Campus Correspondence

From: Jane Cassidy, Senior Vice President
Office of Academic Affairs

To: Academic Deans, Directors, Department Heads and Chairs

Re: 2016 Summer Compensation

The Office of Budget and Planning has distributed information regarding online processing of 2016 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 or B or a combination of sessions (accordingly, teaching assignments in excess of 2 courses – 100% 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 26 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 5/14-8/14 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 following chart reflects the appointment dates associated with each 2016 session and the STB compensation based on 100% effort. Summer appointments will be monitored so that this guideline is followed.
<table>
<thead>
<tr>
<th>SESSION</th>
<th>EFFECTIVE DATES</th>
<th>STB COMPENSATION (FULL-TIME)</th>
<th>MAXIMUM SUMMER RESEARCH COMPENSATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5/31-8/5</td>
<td>2/9 of AY</td>
<td>AY x 0.004273 x 26</td>
</tr>
<tr>
<td>B</td>
<td>5/31-7/28</td>
<td>2/9 of AY</td>
<td>AY x 0.004273 x 26</td>
</tr>
<tr>
<td>Research Only</td>
<td>5/14-8/14</td>
<td>3/9 of AY</td>
<td>AY x 0.003584 x 93</td>
</tr>
</tbody>
</table>

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/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 paid from the 1090 object code cannot be used to calculate summer earnings potential. These amounts must be subtracted from the annual salary before the summer earnings potential is calculated.

**WORKDAY TRANSITION**—All additional compensation forms that are submitted through the summer term budget to the Office of Budget & Planning will be processed accordingly. However, manual entry of additional compensation forms by the Colleges/Departments may not have dates that overlap the fiscal year.

Examples:

POA 5/14-8/14
Form One 5/14-6/30 and Form Two 7/1-8/14

Summer Teaching - Session A
Form One 5/31-6/30 and Form Two 7/1-8/5

xc: EVP & Provost Richard Koubek
Tommy Smith, Budget & Planning
Haley Norton, HRM
Donna Torres, Accounting Services
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 ______% effort for a total of $________ during Summer 2016.

Name (Please print)      LSUID

Signature