

SLIPPERY ROCK UNIVERSITY 2023 SUMMER CONTRACT INFORMATION

Your 2023 Summer School contract will be emailed to you no later than May 1, 2023. Using DocuSign, please sign your contract, within 15 calendar days. Automatic reminders will be sent until you sign the contract. If you feel your contract is in error, please send a detailed email to summercontracts@sruc.edu. You will be contacted within one business day. The University reserves the right to correct any clerical errors in your contract.

SIGNING CONTRACTS

This year, contracts will be signed using DocuSign. You will receive an email asking you to click on a box to access and sign your summer contract. If you are unfamiliar with DocuSign, this [short video](#) will show you how to create a signature and sign your summer contract.

**If you wish to receive your Pre-Session pay on the Pre-Session pay date,
you must return your signed contract no later than 3:00 P.M., May 3, 2023.**

CLASS START DATES

Summer school classes are to start only on the start date for the session specified on the Master Schedule. They must end by the last day of the session. For example, Pre-Session starts on May 10, 2023. All classes listed as being taught during Pre-Session, on the Master Schedule, must start on May 10, 2023.

COURSES

Each class is assigned a workload. Most three (3) credit lecture classes equal three (3) weeks of pay. Classes with laboratories earn additional weeks of pay.

Your salary will be based upon 55% of 1/24th of your base annual salary applied to your current rank and step.

CROSS LISTED COURSES

If you are teaching a cross listed course, you must have a combined total of eight (8) undergraduate and graduate students registered one week prior to the first class meeting. If mutually agreeable with management and faculty, these numbers/dates may be altered.

Your salary will be based upon 55% of 1/24th of your base annual salary applied to your current rank and step.

LOW ENROLLED COURSES

Undergraduate courses failing to enroll at least 10 undergraduates at least one week prior to the first day of the term/class are considered low enrolled.

Graduate courses failing to enroll at least 8 graduate students at least one week prior to the first day of the term/class are considered low enrolled.

Cross listed classes with a combined total of (7) or fewer undergraduate and graduate students are considered low enrolled.

Faculty teaching a low enrolled class will be paid one of the following ways:

- Low enrolled with full pay - Your salary will be based upon 55% of 1/24th of your base annual salary applied to your current rank and step.
- Article 27 (Continuing Education) - *Four (4) or more students* up to the threshold are enrolled. Under the provisions of Article 27 of the CBA, you will be paid a gross salary of 2/3 of the net tuition revenue of the course up to a maximum of 125% of the overload rate (125% of the overload rate is equivalent to the contractual maximum of 1/24th of your academic year salary for each academic credit hour).

- Individualized Instruction - *three (3) or fewer students enrolled*, you will be offered Individualized Instruction. If you are paid Individualized Instruction, you will be paid \$200 per credit.

Faculty assigned to teach a low enrolled course may cancel the course by informing their Chairperson at least seven (7) calendar days before the course is scheduled to begin. If you elect not to teach a course on an Article 27/Individualized Instruction basis, it may be offered by your Chairperson to another faculty member with the approval of your Dean.

Salaries for classes taught on an Article 27/Individualized Instruction, will be computed based upon the enrollment/tuition revenue date noted below (after 20% of the classes have met):

TERM	ENROLLMENT FREEZE DATE	SALARY COMPUTED 8:00 AM
Pre	May 11, 2023	May 12, 2023
Full Summer	May 17, 2023	May 18, 2023
Session I	May 31, 2023	June 1, 2023
Summer Term	June 2, 2023	June 3, 2023
Session II	June 28, 2023	June 29, 2023

INTERNSHIPS

If you are supervising interns, you will be emailed an “Internship Verification Form” after the final day to register for internships, June 15, 2023. The form will be pre-populated with your class roster. We ask you verify and provide the requested information by June 24th for students participating in all internships under your supervision. The “Internship Verification Form” must be signed by your chairperson. After the appropriate University withdrawal/refund period, Planning, Resource Management and Assessment will authorize payment. All internships will be paid Post-Session.

Internship calculations are based upon the CBA.

ARTICLE 41/DISTANCE EDUCATION

If you are teaching a course approved to be taught via distance education (Web, ITV, etc.), you will receive an Article 41 payment in addition to your salary. An Article 41 payment form must be completed and submitted to your Dean’s office. The Dean will compute your Article 41 pay after the Drop/Add period has ended. Article 41 payments are not included in the 12 week maximum a faculty member may be paid for all summer work combined. **Article 41 payments will not be paid to faculty who agree to teach an under-enrolled course under provisions of Article 27 or via Individualized Instruction.**

NON-TEACHING ASSIGNMENTS

If you receive a non-teaching assignment, you will be paid the contracted salary during the session in which your work is scheduled. Your salary will be based upon 55% of 1/24th of your base annual salary applied to your current rank and step.

CHAIRPERSON COMPENSATION

If you receive chairperson compensation, it will be paid during Pre-Session. Chairperson compensation is awarded according to the APSCUF Agreement.

ORIENTATION COMPENSATION

If you are being compensated for working Orientation, you will be paid during Summer Session 2.

MAXIMUMS & PAY DATES

Unless approved by the Provost or their designee, faculty may not be compensated for more than the number of weeks stated below for each session, (excluding Article 41 payments), with a maximum of 12 weeks including both teaching and non-teaching assignments:

Session	Teaching Weeks	Pay Weeks
Pre-Session	4	4
Session I	6	7
Session II	6	7
Summer Term	8	9
Post Session (Internships)	12	12
Full Summer	12	12
Extended Term - PA	12	12
Total for all parts of summer combined	12	12

Should you be unable to fulfill all, or part, of the conditions of your assignment(s), the amount of compensation to be paid will be determined by Commonwealth and University policy and practice.

PAY DATES

Summer School pay dates are determined at State Meet and Discuss. For teaching assignments, faculty are paid during the session the class is taught according to the Master Schedule. Non-teaching assignments will be paid the session the assignment is completed.

2023 SUMMER SCHOOL PAY SCHEDULE	BEGIN DATE	END DATE	CUTOFF DATE	PAY DATE
PRE-SESSION	05/10	05/25	05/03	05/19
FULL SUMMER	05/10	07/25	05/31	06/16
SESSION 1	05/30	06/26	05/31	06/16
SESSION 2	06/27	07/25	06/28	07/14
SUMMER TERM	05/30	07/25	06/07	07/14
POST SESSION	05/10	07/25	06/07	07/14
EXTENDED FULL SUMMER	05/08	08/08	06/07	07/14