

April 20, 2022

Dear Colleagues:

We are preparing for the 2022 Summer School Sessions (I & II). This year, in an effort to streamline the Summer Faculty Appointment process and ensure compliance with the Faculty Handbook, we will adhere to the following processes:

1. **Course Scheduling and Approval** (through *Course Update and Approval form*)
2. **Faculty Summer School Appointments** (through *Faculty Success*)
3. **Transaction (WorkDay) pay processing** (by *Office of the Provost*)

Additional guidance for each of the above is provided below:

Course Scheduling and Approval

Summer course schedules and course updates were due to the Office of the Registrar by **March 11, 2022**. As always, Department Chairs (or Associate Deans in schools without departments) were asked to submit all information required to schedule courses (e.g., the identifying numbers of the summer school courses that each faculty member would be scheduled to teach) through the Dean for review and approval and ultimately to the Office of the Registrar for final processing and approval through the *Course Update and Approval form*.

Initiation of Summer School Faculty Appointments via Faculty Success

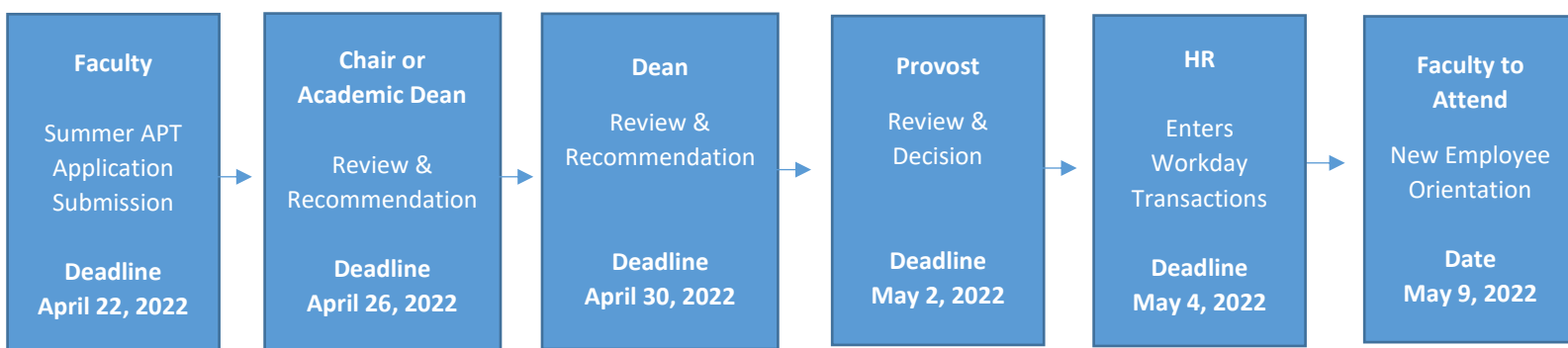
All Department Chairs and the Associate Deans in schools without departments were asked to submit *Faculty Success Summer School Configuration* forms with the information necessary to initiate Summer Session I and II faculty appointments. Specifically, in the configuration form, Chairs (or Associate Deans in schools without departments) should have provided the full name and email address of each person to be assigned to teach the Summer Session I and Summer Session II courses offered by their department (or school) listed in the *Course Scheduling and Approval Form*. The configuration form in Faculty Success replaces the old summer school faculty appointment form. The deadline to submit the *Faculty Success Summer School Configuration* forms was **Friday, April 15, 2022**.

Summer School Faculty APT Reviews in Faculty Success

New appointments. Individuals assigned to teach summer school courses who did not hold temporary (full-time or part-time), probationary, non-tenured renewable term, or tenured faculty positions during academic year 2021-2022 OR who were not employed as summer school faculty during summer 2021 are considered NEW summer school faculty. These faculty must be approved for adjunct status through the APT process by the Department Chair (where applicable), Dean, and Provost **and also must be on-boarded and hired by the Office of Human Resources prior to teaching as newly appointed faculty members.**

Reappointments. Individuals who were last employed as summer school faculty during summer 2021 will need to undergo APT review in order to be reappointed for summer 2022. These individuals must be reviewed and approved by the Department Chair, Dean, and Provost **and also must be re-hired by the Office of Human Resources prior to teaching as reappointed faculty members.**

Process. New faculty appointment applications and reappointment applications shall be submitted and reviewed by the appropriate college/school officers in *Faculty Success*. Please review the deadlines and workflow below, which will be facilitated within *Faculty Success*:



Transaction Processing

It is my intention that we have all payments fully approved in time for the June 3 (Session I) and July 15 (Session II) payroll. All Workday compensation transactions for summer school will be entered by the Office of the Provost. If you have questions related to this process, please contact any of the following individuals:

- Britney Allen, Sr. HR Operations Specialist, Office of Human Resources, briallen@howard.edu
- Department of HRIS, Office of Human Resources, hrprocessing@howard.edu
- Office of the Payroll, payroll@howard.edu

General Processing Guidelines

- In accordance with 500-012 University Hiring Policy, **all new faculty must be on-boarded and have approval to work from the Office of Human Resources prior to teaching or receiving a paycheck.** Individuals who violate this policy will be disciplined, up to and including possible termination of employment.
- Returning faculty must have their job records reactivated and notified of such by the Office of Human Resources before they can begin teaching or receiving a paycheck.

Faculty Compensation. Faculty compensation for summer instruction is determined as follows:

- a. For regular full-time faculty who are eligible to receive compensation for summer teaching at Howard, the formula for courses meeting the minimum enrollment threshold is:
$$1/39 \times 9\text{-month salary} \times \# \text{ credit hours taught/session}$$
- b. Remuneration for faculty involved in the supervision of independent study, thesis/dissertation, etc., is 50% of the tuition amount paid by each student. **Faculty requests to offer more than 12 credit hours individualized instruction per session must be approved in writing by the Dean and Provost. (Please ensure that thesis and dissertation research, as appropriate, are scheduled by all graduate departments.)**
- c. For part-time or adjunct faculty: All Adjunct (part-time) faculty members will be paid a minimum of \$1,450.00 per credit-hour.

The "Policies and Procedures" that govern the Summer Sessions are attached. **Please distribute a copy to all faculty engaged in summer instruction.** If you have questions concerning this information, kindly contact **Ms. Britney Allen** in the Office of Human Resources as soon as possible *briallen@howard.edu*.

Thank you for adherence to the dates and processes identified in this memo. Enjoy the remainder of the semester.

Sincerely,

Anthony K. Wutoh, Ph.D.
Provost and Chief Academic Officer

cc: Charles Pugh, Director of Employee Relations & HR Services

OFFICE OF THE PROVOST POLICIES AND PROCEDURES FOR HOWARD UNIVERSITY SUMMER SESSIONS

Outlined below are the University's Summer School policies and procedures. Instructional personnel are encouraged to review the policies and procedures noting any factors that may affect teaching load and salary. Information regarding student enrollment, class rosters, grade reports, and other related matters should be incorporated in the general responsibilities of all faculty.

FACULTY APPOINTMENTS

Upon the recommendation of the Dean and the approval of the Provost, summer faculty appointments are made for persons who held faculty appointments at Howard University in either the spring or fall term immediately prior to the summer term. New faculty must be cleared by the appropriate college/school officers and committees prior to an appointment. Persons holding summer faculty appointments at another institution are not eligible for a simultaneous appointment to the summer faculty at Howard University. Faculty members who are engaged in sponsored research during the summer and who wish to teach summer school must determine the apportionment of their effort on a case-by-case basis with their deans to avoid any potential conflict with the university's research policies and with federal regulations. Each 3- or 4-credit hour course represents 20 to 25 percent of an instructor's summer effort, but, depending on the particular circumstances, the percentage might be more or less. **A FACULTY MEMBER MAY NOT CHARGE 100 PERCENT OF HIS OR HER SUMMER SALARY TO A SPONSORED PROJECT AND ALSO TEACH A CLASS FOR WHICH THE UNIVERSITY PROVIDES COMPENSATION.** Faculty members who wish to both teach and conduct sponsored research must work out the details with their deans.

ENROLLMENT THRESHOLD REQUIREMENTS

Minimum: 5

Maximum: 25

Course enrollment level is determined by the number of paid students who have completed registration by 5:00 p.m., on May 23, 2022 for Session I and by 5:00 p.m. on June 27, 2022 for Session II. The minimum number of enrollees required to offer a class normally is five (5) students. Classes with fewer than 5 students will be cancelled unless extraordinary circumstances require their continuation. With the recommendation of the Dean, exceptions to the minimum enrollment requirement may be considered in cases where the course is required for students who are prospective graduates for either the summer or fall terms, and if the course will not be offered in the fall. **In such cases, a letter from the Department Chairperson, endorsed by the Dean, justifying continuation of the class, should be sent to the Office of the Provost.**

COURSE CANCELLATIONS

PLEASE NOTE THAT COURSES ARE NOT AUTOMATICALLY CANCELLED IF THE ENROLLMENT LEVELS ARE LESS THAN THE REQUIRED MINIMUMS. ALSO, A FACULTY MEMBER MAY NOT CANCEL A CLASS IN WHICH THERE ARE VALIDATED STUDENTS; PROPER AUTHORIZATION TO CANCEL THE COURSE IS REQUIRED.

The official cancellation process and the guidelines are as follows:

- The request to cancel a course must be initiated by the Dean, Chairperson or individual who has been designated as responsible for the administration of the department's summer program. For this purpose, the standard course scheduling/cancellation form may be used or the request may be transmitted on official stationary; the request form or memorandum **must** be approved by either the Department Chair or the Dean; requests from faculty members that are not countersigned by the Chair or Dean will **not** be accepted.

- Requests to cancel courses in which there are less than five paid students (**and** for which special approval for continuation was not granted by the Provost) may be transmitted directly to Office of the Registrar for processing, and no additional justification is required.
- However, if the course either has at least five paid students or is one for which the Provost had granted an exception for continuation, the cancellation request **must** be approved by the Provost. For these courses, the Dean or Chairperson must provide a detailed justification for the cancellation.
- Approval to cancel courses for which there are at least five paid students will **NOT** be granted unless the **Dean** confirms that arrangements have been made for each validated student (a) to be placed in other sections of the same course, (b) to be placed in an alternate course acceptable to the student or (c) for the course to be offered on an individual instruction basis to any validated enrollee who desires to complete the course.
- Also, approval will not be granted by the Provost for the cancellation of independent study, thesis/dissertation or research courses in which at least one student is enrolled and paid, except with special justification by the Chair/Dean.
- ALL requests for the cancellation of Summer Session courses in which "validated students" are enrolled **MUST** be received by either Office of the Registrar or the Provost, as appropriate, no later than the fourth-class day of the session.

OFFICIAL CLASS ROSTERS AND GRADE SHEETS

The names of enrolled students will appear on the class rosters which are updated daily throughout the registration period. Following the close of late registration and change of program period, the final official list will be provided. This class list will reflect all eligible students who are enrolled and financially validated for summer session. Faculty members may view their official class rosters on-line at any time during the enrollment period.

Payroll preparation and related matters are based on the official class rosters and course enrollment levels. Therefore, it is important to remind students that their registration is not complete until all tuition and fee charges have been paid IN FULL. Any student who maintains he/she has completed registration, and paid the required fees, but whose name does not appear on the class roster should be advised to report immediately to the Academic Recording service window, 1st Floor Administration Building, to obtain documentation of official registration. Only those students who have paid the required tuition and whose names appear on the official class rosters are authorized to remain in classes and receive instruction.

Faculty are not authorized to accept assignments from a student whose name does not appear on the official class roster or permitted to allow the student to remain in class.

REFER ANY SUCH STUDENT TO THE OFFICE OF THE REGISTRAR IMMEDIATELY!!

IMPORTANT SUMMER SCHOOL DATES SUMMER SCHOOL 2022 Summer Session I: May 23 – June 26 Summer Session II: June 27 – July 31	
Summer Session I	
Registration	May 19 - 23, 2022
Classes Begin	May 23, 2022
Change of Program Period	May 19 - 23, 2022
Last Day to Withdraw from a Course	June 6, 2022
Formal Classes End	June 22, 2022
Last Day to Complete a Total Withdrawal	June 22, 2022

(For Summer Session I)	
First Five-Week Summer Session Ends	June 26, 2022
Summer Session II	
Registration	June 23 - 27, 2022
Classes Begin	June 27, 2022
Change of Program Period	June 23 - 27, 2022
Last Day to Withdraw from a Course	July 11, 2022
Formal Classes End	July 27, 2022
Last Day to Complete a Total Withdrawal (For Summer Session II)	July 27, 2022
Second Five-Week Summer Session Ends	July 31, 2022

CLASSROOM ASSIGNMENTS

Faculty are not authorized to relocate a class to a classroom location other than that assigned by the Office of the Registrar. It is very important that faculty contact the Office of the Registrar prior to relocating a class from the assigned classroom. All classroom change request forms must be submitted to Office of the Registrar prior to the beginning of classes each session.

TAX FORMS

Persons who were not employed by the University during the academic year (2021 – 2022) are considered "new" and are required to complete the appropriate tax forms during the first week of employment. Tax forms may be completed by logging into the Workday application <http://www.workday.howard.edu> or through the Department of Payroll, which is located at the HU Service Center, 2244 Tenth Street, NW, and Third Floor.

FACULTY SALARY

Faculty members will not be allowed to teach more than 6 credit hours per Summer Session totaling no more than 12 credit hours for both Summer Sessions without the written approval of the Department Chair and Dean. Howard University faculty salaries for the summer are determined by computing the individual's 9-month salary and the number of credits taught per summer session (*Formula: 1/39 x 9-month salary x the number of credit hours taught per session*) as long as it does not exceed the threshold (IBS divided 1/3rd and result to be restricted to 80%).

For those courses traditionally offered as "individualized instruction" (i.e., thesis, dissertation, research), faculty will be paid 50% of the tuition. All adjunct (part-time) faculty members will be paid a minimum of \$1,450.00 per credit-hour.

Payments will be distributed according to the schedule below:

Session I	Session II
3 June 2022	15 July 2022
17 June 2022	29 July 2022
1 July 2022*	12 August 2022*

*Deposits will be issued only on these dates and final deposits will be issued ONLY to those faculty who have submitted all completed "Grade Sheets" to the Office of the Dean of their respective college/school, within 3 business days following the last day of each summer session. (Summer Session I end June 22; Summer Session II ends July 27.)