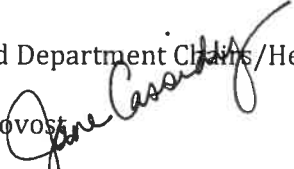




Office of Academic Affairs

Date: May 8, 2017

To: Academic Deans, Directors, and Department Chairs/Heads

From: Jane W. Cassidy, Senior Vice Provost 

CC: Richard Koubek, Executive Vice President & Provost
Tommy Smith, Vice Provost & Associate Vice President, Budget & Planning
Donna Torres, Associate Vice President, Accounting Services
Haley Norton, Director, Human Resource Management

Re: 2017 Summer Compensation

The Office of Budget and Planning has distributed information regarding online processing of 2017 Summer Term Budget (STB) forms **for summer teaching only**. The formula for summer teaching compensation for faculty is based on 2/9 of academic year (AY) salary for a full teaching load whether they teach in Session A, Session B, or a combination of sessions (accordingly, teaching assignments in excess of two courses – 100 percent effort – are not permitted). Research appointments may also be made in addition to teaching appointments.

Research compensation for faculty **without** teaching appointments will be calculated on a daily rate that provides 3/9 of AY for the full 93 day period. Research compensation for faculty **with** teaching appointments will be calculated to allow 1/9 AY for the 25 days allowed for research outside of the Summer Session A dates. Thus, faculty both with and without teaching assignments have the same potential to earn 3/9 AY. Due to the difference in the formula for research compensation and to facilitate the processing of all forms for research compensation, departments should indicate in remarks, **“No teaching assignment”** or **“In addition to teaching assignments.”**

Research appointments may be spread over any or all of the days from May 15 to August 14 that do not overlap the effective dates of the STB Session in which the faculty member is teaching. If the dates of teaching and research assignments overlap, the rate of pay for research will be calculated using the daily rate associated with the Summer Session A dates. Faculty conducting research in addition to teaching during any of the summer sessions will be limited whether in length or percent effort so that no faculty member can earn more than the amounts indicated in the table below.

The chart on the following page reflects the appointment dates associated with each 2017 session and the STB compensation based on 100 percent effort. Summer appointments will be monitored so that this guideline is followed.

SESSION	EFFECTIVE DATES	STB COMPENSATION (FULL-TIME)	MAXIMUM SUMMER RESEARCH COMPENSATION
A	5/30-8/4	2/9 of AY	AY x .004444 x 25
B	5/30-7/14	2/9 of AY	AY x .004444 x 25
Research Only	5/15-8/14	3/9 of AY	AY x .003623 x 92

If a faculty member agrees to teach part-time at a rate of compensation less than the rate represented by the normal compensation calculated at 2/9 for a full-time load, his or her percent effort will be used to determine whether additional teaching assignments or Summer Research appointments may be made. Additionally, agreements to teach at a rate less than the customary 1/9 or 2/9 of AY must be recorded in signed statements from the faculty. A sample of an appropriate statement is attached.

NOTE: Awards and Salary Supplements formerly paid as object code 1090 in HRS cannot be used to calculate summer earnings potential. This also includes allowance plans for things such as cell phones, data, car, etc. These amounts must be subtracted from the annual salary before the summer earnings potential is calculated.

WORKDAY TRANSITION- Please refer to the attached instruction on manually loading summer teaching that's not captured from the Budget & Planning load and summer research in Workday.

AGREEMENT

This is to record my understanding that the usual payment for summer teaching duties is equivalent to 2/9 of academic year salary for a full-time teaching load. I voluntarily agree to teach _____ percent effort for a total of \$_____ during summer 2017.

Name (Please print)

LSU ID

Signature