

Memorandum of Agreement Aspects of Summer Teaching

In the interest of optimizing the use of summer faculty, the following guidelines have been agreed to for the following prorated and cancellation guidelines for:

- I. **Thresholds:** The minimum number of students for summer classes to be offered with full compensation are 12 students for an undergraduate course and 2 students for a graduate course.
- II. **Prorated Compensation for Undergraduate Courses:** When a course does not meet the enrollment threshold for full compensation, employees may choose to teach for prorated compensation or to cancel the course. A decision to prorate or cancel a course must be made by the relevant program chair/minor coordinator and school dean.
- III. **Timing of Cancellation or Proration Decisions:** A University experience will be approximately 10 weeks. If a course is canceled or proration is decided, the instructor of record must be notified approximately 4 weeks before the start of the course. Instructors of record are notified of enrollment decrease by the end of the 4th week of the course. Once that date passes, the instructor of record has committed to teach the course according to the formulas outlined above. However, should enrollment decrease below the minimum threshold, compensation will be prorated according to the formulas above.
- IV. **Compensation for Graduate Courses:** Graduate courses will be compensated per the following formulas:

Undergraduate Courses		Graduate Courses	
1 enrolled	.084 of full compensation	1 enrolled	.25 of full compensation
2 enrolled	.167 of full compensation	2 enrolled	.50 of full compensation
3 enrolled	.250 of full compensation	3 enrolled	.75 of full compensation
4 enrolled	.334 of full compensation	4 enrolled	1.00 of full compensation
5 enrolled	.417 of full compensation	5 enrolled	1.25 of full compensation
6 enrolled	.500 of full compensation	6 enrolled	1.50 of full compensation
7 enrolled	.583 of full compensation	7 enrolled	1.75 of full compensation
8 enrolled	.667 of full compensation	8 enrolled	2.00 of full compensation
9 enrolled	.750 of full compensation		
10 enrolled	.833 of full compensation		
11 enrolled	.917 of full compensation		
12 or more enrolled	Full Compensation		

- V. **Independent Studies, Internships, and Summer Financial Funding:** Independent Studies, Internships, and SIREs are not covered by this agreement. These will be administered as outlined in the Memorandum of Understanding on Financial Support for Summer Teaching.

Term

This Agreement shall automatically terminate on the day of the year of the calendar, unless the parties write the date of its termination in the space provided below. If the parties do not agree on the date of termination, the agreement shall terminate on the date of the last meeting of the parties.

IN WITNESS

For Stockton University



Harvey

