



Summer Teaching Policy

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I. Policy Statement

Summer Assignments for Faculty. Opportunities for summer employment are available as summer enrollment and budget allocations allow. Payment of compensation to faculty members for full-time employment during the summer session shall be at a rate not to exceed 33 1/3% of the faculty member's regular, nine-month compensation for the previous academic year. The University exercises fiscal caution when making summer allocations.

Extrdepartmental Payments. It is the faculty member's responsibility to notify the department chair of any externally funded summer payments. Frequent among these are employment funded by extramural grants and contracts and/or payments from other departments. All such payments must be processed through the University's payroll system and, therefore, must be listed on the summer employment PPGRA that the department chair submits to the dean. Since department chairs, deans, and the Provost's Office do not always receive notice of grant awards, sponsored payments may not be made unless faculty make certain that their department chairs have the pertinent information and know to initiate the appropriate paperwork.

Methods of Pay. The University System of Georgia Shared Services unit determines the summer payroll schedule. Revisions to summer payments must be submitted on the *summer* Personnel Action Forms to the Provost's Office no later than July 31st. No revisions will be accepted after July 31st, except in the rare case where external funding provided by a grant or contract is finalized and approved by the Office of Research Services and Sponsored Programs after this date. Two checks are typically issued for non- teaching assignments.

Benefits. The only deductions taken out of summer paychecks are retirement, FICA, and FICA-Med.