MISSISSIPPI STATE
UNIVERSITY™

AOP 13.12: Summer School Teaching

PURPOSE:

The purpose of this Academic Operating Policy and Procedure (AOP) is to insure our understanding and standardization of the policy governing summer school teaching.

REVIEW:

This AOP will be reviewed every four years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs.

POLICY/PROCEDURE:

Summer school teaching is the teaching of any classes that occur between the spring semester of the previous nine-month academic year and the following fall semester. Summer school operates on a self-sustaining basis. Salaries and expenses of instructional programs during the summer sessions depend upon resources generated by student enrollments. It may not be possible for all nine-month faculty who wish to teach in summer school to do so. Students' needs are balanced with departmental funds for summer school. Attention is paid to class size and numbers of sections needed for a given course. Compensation for summer teaching is up to 8.33% of the previous nine-month salary base for each three-hour course taught. Normally, a maximum for full-time teaching in the summer is 33.3% of the previous nine-month base salary.

The Associate Provost for Academic Affairs serves as the Director of Summer School. Academic deans and department heads are responsible for decisions on course offerings and teaching assignments. The Director of Summer School and the academic deans establish the budget for each college/school. The deans and department heads administer their respective budgets.

APPROVED:

/s/ Peter L. Ryan   03/23/2016
Associate Provost for Academic Affairs   Date

/s/ Julia Hodges   03/28/2016
Interim Provost and Executive Vice President   Date

/s/ Cody P. Coyne   03/28/2016
President, Robert Holland Faculty Senate   Date

REVIEWED BY:

/s/ Timothy N. Chamblee   03/28/2016
Assistant Vice President & Director   Date
Institutional research and Effectiveness

/s/ Joan Lucas   03/28/2016
General Counsel   Date

APPROVED:

/s/ Mark Keenum   03/28/2016
President   Date