

MEMO on Summer Pay under Semester System

From: Sr. Vice Provost Kristi Nelson

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The 2010-13 Collective Bargaining Agreement provided for a “reopener” in spring 2012. This allowed for discussion of the contract sections that would be impacted by semester conversion, including compensation for summer teaching (formerly referenced in Article 34). The reopener negotiations resulted in an agreement on terms for summer (secondary semester) pay which came into effect as of August 15, 2012 and will be implemented for the first time in summer 2013. Although the new compensation structure is similar in many respects to the prior system, there are certain features which are new, and so we are offering this memorandum to help clarify the secondary semester compensation system.

What Is a “Secondary Semester”?

Article 6 includes new terminology, “primary semester” and “secondary semester,” which are applicable to faculty with Two-Semester appointments (formerly known as “9-month faculty”). Article 6.1.2.1 provides that “A Faculty Member with a Two-Semester appointment performs most of his/her normal teaching and service duties as well as some professional activity during two semesters (‘Primary Semesters’) of the Academic Year.” A “Secondary Semester” is the semester during which a faculty member “typically has no on-campus duties required.” (Article 6.1.2.2) For most Two-Semester Faculty, the Secondary Semester will be the summer semester. However, the CBA now allows for the possibility of Two-Semester appointments in which the Primary Semesters could be Summer and Fall, or Spring and Summer. Therefore, instead of referring to summer compensation specifically, the CBA now refers to “Compensation for Secondary Semester Teaching” in Article 10.9. (Please remember that only the on-line version of the AAUP-UC collective bargaining agreement contains all of the changes made due to semester conversion. It is available at: [http://www.aaupuc.org/collective-bargaining-agreement/.](http://www.aaupuc.org/collective-bargaining-agreement/))

How Is “Secondary Semester” Teaching Paid?

The Secondary Semester teaching rate is 3.75% of the Faculty Member’s base salary per credit hour. (Article 10.9.2) The contractually-permitted modifications to this rate are as follows:

- Studio and laboratory course rate (applicable to DAAP): each credit hour requiring 42 contact hours or more is compensated at 7.5% per credit hour. (Article 10.9.3)
- Laboratory courses (applicable to any college): each credit hour requiring 28 to 41 contact hours will be compensated at 5.625% per credit hour, and each credit hour requiring 42 or more contact hour is compensated at 7.5% per credit hour. (Article 10.9.3)
- Cooperative programs: “A Faculty Member whose primary appointment is in a program that requires its students to participate in professional practice (also known as cooperative education) and that delivers core curriculum in all semesters of the year may be required to teach in his/her Secondary Semester once per biennium.” (Article 10.9.6)

- In Cooperative programs, therefore, the Faculty Member will be compensated at 4.25% per credit hour. If a Faculty Member *voluntarily* chooses to teach in that Secondary Semester, however, he/she will receive 3.75% per credit hour. (Article 10.9.6)
- Division of Professional Practice: Faculty whose primary appointments are in the Division of Professional Practice may be required to work in the Secondary Semester, at the rate of 19% of his/her base salary for seven weeks' full-time work. (Article 10.9.7)

Faculty Members in Cooperative programs or in the Division of Professional Practice who will be required to teach in a Secondary Semester must be notified in writing of this requirement no later than the first day of the semester immediately preceding the Secondary Semester.

How Does Pro-rating Work?

Sometimes the enrollment in a Secondary Semester course may not yield enough revenue to cover the cost of the course (i.e., the Faculty Member's projected compensation and administrative overhead). In such cases the CBA provides a means for pro-rating the Faculty Member's compensation, under the following procedure:

- (1) No later than five days before the first day of a Secondary Semester: the College determines that projected enrollment in a course will not cover the cost of the course.
- (2) No later than three days before the first day of a Secondary Semester: the College's Dean or Dean's designee notifies the Faculty Member *in writing* of the course enrollment and the fact that the compensation may be pro-rated.
- (3) The Faculty Member may either teach the course with pro-rated compensation, according to the formula described in Article 10.9.4, or decline to teach the course.
- (4) If the Faculty Member declines to teach the course, the Dean or Dean's designee may:
 - a. Cancel the course section;
 - b. Combine the course section with another section of the same course; or,
 - c. Reassign the course to another instructor.

A few final clarifications:

- A College has the authority to limit the number of classes a faculty member may teach; there is no "right to teach" a course during the Secondary Semester term.
- A College may cancel a Secondary Semester course at any time prior to entering the proration period (i.e., if it is apparent at an earlier date that cancellation is required, there is no need to wait until 5 days before the start of the Secondary Semester).
- If the Faculty Member agrees to pro-rated compensation for a Secondary Semester course, the final pro-ration calculations may not be ready in time to submit to Payroll prior to the first paycheck of the Secondary term. Therefore, the first pay period may reflect the initial estimate of the pro-rated compensation, which may be adjusted after the last day for tuition refunds for that term, at which time the final enrollment will have been determined.

If you have further questions, please do not hesitate to contact the AAUP Office or Sr. Vice Provost Kristi Nelson.