MEMORANDUM

TO: Deans, Directors, Department Chairs, Payroll Liaisons and Departmental Administrators

FROM: Gina Houck, Director of Budget and Finance, Academic Affairs

Nate Bindel, Director, Budget and Finance, Continuing Education

DATE: March 2017

SUBJECT: Policies and Procedures for 2017 Summer Session Instructional Faculty and Student Appointments

Introduction

Welcome to summer! This memorandum details updated information for Summer Session instructional appointments.

Summer Session 2017 transactions require using the Summer Session program 28889 for Summer Odd. Because Summer Session overlaps fiscal years, the Summer Session programs will help you track your summer activity for the calendar year summer. Note: the summer program numbers are the same for all departments, but the speedtypes vary.

If you have international faculty teaching for summer 2017, the Office of International Student and Scholar Services, 2-8058 or www.colorado.edu/oie.fsss provides information on necessary documentation and paperwork. In addition, all new international employees must meet with an International Tax Specialist at Employee Services, 303-860-4200.

Jessica Madrigal is the Assistant Dean for Summer Session. Programmatic questions can be directed to Jessica at Jessica.madrigal@colorado.edu or you may visit the Summer Session website at http://www.colorado.edu/summer/ for additional information.

Part A: General Information and Regular Faculty instructional appointments

We hope that this information will be helpful to you. Not all summer appointments are included in this memo. Policies and procedures related to summer research appointments can be found in
supplemental documents titled Summer Salary Guidelines, 3-9th Summer Salary Policy Statement, and the 3-9ths Request Form and Planning Tool.

If you have further questions, please contact your Dean’s Office.

PART A.

I. General Information and Deadlines

2017 Summer Session Term Dates

<table>
<thead>
<tr>
<th>Term</th>
<th>Dates</th>
<th>Length</th>
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<tbody>
<tr>
<td>Maymester</td>
<td>May 15-June 2</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Session A</td>
<td>June 5-July 7</td>
<td>5 weeks</td>
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<tr>
<td>Session B</td>
<td>July 11-August 11</td>
<td>5 weeks</td>
</tr>
<tr>
<td>Julymester</td>
<td>July 10 – July 28</td>
<td></td>
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<tr>
<td>Session C</td>
<td>June 5-July 28</td>
<td>8 weeks</td>
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<tr>
<td>Session D</td>
<td>June 5-August 11</td>
<td>10 weeks</td>
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<tr>
<td>Augmester</td>
<td>August 7-24</td>
<td>3 weeks</td>
</tr>
<tr>
<td>Term E/F</td>
<td>Various</td>
<td>Intensive</td>
</tr>
</tbody>
</table>

HCM workflow now requires final approval from Faculty Affairs on faculty appointments so please:

- Enter summer appointments as soon as possible.
- Allow time for payroll transactions to be reviewed by the appropriate Dean’s Office personnel before the ePAR approval moves to Faculty Affairs.
- To facilitate Faculty Affairs’ approval please add the comment “summer teaching” in the first transaction page comment field.

Appointments For Activities Which Do Not Produce Student Credit Hours

Continuing with previous practice, appointments that do not provide student credit hours (e.g., department chairpersons, department assistants and other non-instructional positions) **ARE NOT TO BE CHARGED AGAINST SUMMER SESSION FUNDS.**

Visiting Faculty Travel Funds

Summer Session does not fund travel for visiting summer faculty. Exception: A small portion of your Summer Session allocation can be used for travel funds, on a case-by-case basis, with the approval of Sara Thompson, Vice Provost for Summer Session by May 1, 2017. Approval is not needed for faculty participating in the FIRST (faculty-in-residence-summer-term) program.

Tax Liability for Summer Salaries
Summer salaries, including Maymester and Augmester, are added to the normal monthly salary payments for Faculty members who elected to receive their nine-month academic year salary spread over twelve months. The summer salary plus their normal monthly salary will be taxed as a single sum.

Affirmative Action Requirements

Departments must adhere to Affirmative Action guidelines on recruitment and selection of Summer Session employees new to the Boulder Campus.

Faculty Oath Requirement

The laws of the state of Colorado require that people employed to teach in any state university who are citizens of the United States affirm in writing that they will support the constitutions of the United States and of Colorado, and that they will faithfully execute the duties of their employment. Instructors of record must have a signed and notarized oath on file before stepping into the classroom. This requirement includes graduate student faculty if they are the ‘instructor of record’ for the class.

Background Checks

Please follow University policy and your college’s practices for verifying and completing Background Checks.

II. Regular Faculty (Tenure/Tenure-Track) Instructional Appointments.

This section will provide you with the salary information you will need to appoint tenure/tenure track faculty to Summer Session instructional appointments.

Compensation

For all regular faculty, use the salary schedule issued by your Dean's Office (Dean of your School/College). Consult your Dean’s Office for salary processing dates.

Position Information

Do not use academic year position numbers for summer appointments. Position numbers must be unique to summer, so you must reuse old summer position numbers or create new position numbers for summer appointments. Use a separate position for each summer term for all faculty who have multiple summer appointments. When creating a new position or reusing an existing position be certain to update funding distribution to the correct Summer Session FOPPS and allow enough time for required approvals. Use the appropriate speedtype for your department that contains program 28889 for summer 2017. Funding for Summer Session positions should be set up with the end date of the last day of the pay period (e.g., 7/31/xx), or left blank, in order to avoid having the salary or benefits go into suspense.
No regular tenure/tenure track faculty summer research appointments or research faculty appointments (job code 13xx) can be charged to an odd or even summer session funded speedtype.

For guidance on faculty summer research appointments or research faculty appointments please refer to supplemental documents titled Summer Salary Guidelines, 3-9th Summer Salary Policy Statement, and the 3-9ths Request Form and Planning Tool.

**Part B: Summer Session Graduate Student Faculty Appointments**

*Only degree-seeking, graduate level students are eligible to hold student faculty appointments. All AY policies for student faculty appointments also apply for summer.*

*Students enrolled in Professional Masters Programs are not eligible to hold student faculty appointments.*

*For further information and guidance on Graduate Student Faculty Appointments, please review the Summer Session Graduate Faculty Appointments Summer 2017 document: [http://www.colorado.edu/graduateschool/funding/funding-administration/summer-session-payment-memo](http://www.colorado.edu/graduateschool/funding/funding-administration/summer-session-payment-memo)*