Wisely investing our resources to support student progression is a key component of a successful summer term.

Please keep in mind the following when planning courses and assigning compensation:

- Is there a clear audience that is served by the course?
- Is the course expected to enroll at least 25 undergraduate students or 20 graduate students?
- Is the course designed for a quality teaching and learning experience?
- Cost efficiency - Can a full-time faculty member teach a large section with the assistance of a part-time instructor, graduate assistant, or undergraduate peer mentor?
- Does offering a summer section negatively impact fall or spring course enrollment?

**A. Planning for Course Enrollment**

<table>
<thead>
<tr>
<th>Salary (3-credit hours)</th>
<th>Undergraduate Expected Enrollment*</th>
<th>Graduate Expected Enrollment*</th>
</tr>
</thead>
<tbody>
<tr>
<td>$8,000 (cap)</td>
<td>15-25</td>
<td>10-20</td>
</tr>
<tr>
<td>$4,000</td>
<td>9-14</td>
<td>9</td>
</tr>
<tr>
<td>$0-- Candidates for Cancellation</td>
<td>8 and below</td>
<td>8 and below</td>
</tr>
</tbody>
</table>

*LBST courses should enroll at least 12 students to remain on the schedule and should be built with at least 28 seats. LBST 2301 sections should be built with 35-28 seat capacity.

A review in mid-April will determine if a course will meet the minimum enrollment expectation to receive the assigned salary or if a course should be cancelled for low enrollment.

**B. Instructor Compensation**

1. **Full-Time Faculty:**
- For a three-credit course, full-time faculty may earn up to 1/10 of the nine-month base salary (with a maximum of $8000). **Allowable Exception:** A department may exceed the 10% limit and pay up to $5000 (for a three-credit course) for a full-time faculty member with a nine-month salary less than $50,000.

- For courses that are not three credits, compensation should be adjusted per credit hour.

- Full-time faculty should earn at least $4,000 for a three-credit hour course.

- Total compensation for full-time faculty during the summer from all sources may not exceed 3/9ths of the nine-month base. See [University Policy #101.15](#).

- The base salary includes the annual permanent salary of the employee plus any supplemental administrative stipends of one full year or more.

- Summer salary should **not** be assigned to independent study, dissertation/thesis; research or similar types of courses.

- Twelve-month salaried faculty are **not** eligible for Summer School salary. Do not assign salary to faculty who will change to 12-month status during the summer.

2. **Part-time Instructors:**

   - Summer pay rates should be similar to the rate of pay in the regular term.

   - Instructors with a terminal degree should earn a minimum of $4000 for a three-credit-hour course. Instructors with a master’s degree (not terminal in the field) should earn a minimum of $3500 for a three-credit-hour course.

   - Departments with part-time instructors assigned to summer courses who are not teaching in the spring term should request sponsored NinerNet guest accounts.

3. **Graduate Teaching Assistants:**

   - The minimum salary for graduate teaching assistants (GTA) who are acting as the primary instructors (IOR) for a three-credit course is typically $3000.

   - Graduate assistants (GA) providing other instructional support (for example, for labs and problem sessions associated with a summer course) should be paid at a rate comparable with that paid during the academic year.

   - Courses should have an enrollment of at least 25 students to be assigned a GA.

   - Departments enter the eGA assistantship for graduate assistants. The payment schedule will be published mid-spring. Email t.mcafee@uncc.edu if you have any questions.

### C. Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 4, 2022</td>
<td>Deadline for departments to enter summer salaries</td>
</tr>
<tr>
<td>March 4, 2022</td>
<td>Final summer schedules go to Chairs for approval</td>
</tr>
<tr>
<td>April 4, 2022</td>
<td>Registration for Summer 2022 begins</td>
</tr>
<tr>
<td>Week of April 11, 2022</td>
<td>Faculty salary confirmation letters are sent to instructors via email</td>
</tr>
</tbody>
</table>

Questions? Tiffany McAfee, t.mcafee@uncc.edu / 7-1279