

Summer Appointment Guidelines and Hiring Routes for Faculty Duties

Faculty responsibility areas include work designated in effort areas of teaching, research, outreach, and service. Additional examples of responsibilities include course development, advising and administration.

Hiring Routes

Type of Employee	Hiring Paperwork
Academic Year University Faculty	Summer Session Contract & Worksheet
Fiscal Year University Faculty	Faculty Salary Change Form for additional compensation
Temporary Faculty	Summer Session Contract & Worksheet
Exempt staff	Staff Salary Change Form
Classified staff	Staff Salary Change Form
TH staff	TH Instructional Compensation Form

Note:

- To hire for instructional or teaching support (including a TA role that is NOT an instructor of record), follow the [Human Resources](#) staff temp help (TH) hiring process.
- To hire as the Teaching Assistant employment classification work with the [College of Graduate Studies](#) (COGS) on the hiring process/paperwork.
- To hire a graduate student as the instructor of record who is not officially on a summer assistantship through COGS, follow the temp faculty hiring paperwork listed above.

Process and Routing for Summer Contract & Worksheet

The employee must complete the Summer Salary Contract and Worksheet and obtain the required approval signatures. The document will be routed through the required approval queue's; department chair/head approval, department grant administrator certification (as appropriate), college/dean approval (or CEO's), and lastly the Provost Office. Upon final approval by the Office of the Provost and Executive Vice President the approved document will be routed back to the representative from the college via e-mail. EPAF can be generated upon final approval by the Office of the Provost and Executive Vice President.

General Information

- **All individuals teaching as an instructor of record must meet the [faculty qualifications guideline](#).**
 - To request an exception to the faculty qualifications, review and approval is required by the Vice Provost for Faculty via the *Exception to Faculty Qualifications Request Form*. Allow extra processing time for review.
 - *Exception-* For graduate students who have been hired as a TA to teach the course previously or a similar 100 or 200 level course, an exception form is not required. Upon submittal to the Provost Office for processing, include that the employee has taught the course previously and which semester.
 - *Exception-* A new exception form is not required if the individual has been approved to teach the course via the exception form previously. Note, the employee must have been approved formally via the exception form processed by the Office of the Provost & EVP and the course must be the same course from previous approval. For efficient processing please include the previously approved exception form with the hiring paperwork if possible.
- Faculty on summer contract are generally expected to be onsite for the summer contract period unless their research requires off-site activities or they are teaching an online course.

- Any consulting activities conducted during the summer contract period are subject to the same University policies in effect during the academic year (see [FSH 3260](#)).
- Summer instruction is paid during the actual period of the course.

Timeline ([FSH 3120](#))

- The plan for the summer program is generally completed by February 1st.
- Recommendations for summer appointments are to be submitted to the Provost Office for final approval in March or April.
- Once submitted to the Provost Office, the contract & worksheet will be reviewed and approved in approximately 10 business days or less. Upon receiving an approved contract back, the unit is to submit the EPAF.

Max Summer Salary

- Formula to calculate is located in EPAF training materials found [here](#).
- If an employee meets any of the 1-3 conditions below, the contract for summer work will be conducted via the Faculty Salary Change Form and payment will be in the form of additional compensation.
 1. Faculty working overload (exceptional circumstance)
 2. Exceeds max summer salary
 3. Is a fiscal year employee

Calculating Hourly Rate

- Formula to calculate is located in EPAF training materials found [here](#).
- The rate of pay for summer salary if working on sponsored projects or other assignments may not be more than the institutional base rate of pay established for the faculty member during the academic year appointment.
- Faculty who have an administrative appointment (E4107) as part of their contracted rate of pay during the academic year can use their full salary amount (E4105 & E4107) to determine the appropriate hourly rate. Temporary salary increases for administrative appointments less than six months are not eligible to be included.

Additional Information Pertaining to Grant Funded Research, Sponsored Research, Other Research Activity

To ensure that the University of Idaho is in compliance with all regulations applicable to federal and non-federal sponsored projects, the following rules apply to faculty salaries charged to sponsored projects during the summer contract period:

1. All salary charges to sponsored projects must be consistent with University policy and procedure for charging to sponsored projects and must only include compensation for effort actually expended on those sponsored projects within the summer contract period. This means that the faculty member on summer contract will not be paid for the Memorial Day and/or 4th of July holidays unless the faculty actually performs work on the holiday, and then will be paid only for the actual time worked. The provisions of FSH 3460 F-1 do NOT apply to the summer contract period for work assignments on sponsored projects and no holiday pay will be paid for sponsored work performed during the contract period.
2. Only activities directly related to the sponsored project, such as performing research or scholarly activities specified in the grant or contract, writing progress reports, attending project-related conferences or events, and holding research meetings, may be charged to a sponsored project. Non-related activities, such as writing proposals for other projects, performing non-sponsor related research or scholarly activities, taking vacations, attending department faculty meetings, teaching, preparing to teach, performing unrelated administrative work, performing University service work, and attending non-sponsored project-related conferences, may not be charged to sponsored projects.

Filling out the contract and worksheet:

UNIVERSITY OF IDAHO SUMMER CONTRACT AND WORKSHEET

SUMMER 2022

[Name]	[Faculty Rank or N/A]	Date: [x]
[Position Class/Title/Faculty Type/Administrative Role/Temp Faculty]		
[College]	[Department]	
[V Number]	[Total salary to be paid (must match worksheet): [x]]	

Maximum salary calculations are only applicable to **UNIVERSITY FACULTY ONLY** (N/A for Temp Faculty)

Maximum available summer salary hours=520

Up to 13 weeks available (May 15, 2022 through August 13, 2022)

The above available hours include holidays during the summer contract period

Faculty AY Base Salary:	\$(fiscal year 2022 base salary)
Administrative Increment:	\$(if applicable)
Total AY Contract Salary:	\$(sum of base plus stipend if applicable)
Total Maximum Summer Salary Allowed:	\$(total max salary)
13 (weeks) x 40 (hours) x hourly rate	

This summer salary agreement must be **signed and returned to the provost's office prior to the start date of the appointment** and is subject to final approval by the President of the University or designated Provost and Executive Vice President or Vice President to make the appointment effective.

This agreement confirms the concurrence of the University and the employee regarding compensation to be provided to the employee for services rendered during the summer contract period indicated above. This agreement and employee's employment during the summer contract period are subject to all policies and procedures of the Idaho State Board of Education and Regents of the University of Idaho and all policies and procedures of the University of Idaho Faculty-Staff Handbook, the University of Idaho Administrative Procedures Manual, the Guidelines for Faculty Summer Salary, and other University policies, and all may be amended from time-to-time without notice. The employee specifically recognizes and agrees to abide by the terms set forth in Faculty-Staff Handbook Section 5300, Copyrights, Protectable Discoveries, and Other Intellectual Property Rights, and 5400, Employment Agreement concerning Patents and Copyrights. Employee is subject to termination for adequate cause or as a result of a declared financial exigency or program closure, and is subject to non-renewal, all as set forth in the Regents' policies.

Employee will fulfill his/her duties and assignments during the summer contract period on the specific dates listed above and on the attached approved Faculty Summer Salary Worksheet, incorporated by this reference, and will be paid the amounts from the accounts listed in the Worksheet.

This summer salary agreement constitutes the entire agreement of the parties with respect to employee's employment and compensation for the summer contract period referenced above, and there are no oral or other written agreements relative to summer salary unless specifically incorporated under "Other Conditions" below. This agreement may be modified only in writing when signed by all parties and, when applicable, approved by the Regents of the University of Idaho.

OTHER CONDITIONS:

Employee acknowledges and agrees that the Summer 2022 Faculty Guidelines apply to this contract. If the salary and other benefits for the summer contract period are funded from a grant or other sponsored research, only time spent in actual work will be paid. Accordingly, if the work is performed under grant funding or other sponsored research, employee will not be paid for the Memorial Day, Juneteenth and/or 4th of July holidays unless employee performs work on the holiday, and employee understands and agrees that salary will be paid only for the actual time worked. Employee understands and agrees that the provisions of FSH 3460 F-1 do NOT apply to the summer contract period if work is performed under grant funding or other sponsored research, and in such event, waives any right to seek compensation for holiday pay during the contract period.

Box should be marked and the corresponding section completed for each type of work being contracted for. Sections can be edited to align with the work contracting for; rows can be added to sections as needed. Columns for active sections cannot be removed. Sections not applicable can be removed.

Type of Appointment (Select all that apply, then complete the required section below)		
Teaching	<input type="checkbox"/>	Complete section 1 below
Administrative	<input type="checkbox"/>	Complete section 2 below
Course Development	<input type="checkbox"/>	Complete section 3 below
Research	<input type="checkbox"/>	Complete section 4 below
Other (Outreach, etc.)	<input type="checkbox"/>	Complete section 5 below. Consult with Provost Office if needed.

Section 1. Teaching Appointment (List one course per line)

*If pay is determined by enrollment include the formula for pay and salary cap for the course in the salary amount box below.

Columns cannot be removed, each column must be completed. Rows can be added to add additional work as needed. FTE for the teaching assignment will be determined at the college/unit level. FTE by credit is not determined at the institutional level. Salary should be determined using established course rate of pay at the college/unit level.

Start date	End date	Subject/Course	Credit(s)	Hours worked per week	FTE	Index(es)	*Salary amount
Example: 5/15/22	6/15/22	English 101	3	8	.2 (8/40)	Provide applicable index number(s)	\$4,500.00
Subtotal:							4,500.00

Section 2. Administrative Appointment

Columns cannot be removed, each column must be completed. Rows can be added to add additional work as needed.

Start date	End date	Administrative Assignment (ex. Dept. Chair duties)	Hours worked per week	FTE	Index(es)	Salary amount
Example: 5/15/22	7/1/22	English department chair duties	15	.375 (15/40)	Provide applicable index number(s)	\$8,000
Subtotal:						\$8,000

Section 3. Course Development (One assignment per line)

Columns cannot be removed; each column must be completed. Rows can be added to add additional work as needed.

Start date	End date	Course Assignment	Hours worked per week	FTE	Index(es)	Salary amount
Subtotal:						

Section 4. Grant Funded Research, Sponsored Activity, Other Research Activity (One appointment/project per line)

Columns cannot be removed; each column must be completed. Rows can be added to add additional work as needed

Maximum salary per pay period <i>Max salary/6.5 pay periods</i>	\$ Provide max salary per pay period here using formula max salary/6.5 pay periods
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Start date	End date	Hourly rate	Length of appointment	Hours per week worked	FTE	Index(es)	Salary amount
Example: 5/15/22	6/1/22	\$41.00 Not to exceed max hourly rate	2 weeks	15	.375 (15/40)	Provide applicable index number(s)	\$1,230 (15x2=30 x \$41= 1,230)
Subtotal:							\$1,230

Section 5. Other Work

Columns cannot be removed; each column must be completed. Rows can be added to add additional work as needed. Faculty type work that does not fit in the above sections can be input in the table below.

Start date	End date	Hourly rate (required if not lump sum)	Appointment Duties (Include the scope of work, Outreach, etc.)	Hours per week worked	FTE	Index(es)	Salary amount
Subtotal:							

By initialing and signing this form, I understand and agree to abide by the following (please initial, MUST be completed).

Employee must initial each item below; forms not completed will be returned.

- _____ Individuals with a summer appointment do not earn annual leave. If I take vacation, it must occur during the time I am not paid. If my summer salary agreement requires me to work for the entire 13 or 14 week (depending on the given year) summer contract period, I understand that I can take no vacation.
- _____ If my plans change (including the percent of effort committed to an activity or project) greater than 5% over the summer period, I will request a corresponding change to my summer contract as soon as those changes become known.

By signing this form, I certify that I have read the Guidelines for Faculty Summer Release Salary, and I understand and agree to abide by the following related to sponsored projects (please initial or indicate N/A if not applicable):

Employee must initial each item below; if not applicable indicate N/A. Forms not completed will be returned.

- _____ During any period for which I am earning salary on a sponsored project, I will work the percent of effort indicated (compliant with the submitted and approved proposal and agreement terms) and will perform work directly related to the sponsored project that is providing my compensation.
- _____ During any time for which I am committed full-time on a sponsored project, I will not spend time on other unrelated activities, such as writing proposals for future funding, traveling on business not related to that sponsored project, and preparing for classes, unless these activities are allowable expenses on the particular source of funds, or the time devoted to the activities is considered *de minimus* (defined by the University of Idaho to be 5% or less of total time for the period).
- _____ If I am paid from a sponsored project, I will certify on my effort report that I worked on the sponsored project during the period for which I received summer salary and for the amount of time for which I was compensated.

Signatures below are required. Forms without proper signatures will be returned. The Department/Unit Grant Administrator certification is meant for the college or departmental person responsible for summer salary compliance. This is generally the grants and contracts coordinator (departmental grant administrator) or EPAF person/team.

Summer Contract and Worksheet Approval at Department and College Level:

By signing below the faculty and unit/college is acknowledging that it is the unit's responsibility to track and ensure that the information in this contract is correct and that the faculty is not contracted to work over 1.0 FTE. The below parties agree to abide by the policies and guidelines for summer contracting.

Certified by: _____
Employee signature required _____ date _____

Certified by: _____
Department/Unit Grant Administrator (Required if Section 4 is completed)

Approved: _____

Unit Administrator signatures (e.g. Dean, CEO) date

Approved: _____
President, Provost, Or Vice President date

Submission Steps: Submit the fully completed and signed form to the units designated Share Point drop box for review and final approval by the Provost Office. Hard-copies cannot be accepted by the Office of the Provost and Executive Vice President. **Work can only commence after the contract has been fully approved. EPAF can be generated upon final approval by the Office of the Provost and Executive Vice President.**

Units can use this space as needed to indicate notes, EPAF comments, fund and activity codes, etc.

This section is not required and can be used as units/colleges need to document EPAF comments, etc. This section is not part of the review and approval conducted by the Office of the Provost & EVP.