowed due to the assignment. Extra work or overload during the academic year cannot be compensated with summer salary. Summer salary must be for work done during the summer months (May 16 - August 15).

I am an academic year employee and am requesting summer salary for more than 2 months for summer semester (year). I understand the only time off is limited to (see your FO for assistance) workdays during the weeks I am not employed in the summer.

AY Grant Equivalent Exception - Do you have the equivalent amount of grant work in the AY? YES NO
 (if YES, enter information below; if NO, fill in beyond 2-month section)

If summer salary is assigned to grants, there should be an equivalent amount of time during the academic year assigned to the grant. Grant activity does not simply take place during the summer and should be distributed reasonably across the year. Exceptions due to complications or restrictions from certain agencies or foundations must be discussed with your chair and require approval of the Dean’s Office.

Grant(s) Name/Account #:

Explanation:

I have read this document and agree to its conditions.

Faculty Member

Signature

Date

Chair

Signature

Date

As Chair, I am certifying there is funding available in the budget for the above faculty pay.

Dean

Signature

Date