College of Charleston
Maymester/Summer School

2012 Policy Guidelines

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MAYMESTER/SUMMER SCHOOL POLICY GUIDELINES 2012

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1. PURPOSE

These guidelines set institutional policy for employing roster and adjunct faculty during Maymester and Summer terms. They address issues such as responsibilities of faculty and administrators, course load, compensation, and enrollment expectations as they relate to teaching on the main campus and at The College of Charleston North.

2. MISSION

The primary goal of the Maymester/Summer Sessions program is to develop a comprehensive curriculum of course offerings which meets the needs of undergraduate students, graduate students, the institution, and the community. Since the State of South Carolina requires summer session programs of state-supported institutions to be self-supporting, a secondary goal of Maymester/Summer Sessions is to offer courses which provide a positive economic return.

Another aim of Summer School is to produce a reliable and predictable schedule for students and to meet the expectations of faculty for planning their summer professional activities. In order to achieve this goal, enrollments need to be efficiently managed across all courses offered and over all five summer sessions, i.e. parts of term. To that end, the Director of Summer Programs, with the concurrence of instructional deans and departmental chairs, proposes a program of undergraduate and graduate courses.

Maymester courses give faculty and students the opportunity for uninterrupted investigation of subjects. Maymester is traditionally reserved for courses that are extra-curricular, experimental, and/or unique. The college encourages study abroad courses, field studies, and other unique course formats during this term.

Although summer sessions offer faculty employment opportunities outside the academic year, traditionally, and for good reason, summer is considered a time for professional growth and renewal. Faculty should balance additional teaching opportunities during the summer with renewal and research.

3. RESPONSIBILITIES

3.1 Responsibilities of the Faculty

In addition to the normal activities of teaching and grading, faculty are responsible for notifying the Registrar’s Office when a student on the roll never attends, for notifying the Registrar’s Office when a student should be added to the roll, and for insuring that students not on the roll do not attend.
Faculty can indicate that a student never attended by submitting the “Deletion from the Grade Roll (DA/DS)” form to the Registrar’s Office. This form is available in MyCharleston under the Faculty tab.

Faculty may not elect to teach a course online (distance learning) in place of regularly scheduled class meetings for even part of a session without prior approval from Academic Affairs.

3.2 Responsibility (Financial) of Summer School Students

Students who register for classes are financially responsible for tuition and fees. Those who do not submit payment by a designated date will be dropped for non-payment (DFNP).

3.3 Responsibilities of the Instructional Deans and Department Chairs

Using statistics from the preceding summer, chairs have the responsibility for reviewing and approving the summer course schedule and for ensuring that an adequate number of upper and lower level courses are offered in all terms.

It is the department chair’s responsibility to ensure that faculty contracts are delivered to the Maymester/Summer Sessions Office no later than 60 days prior to the beginning of each summer term. If a contract is turned in past this date, faculty may not be paid on time.

The department chair is also responsible for contacting the SS office when a class needs to be canceled and when a contract should be averaged. An email message from a CofC account is sufficient. See section 9, “Canceling a Class.”

3.4 Responsibilities of the Director of Summer Programs

The Director of Summer Sessions is responsible for providing departmental enrollment statistics for the summer to each department chair and for publishing an updated copy of the Summer School guidelines on MyCharleston.

The Director has the responsibility of enforcing the policies set forth in these guidelines and, therefore, has the authority to cancel courses in order to meet the mission set for Summer Sessions. See the mission statement in section 2.

3.5 Responsibilities of the Provost

The Provost has the responsibility and final authority of approving all exceptions to Maymester/Summer Sessions policies and guidelines including, but not limited to, exceptions related to course recommendations, course limits, class-size limits, teaching loads, and compensation.
4. COMPENSATION

Compensation policies are subject to enrollment considerations in section 5.

4.1 Compensation for Roster Faculty

Roster faculty will receive a maximum of 7.5% of their nine-month base salary subject to a $2,500 minimum (whichever is greater) for each three-credit hour course. Roster faculty in the sciences, who teach a three-credit hour course and its corresponding lab, will receive 15% of their nine-month base subject to the same $2,500 minimum. All other courses above or below three credit hours (e.g. a one-hour non-science lab without a corresponding lecture course, a four-credit hour math course, etc.) will be compensated at a rate of 2.5% per credit hour of the faculty member’s nine-month base salary.

4.2 Compensation for Adjunct Faculty

Adjunct faculty who teach three-quarter and/or full time (i.e. either 3 or 4 courses, respectively) during each of the prior spring and fall semesters will be compensated $2,500 for a three-credit hour course. All other adjunct faculty will be paid $2,300 for each three-credit hour course providing they hold a terminal degree; those without terminal degrees will be paid $2,200. Prorated amounts will be paid for all other courses above or below three credit hours (e.g. a four-credit hour math course).

4.3 Compensation for Ten-, Eleven-, and Twelve-Month Faculty/Staff

Ten-, eleven-, and twelve-month faculty/staff will receive 7.5% of their nine-month base salary for teaching a three-credit hour course subject to minimums at 4.2 above.

4.4 Faculty Salaries for Retirees and TERI Faculty

Retired faculty (including TERI faculty) will receive 7.5% of the last nine-month salary, i.e. the last salary before retirement.

4.5 Compensation for Independent Studies and Internship Courses

Normally, compensation for independent study and internship courses is $300 per student for a three-credit hour course. All other independent study and internship courses above or below three credit hours will be prorated at a rate of $100 per credit hour per student. The total compensation in any one term derived from teaching independent study and internship courses is subject to the maximum compensation levels set forth in this section. See also section 4.5.2 for information on internship coordinators.

- $ 100 per head  one-credit hour course
- $ 200 per head  two-credit hour course
- $ 300 per head  three-credit hour course
- $ 400 per head  four-credit hour course

Faculty contracts for independent studies and internships will be processed after the 50% refund date for each session. Contracts for individual enrollments cannot be processed until the student has paid the tuition. Because of SACS and CHE guidelines,
request that internships be entered into Banner according to the start date of the internship.

4.5.1 Contracts for Individual Internships

The contract for the internship should carry the dates of the internship, not the dates for the session. Normally all classes from the same summer session can be placed on one contract. Exception: If the internship carries different dates from the normal session, the internship must be submitted on a separate contract. Thus, if one faculty member is in charge of 3 internships and all of them are entered in Summer I and each internship carries its own individual dates, you will have to submit 3 separate contracts to Summer School. Contracts for internships and independent studies normally are processed after the 50% refund date for the session. Contracts for individual enrollments cannot be processed until the student has paid the tuition.

4.5.2 Internship Coordinators and Faculty Overseeing Large Numbers of Internships

Internship coordinators and faculty whose contracts do not cover summer months will be paid at the rate of $300 a head up to but not exceeding 7.5% of the nine-month salary for the first 20 internships. For internships 21-40, the salary will again be $300 a head up to but not exceeding 7.5% of the nine-month salary. Contracts for these faculty should observe the following guidelines. In the section that reads "services to be performed," enter the words "oversee internships" and list the session or sessions applicable. In the section that reads "inclusive dates," enter the start date for the first session listed and the end date for the last session. Do not insert a salary.

4.5.3 Registering Students

The department should fill out the “Individual Enrollment” form on MyCharleston. This form must be signed by the student, the instructor, and the chair and submitted to the Registrar’s Office. These forms are not given out to students. They originate in the department.

4.5.4 Grades for Internships Completed by the End of the Session

Submit the grade on MyCharleston.

4.5.5 Issuing Grades if the Internships Last Longer than the Session

At the end of the session when a grade would normally be due, the instructor should email Laetitia Sobiesuo (sobiesuol@cofc.edu) and request an IP (in progress) grade for the student in the internship. She needs the following information: (1) student’s name, (2) student’s ID, (3) the CRN, and (4) name of the summer session, i.e. part of term, with the class. At the end of the internship when the instructor is ready to issue a grade, the instructor should print the “Change of Grade” form which is found on MyCharleston under the faculty tab and enter the grade for the internship. Obtain the appropriate signatures and submit the form to the Registrar’s Office.
4.5.6 Faculty Pay

Faculty are paid according to the compensation limits set forth in the next section. Faculty pay will be spread out over the duration of the internship, even when the internship begins in one session and ends in another.

4.6 Compensation Limits

College of Charleston institutional policy limits total faculty earnings from teaching during Summer School to 22.5% of the nine-month base salary. The 22.5% of the nine-month base does apply to independent studies and internships, but does not apply to non-teaching activities such as externally funded research contracts and continuing education carried out during the summer.

The College of Charleston also restricts earnings to 15% of the nine-month base in any one of the following three groupings of the five summer sessions, i.e. parts of term:

1) Maymester & May Evening; 2) Summer I; 3) Summer II & Summer Evening.

Ten-, eleven-, and twelve-month employees are subject to the same limits as above on a prorated basis (also see section 6.2).

4.7 Faculty Paychecks and Form W-4

Salaries for Maymester/Summer Sessions often throw faculty into a higher tax bracket and result in higher tax withholding during summer pay periods. Those who wish to avoid the higher withholding may want to submit a Form W-4 to HR to add additional tax exemptions. At the end of the summer pay period, it will be necessary to submit another Form W-4 to return to the previous withholding. For assistance and information on options, contact Everett McInnis in Business Affairs at 3-5737.

4.8 Faculty and Outside Employment

Roster faculty and staff should note that the rules for outside employment apply during Maymester and Summer Sessions as well.

5. CLASS SIZE, ENROLLMENT, AND COMPENSATION

It is the responsibility of the department chairs to carefully monitor the enrollments of their summer school courses. Prior to each summer session, the Director of Summer Programs, along with the chairs, should try to identify courses that could be cancelled due to low enrollment and courses that would produce reduced compensation for the faculty.

5.1 Enrollment Levels Sufficient for Full Salary Compensation

All contracts are contingent upon sufficient enrollment to achieve the institutional goal stated in section 2.

Full compensation as set forth in sections 4.1, 4.2, and 4.3 will be paid as follows:

- Undergraduate courses - 12 paid enrollments
• Team-taught undergraduate courses – 10 paid enrollments per faculty member
• Study abroad undergraduate courses – 10 paid enrollments
• Graduate courses - 8 paid enrollments
• Team-taught graduate courses – 8 paid enrollments per faculty member
• Study abroad graduate courses – 8 paid enrollments

NOTE: Individuals participating in the faculty/staff development program and paying less than full tuition are not considered paid enrollments. Independent studies and internships will be paid at $300 a head (prorated at a rate of $100 a credit hour per student) if the students are registered for 3 credit hours and have paid tuition.

Contracts for independent studies and small numbers of internships normally will be processed after the 50% refund date for each session. See section 4.5.2 for information on internship coordinators.

There will be one point in time at which enrollments are considered final for the purpose of determining compensation. The Maymester/Summer Sessions Office will determine the final enrollment count one business day after drop/add ends for each term.

5.2 Enrollments Insufficient to Warrant Full Salary Compensation (Per-head Compensation)

As set forth under section 5, the department chair in conjunction with the Director of Summer Programs should identify courses that might fall below a number sufficient (section 5.1) to generate full salary (sections 4.1 and 4.2).

Once such a course has been identified, it is the department chair’s responsibility to communicate to the Director of Summer Programs, no later than 5 weekdays before the course is scheduled to begin, whether the faculty member agrees to teach the course for less than full salary. Should the faculty member choose not to accept less than full salary, the course will be subject to cancellation. The department chair may instead find another faculty member to teach the course.

Should the department chair fail to communicate the decision of the faculty member to teach for less than full salary prior to the beginning of class, it will be assumed that a de facto agreement exists for the faculty member to accept less than full salary.

Less than full salary compensation for roster faculty will be paid at a rate of $350 per paid enrollment (i.e. a “per-head” compensation arrangement) for a three-credit hour undergraduate course or science lab and $500 per head for a three-hour graduate course or science lab. Roster faculty headcount lecture compensation will be pro-rated per credit-hour for courses above or below three-credit hours, subject to the maximum levels set forth in sections 4.1 and 4.2.

Less than full salary compensation for adjunct faculty will be paid at a rate of $300 per paid enrollment (i.e. a “per-head” compensation arrangement) for a three-credit hour undergraduate or graduate lecture course or science lab. Adjunct faculty headcount lecture compensation will be pro-rated per credit-hour for courses above or below three-credit hours, subject to the maximum levels set forth in sections 4.1 and 4.2.
Contracts paid on a per-head basis will be processed after drop/add each session. However, once the total headcount compensation is agreed upon before a session begins, it cannot be negatively affected by loss of paid enrollment during drop/add. Increased paid enrollment through drop/add, though, will be reflected in the final headcount compensation, and if the paid enrollment increases to the necessary minimum levels in 5.1, full salary compensation will be paid the instructor. Additions to the grade roll should be submitted only during the first two weeks of a session.

5.3 Class Size

Instructional deans and department chairs should ensure that course enrollment limits (maximum enrollment) are set equal to those established for courses taught during the regular academic year. All exceptions to these limits should be discussed and agreed upon in advance with the Director of Summer Programs.

Generally, courses with fewer than six paid enrollments are subject to cancellation. Exceptions based on student degree requirement needs and other factors may be considered. All exceptions should be discussed and agreed upon with the Director of Summer Programs.

Two sections of the same course should not be offered in the same term unless the combined enrollment for the two sections is more than the maximum number set for the same course established for the fall and spring semesters. Any exception must be approved by the Summer School office and Academic Affairs.

5.4 Enrollment Averaging for Full Salary Compensation

The purpose of enrollment averaging is to provide a benefit to a faculty member who might not otherwise be paid full salary for a course with low enrollment. The intent of this policy is to allow enrollments of two Summer School term courses to be averaged in order to achieve an enrollment count sufficient to warrant full salary compensation for the course with lower enrollment. Summer School does not average across calendar years, schools, departments, or across more than one faculty member’s enrollments. The following guidelines are therefore established:

5.4.1 The course with enrollment below minimum for full salary compensation must have at least 6 paid enrollments. (see section 5.3)

5.4.2 If two courses are to be averaged across fiscal years, the course with higher enrollment must occur in the earlier fiscal year.

5.4.3 If a contract for less than full compensation has already been issued for one course, and averaged enrollment for the two courses is enough to warrant full salary compensation for both, the contract for the second course will be issued with compensation for full salary plus the difference between full salary and compensation for the class with lower enrollment. (See section 5.1)

5.4.4 Enrollments of two sections of the same course taught within the same term may not be averaged together unless the enrollment of one of those classes exceeds the class size limit that was applied during the previous academic year.
5.4.5 Enrollments of two distinctly different courses taught within the same term may be used for averaging.

5.4.6 Enrollments from independent study, internship courses, or lab-only courses may not be used for averaging.

5.4.7 An undergraduate course and a graduate course may be averaged. For averaging purposes, 1.5 undergraduates = 1 graduate student. Each class must have at least 6 students enrolled. Thus the following would be the minimum numbers eligible for 2 full salaries:
- 15 undergraduates in one class and 6 graduate students in a second class
- 10 graduate students in one class and 9 undergraduates in a second class
- 9 graduate students in one class and 7 graduate students in a second class

5.4.8 It is the responsibility of the department chair to contact the Director of Summer Programs to initiate averaging.

5.5 Team-Taught Courses

Team-taught courses which are enriched by including more than one faculty member are recommended primarily for interdisciplinary offerings, travel, or other special courses. Team-taught courses warrant a full salary for each faculty member provided the final course enrollment (as defined in section 5.1) equals ten paid enrollments per faculty member for undergraduate courses and eight paid enrollments for graduate courses.

For team-taught courses with enrollments that fall below this number, the total final course enrollment will be divided equally between (or among) the team faculty members and the per-head rate of compensation will be applied.

Enrollments from team-taught courses will be divided equally when used in enrollment averaging.

5.6 Study Abroad Courses

All summer study abroad courses (including internships) must be reviewed and approved by the Office of International Education and Programs (OIEP). Students are responsible for paying for the program fees in addition to the tuition for the credit hours they are enrolled in. The OIEP will register students participating in summer study abroad programs led by College of Charleston faculty. Students participating in Independent Study abroad programs are responsible for paying the cost of those programs as well as the travel and living expenses. All courses with Independent Study abroad programs have to be approved by the respective academic departments and forwarded to the OIEP for processing.

Independent studies and internships set up for CofC students abroad will be paid at $300 a head (prorated at a rate of $100 a credit hour per student) if the students are registered for 3 credit hours and have paid tuition.
Contracts for independent studies and internships will be processed after the 50% refund date for each session.

Study abroad courses are subject to the same minimum class size and cancellation policy guidelines set forth in section 5.3. Ten paid enrollments will warrant full salary compensation for study abroad courses that are not team-taught, and team-taught policy guidelines (section 5.5) will apply for those that are. (NOTE: Individuals participating in the faculty/staff development program and paying less than full tuition are not considered paid enrollments.)

If there are insufficient enrollments to warrant full salary by the date required to purchase tickets for travel or April 15th, whichever occurs first, faculty members must notify the Director of Summer Programs by that date whether they will accept a per-head compensation arrangement and allow the course to continue to be offered. A joint decision must be rendered for team-taught study abroad courses.

If the faculty member agrees to teach under a per-head compensation arrangement and the final paid enrollment (section 5.1) later increases to the necessary minimum levels outlined above before the study abroad commences, full salary compensation will be paid. However, if the final paid enrollment decreases after a per-head compensation arrangement has been agreed upon, the agreed upon salary will not be negatively affected.

6. TEACHING LOAD

6.1 Teaching Load

Summer School consists of five sessions: Maymester, May Evening, Summer I, Summer Evening, and Summer II. Faculty members other than chairs (see 6.2 below) may teach a maximum of three courses (three-credit hour) during all sessions. This limit does not include independent study and internship courses, but does include study abroad courses. With written permission of the Provost, this policy may be waived in certain situations (e.g. student needs related to graduation, faculty member retirement considerations, etc).

The maximum teaching load of three courses (excluding independent study and internship courses) is subject to the following:

6.1.1 Only one three-credit-hour course may be taught in Maymester. Only two three-credit hour courses may be taught during Maymester and May Evening in combination. No more than two three-credit-hour courses may be taught during May Evening.

6.1.2 Only two three-credit-hour courses may be taught within any one of the other two remaining terms: 1) Summer I; and 2) Summer II and Summer Evening.

6.2 Ten- Eleven- and Twelve-Month Faculty/Staff

Faculty and staff who are on a 10-, 11- or 12-month contract should complete the “Intent to Teach during Non-Contract Time” form at the end of these guidelines. The purpose of the form is to indicate how faculty and staff will schedule their time to meet both obligations. This form should be submitted to the Summer School office.
Chairs may teach no more than two classes during a calendar year of Maymester/Summer Sessions and no more than one course during the day without taking vacation time to teach.

7. CONTRACTS

7.1 Due Date for Contracts

The department chair is responsible for ensuring that faculty contracts are delivered to the Maymester/Summer Sessions Office no later than 60 days prior to the beginning of each summer term. If a contract is turned in past this date, faculty may not be paid on time. Contracts for individual enrollments should reach the Summer School office at least 2 days before the start of the appropriate session.

7.2 Contract Administration

The following conditions apply to all contracts delivered to the Maymester/Summer Sessions office:

7.2.1 Summer School uses two different contracts: “Request for Additional Pay” for full-time faculty and employees (including full-time visiting faculty who taught in the fall and spring) and “Adjunct Contract” for adjuncts and temporary employees.

7.2.2 All summer contracts should use the day classes begin for the start date and the date grades are due for the end date. This is to insure that faculty will retain their email accounts, Banner access, and Oaks access until grades are due.

7.2.3 Team-taught courses should have two contracts (one for each faculty member) and both professors’ names must appear on SSASECT in Banner.

7.2.4 Roster faculty salaries: The contract need not bear the amount of compensation to be paid (although it is acceptable if it does). Because compensation is dependent on enrollment, Summer School will compute these salaries.

7.2.5 Adjunct salaries: These salaries are determined by academic degree and service at the College. Departments should insert the salary on the appropriate line on the contract or submit information about the degree and service so Summer School can compute the salary. Adjuncts who have taught ¾ time or full time (3 or 4 classes at the CoC) during the prior spring and fall semesters receive $2,500 for a three-hour course. All other adjuncts: those with the terminal degree will receive $2,300 for a three-hour course, and those without the terminal degree will receive $2,200 for a three-hour course.

7.2.6 Only one session (e.g. Summer I) may be submitted on a single contract. Multiple courses can be listed on one contract, but they must be for the same session. If someone is teaching courses in two different sessions, submit two different contracts.

7.2.7 The course, section number, CRN (course reference number), class dates, and class meetings times must be on the contract for which compensation is sought and coincide with the agreed upon list of departmental course offerings and what is in
Banner. EXCEPTION: Study abroad courses, independent studies, and internships require all of the above information except meeting times.

7.2.8 Both the department chair (or program director) and dean must sign the contract. NOTE: The faculty member’s signature is not required at this point. Human Resources prefers to have faculty members sign the contracts once all other processing has been completed.

7.2.9 All faculty (adjunct and roster faculty) must sign contracts at the Human Resources Office (HR) before the contracts can be processed. This is to ensure that the amount of pay is correct and that any forms needed by HR (e.g. W-4) are completed. If a faculty member cannot come to HR to sign the contract (e.g. the faculty member is out of the country), please notify the Summer School Office immediately.

7.2.10 Contracts are due in the Summer School Office no later than 60 days prior to the beginning of class. Contracts may be submitted earlier, of course.

7.2.11 Only contracts that will be paid out of the Summer School budget (usually only teaching related) should be routed to the Maymester/Summer Sessions Office. Contracts paid by other departments or outside sources (e.g. research grants) should not be routed through the Summer School Office.

7.2.12 Inaccurate or incomplete contracts will be returned to the appropriate departments.

7.2.13 All departments must submit roster faculty contracts and adjunct appointments for faculty who teach a course but are not paid in the summer. (For example, faculty who teach as part of a joint program with another institution or advise a student in an independent study course, but they are not paid by the College of Charleston.) Zero pay contracts / appointments are required for these employees (1) so that they will have access to web grading for the course, (2) so that the CofC will have a record that they taught the course, and (3) so that the CofC will have a mechanism for gathering credential information required by SACS and for acquiring personnel information required by the state. These appointments/contracts need to be signed by the department chair and dean, and then sent to the Summer School office for entry into Banner. Academic Affairs will then forward the information to Human Resources for entry into the employee system. If you have questions concerning zero-pay contracts, please contact Claire Woelfel (3-7404) in the Summer School office.

7.2.14 Study Abroad Contracts: Contracts for study abroad courses should include the actual dates for the study abroad course, not the dates for the session. These courses should be placed in a Summer Session according to the start date of the course. This rule is in accordance with CHE and SAC guidelines, e.g. if a study abroad course begins on May 20 and ends on June 30, the class may be entered in Maymester or May Evening. See section 5.6 for general information on study abroad classes and section 8 for information on grades for study abroad courses. Call the Summer Sessions office if you need assistance.

7.2.15 Departments must notify the Summer Sessions office immediately of any course or faculty changes to contracts already processed.
7.2.16 The SS office processes contracts in chronological order, session by session. Within each session, contracts are processed from classes with the largest enrollment to classes with the smallest enrollment. Per-head contracts are processed the day after drop/add. Independent Studies and Internships are processed the day after the 50% refund period for the session under consideration.

8. SUBMITTING GRADES FOR STUDY ABROAD COURSES

Some Study Abroad courses end after the grade submission deadline for the scheduled session of the course. In such cases, follow the procedure outlined below.

8.1 If the instructor has access to the class roll via MyCharleston, he/she must electronically enter an "I" for Incomplete for each student on the roll. This can be done only during the scheduled grading period for that particular session.

8.2 If the instructor has no access to MyCharleston: he/she must notify the Director of International Education and Programs who oversees the Study Abroad programs, and at his request to the Grading Coordinator, the Incomplete grades will be posted.

Faculty should submit the final grades to the Grades Coordinator in the Registrar’s Office on a class roll signed and dated by the faculty member.

The Grades Coordinator will manually enter the final grades for each study abroad course as they are received.

Grades will immediately be available to students via Banner on MyCharleston.

9. CANCELING A CLASS

Once a decision has been reached to cancel a class, the department should contact both the Summer School office, if it has not already done so, and Cheryl Chapman (chapmanc@cofc.edu) in the Registrar’s Office. Before the Registrar’s Office begins dropping students from the class roll, they will forward to the department an electronic copy of the class list with email contacts for students enrolled in the class. Departments are then responsible for contacting students about the cancellation.

10. USING INSTITUTIONAL RESEARCH FOR DEPARTMENTAL SUMMER SCHOOL STATISTICS

To view statistical information concerning departmental summer classes, please use the following:

a) Log into http://ir.cofc.edu/ (Institutional Research)
b) Click on “Specialized Reporting.”
c) Click on “Reports on Summer Sessions.”
d) Click on the link to view “last-created” reports.
e) Select a link under “Detailed”, “Summary”, or “Averages” for appropriate report and follow instructions as necessary.

If anyone has problems in accessing this report, please contact Institutional Research at 953-5708.

11. SUMMER SCHOOL CONTACTS

Contact the Summer School Office for assistance:

C. Michael Phillips, Director  
phillism@cofc.edu  
953-4942

Claire Woelfel, Budget Analyst  
woelfel@cofc.edu  
953-7404

Nikelle Young, Administrative Assistant  
youngne@cofc.edu  
953-4831
Intent to Teach During Non-Contract Time

(This form should be submitted only by those already under a 10-, 11-, or 12-month contract or those under contract during May 16 – August 15 or those who receive stipends for work beyond the regular academic year.)

This is notification of my intent to teach from the dates ________________ to ________________ during ________________ (session, e.g. Maymester).

In order to meet the obligations of my contract and to teach, I intend to schedule my work hours as follows:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

_________________________________ ______________
Faculty Member     Date

_________________________________ ______________
Chair (if applicable)     Date

_________________________________ ______________
Dean       Date

(Return this form to the Summer School Office.)