

May 1, 2023

Dear Colleagues:

We are preparing for the University's 2023 Summer School Sessions (I & II). Please use the attached *Summer Faculty Appointment Form* to submit the requested information for each person assigned to teach courses offered by your department this summer. Include the identifying numbers of the course(s) each faculty member is scheduled to teach. The *Summer Faculty Appointment Form* is due to the Office of the Provost by **Friday, May 5, for Summer Session I and by Tuesday, June 20, for Summer Session II**. In the form, please indicate if the faculty member is an initial appointment, reappointment, or extended appointment using the criteria below.

Initial Summer Appointments: Faculty candidates assigned to teach summer school courses who have not held temporary (full-time or part-time), probationary tenure-track, career-status, or tenured faculty positions within the last 3 years.

Prior to teaching, initial summer faculty candidates must be 1) approved at the appropriate rank, by the respective department, school/college, and Office of the Provost and 2) on-boarded and hired by the Office of Human Resources. Approval of the appointment (rank, title) for initial appointments will be managed within [Faculty Success](#).

Summer Reappointments: Faculty appointed as summer school faculty in summer 2022 who did not also hold a temporary (full-time or part-time), probationary, career-status, or tenured faculty position during AY2022-2023. Reappointed faculty must be approved at the respective department, school/college, and university levels. Please ensure that documentation of teaching effectiveness (i.e., summer session student evaluations, peer evaluations) are submitted as part of the application, which will be generated via Faculty Success.

Extended Summer Appointments: Faculty with current appointments in AY2022-2023 that expire May 15, 2023. You must complete an *appointment extension* in [Faculty Success](#) to generate an updated contract for the faculty member to teach summer sessions.

After you receive notification that the appointment has been approved, please direct each new faculty member to contact Office of Human Resources (OHR) prior to or during his/her first week of employment to certify Department of Homeland Security documentation. The OHR office is located in the HU Service Center, 2244 Tenth Street, NW, Suite 422; email hrprocessing@howard.edu.

Transaction Processing: All compensation transactions should be approved in time for the June 2 payroll. **All compensation transactions for summer school will be entered by the Office of the Provost.**

If you need any assistance 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
- Faculty Success Helpdesk, Office of the Provost, facultysuccess@howard.edu

Summer Hiring Policies

- In accordance with 500-012 University Hiring Policy, all initial faculty candidates must be on-boarded and have approval to work from the Office of Human Resources prior to teaching or receiving a paycheck.
- Reappointed faculty must sign new contracts through [Faculty Success](#) before they can begin teaching or receiving a paycheck.
- **Individuals who violate these policies will be disciplined, up to and including possible termination of employment.**

Please ensure all faculty have been properly authorized to work and fully comply with all applicable University policies. If you need assistance, please contact the Office of Human Resources (OHR) or any other persons listed above. OHR will provide additional guidance to assist with processing these transactions.

Faculty Compensation

- a. For probationary tenure-track and tenured 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 \$1,650 per credit-hour.

The policies and procedures that govern the Summer Sessions are attached below. **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 adhering to the dates and processes identified in this letter. 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 into the general responsibilities of all faculty.

FACULTY APPOINTMENTS

Upon the recommendation of the Chair, Dean and the approval of the Provost, summer faculty appointments or extensions are made for faculty who held faculty appointments at Howard University in either the spring or fall term immediately before the summer term. Faculty candidates who have not held appointments in the prior 3 years must be processed as initial appointments. Temporary faculty candidates who taught in the summer prior must be processed as reappointments. Persons holding summer faculty appointments at another institution are not eligible for a simultaneous appointment to the summer faculty at Howard University.

Faculty members 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 wishing to teach and conduct sponsored research must discuss 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 22, 2023, for Session I and by 5:00 p.m. on June 26, 2023, 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 the continuation of the class, should be sent to the Office of the Provost.**

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 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 stationery; 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 the 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 2023

Summer Session I: May 22 – June 25

Summer Session II: June 26 – July 30

Summer Session I

Registration	May 18 – 22, 2023
Classes Begin	May 22, 2023
Change of Program Period	May 18 - 22, 2023
Last Day to Withdraw from a Course	June 9, 2023
Formal Classes End	June 21, 2023
Last Day to Complete a Total Withdrawal (For Summer Session I)	June 9, 2023
First Five-Week Summer Session Ends	June 25, 2023

Summer Session II

Registration	June 22 – 26, 2023
Classes Begin	June 26, 2023
Change of Program Period	June 22 – 26, 2023
Last Day to Withdraw from a Course	July 10, 2023
Formal Classes End	July 26, 2023
Last Day to Complete a Total Withdrawal (For Summer Session II)	July 14, 2023
Second Five-Week Summer Session Ends	July 29, 2023

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 classrooms 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 (2022 – 2023) 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 salaries for full-time faculty 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*) if 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 \$1,650 per credit-hour.

Payments will be distributed according to the schedule below:

Session I	Session II
2 June 2023	14 July 2023
16 June 2023	28 July 2023
30 June 2023*	11 August 2023*

*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 ends June 22; Summer Session II ends July 27.)

THANK YOU AND HAVE AN ENJOYABLE SUMMER

Faculty Rank Code
 Professor: 101
 Associate Professor: 102
 Assistant Professor: 103
 Instructor: 104
 Lecturer: 105

*Office of the Provost
 Summer Faculty Appointment Form
 Session 1 2023*

School/College: _____ **Department:** _____

Name (Last, First)	Continuing/ New Adjunct	Employee #	Faculty Rank Code	E-mail	Summer I Course Number(s)

Chair: _____
 Dean: _____

Faculty Rank Code
 Professor: 101
 Associate Professor: 102
 Assistant Professor: 103
 Instructor: 104
 Lecturer: 105

*Office of the Provost
 Summer Faculty Appointment Form
 Session II 2023*

School/College: _____ Department: _____

Name (Last, First)	Continuing/ New Adjunct	Employee #	Faculty Rank Code	E-mail	Summer II Course Number(s)

Chair: _____
 Dean: _____