

University of Colorado Boulder
Summer 2024

MEMORANDUM

TO: Deans, Directors, Department Chairs, Liaisons and Departmental Administrators
FROM: Danielle Brunner, Associate Vice Chancellor of Budget and Finance, Academic Affairs
Nate Bindel, Assistant Dean of Budget and Finance, Continuing Education
DATE: April 2024
SUBJECT: Policies and Procedures for 2024 Summer Session Instructional Faculty and Student Appointments

Introduction

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

For Summer Session 2024 transactions it is recommended to use the Summer Session program 28888 for Summer Even. Because Summer Session overlaps fiscal years, the Summer Session program 28888 will help you track your summer activity for the calendar year summer. Note: the summer program numbers are the same.

If you have international faculty teaching for summer 2024, [the Office of International Student and Scholar Services](#), or 2-8057, 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.**

Programmatic questions can be directed to your College/School's Dean's Office, or you may visit the [Summer Session website](#) for additional information. Also, feel free to contact Armando Parés, the Assistant Dean for Summer Session with any questions; Armando.Pares@Colorado.EDU.

Policies and procedures related to summer research and teaching appointments can be found in supplemental documents titled *Summer Salary Procedural Guidance*, *Summer Salary Limits Policy*, *Institutional Base Salary Policy*, and the *3-9ths Summer Calculator and Request Form*. These supplemental documents can be found under [Summer Resources](#) and on the Office of Faculty Affairs website.

[Petition to Exceed the Summer Salary Limit due to Teaching](#)

We hope that this information will be helpful to you. Not all summer appointments are included in this memo so if you have further questions, please contact your Dean's Office.

PART A.

I. General Information and Guidance

Faculty Summer Job Codes

Job codes for permanent regular faculty with summer teaching appointments should be used to improve HCM data and a higher level of compliance in regard to summer entries. The Faculty Summer job codes are only for current, active academic faculty who are hired and paid for summer teaching and for summer research (or other summer compensation). Summer teaching appointments do not need to be posted because they are for summer only and are an additional job on top of a current faculty member's regular appointment. Similarly, graduate student appointments do not need to be posted.

HCM workflow requires final approval from Faculty Affairs on faculty appointments. Please enter summer appointments as soon as possible to allow sufficient time for payroll transactions to be reviewed by the appropriate Dean's Office personnel before the ePAR approval moves to Faculty Affairs. The Faculty Summer job codes are:

- 1100SR: Distinguished Professors – Summer Research
- 1101SR: Professor – Summer Research
- 1102SR: Associate Professor – Summer Research
- 1103SR: Assistant Professor – Summer Research
- 1104SR: Senior Instructor – Summer Research
- 1105SR: Instructor – Summer Research
- 1106SR: Principal Instructor – Summer Research
- 1449SR: Artist in Residence – Summer Research
- 1442SR: Scholar in Residence – Summer Research

- 1100ST: Distinguished Professor – Summer Teaching
- 1101ST: Professor – Summer Teaching
- 1102ST: Associate Professor – Summer Teaching
- 1103ST: Assistant Professor – Summer Teaching
- 1104ST: Senior Instructor – Summer Teaching
- 1105ST: Instructor – Summer Teaching
- 1106ST: Principal Instructor – Summer Teaching
- 1449ST: Artist in Residence – Summer Teaching
- 1442ST: Scholar in Residence – Summer Teaching

*Please note: Teaching Professor track job codes are not available to use for summer 2024; please use the Instructor job codes as notated above.

2024 Summer Session Term Dates

| Term | Dates | Length |
|-------------|-----------------|---------------|
| Maymester | May 13-May 31 | 3 weeks |
| Session A | June 3-July 5 | 5 weeks |
| Session B | July 9-August 9 | 5 weeks |
| Session C | June 3-July 26 | 8 weeks |
| Session D | June 3-August 9 | 10 weeks |
| Augmester | August 5-22 | 3 weeks |
| Term E/F | Various | Intensive |

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.**

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 academic year salary over twelve months. The summer salary plus their normal monthly salary will be taxed as a single sum.

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 oath form 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 or academic year job codes for summer appointments.

Summer Session teaching appointments must use summer job codes.

- 1100ST: Distinguished Professor – Summer Teaching
- 1101ST: Professor – Summer Teaching
- 1102ST: Associate Professor – Summer Teaching
- 1103ST: Assistant Professor – Summer Teaching
- 1104ST: Senior Instructor – Summer Teaching
- 1105ST: Instructor – Summer Teaching
- 1106ST: Principal Instructor – Summer Teaching
- 1449ST: Artist in Residence – Summer Teaching
- 1442ST: Scholar in Residence – Summer Teaching

*Please note: Teaching Professor track job codes are not available to use for summer 2024; please use the Instructor job codes as notated above.

Position numbers are unique to summer, so you may reuse old summer position numbers. Update the old summer positions to reflect the summer teaching job code.

You may also create new position numbers for summer appointments using the summer teaching job codes. Use a separate position and job record for each summer term for all faculty who have multiple summer appointments.

When creating a new summer session teaching position or reusing an existing position be certain to update it with the summer faculty teaching job codes and also update funding distribution to the correct Summer Session FOPPS and allow enough time for required approvals.

It is recommended to use the appropriate speedtype for your department that contains program 28888 for summer 2024. 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 a summer session funded speedtype.

For guidance on faculty summer research appointments or research faculty appointments please refer to supplemental documents titled *Summer Salary Procedural Guidance*, *Summer Salary Limits Policy*, *Institutional Base Salary Policy*, and the *3-9ths Summer Calculator and Request Form* on the [Academic Affairs Resources page](#).

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 Student Faculty Appointments document](#).