

**University of West Georgia**  
**College of Arts & Sciences**  
**Summer School Policy**

**Updated: 1/16/2009**

**Faculty Pay & Responsibilities**

- A faculty will be compensated for his/her services at a rate of 3.33% per credit hour (10% for a 3 hour course) of his/her contract salary based off the previous academic year contract.
- Joint enrolled undergraduate and graduate course offerings will count as a single course.
- Independent Studies
  - Any faculty already under contract for teaching or online course development for any summer session will not be compensated for any Independent Studies.
  - The department chair will not be compensated for any Independent Studies.
  - If a department's needs require a faculty to offer an independent study, who is not already under contract for any of the summer sessions, the department may request approval from the dean to offer an independent study at cost. A department is limited to two such requests.
- Chairs will be compensated for administering his/her department at 5% of his/her previous academic year contract.
- The maximum amount a faculty may earn during the summer is subject to the Georgia BOR's Summer School Salaries Policy (803.12.03)
  - <http://www.usg.edu/regents/policymanual/800.phtml>
- The faculty member is expected to conduct all duties necessary for the effective delivery of the course or courses, including but not limited to meeting classes, grading, maintaining office hours, and is also required to march in summer graduation, assist with summer advising, orientation activities, and other duties as assigned.

**Summer Revenue Distribution**

- The Dean's office will use 15% of the summer revenue to address college needs and initiatives.
- The money distributed to the departments by the COAS dean's office will be distributed based on a department's percentage contribution to the net revenue.
- The enrollment numbers used for determining revenue for all summer session courses will be the enrollment on the last day of summer classes.
- The method for distribution will be evaluated each fall by the Dean and department chairs with a determination made for the subsequent summer.
- The Dean reserves the right to modify the distribution policy when College of Arts and Sciences needs dictate.