



## **AOP 13.12: INTERSESSION TEACHING**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to insure our understanding and standardization of the policy governing intersession teaching (e.g., Maymester, summer, and winter sessions).

### **POLICY/PROCEDURE**

Intersession teaching is the teaching of any classes that occur outside of the regular fall and spring semesters. Intersessions operate on a self-sustaining basis. Salaries and expenses of instructional programs during the intersessions depend upon resources generated by student enrollments. It may not be possible for all faculty who wish to teach during intersessions to do so. Students' needs are balanced with departmental funds for intersession teaching. Attention is paid to class size and numbers of sections needed for a given course. Compensation for intersession teaching is up to 8.33% of the previous nine-month salary base (9-month faculty) for each three-hour course taught. Normally, a maximum for full-time teaching during the intersession is 33.3% of the previous nine-month base salary. However, approval may be granted by the academic department head/director, college dean and Director of Intersessions to exceed the 33.3% base salary and allow faculty to teach a maximum number of 18 course credit hours during intersessions in any one academic year.

For 12-month faculty, teaching opportunities may be available during intersessions and will be handled by the relevant academic unit on a case-by-case basis with compensation up to 8.33% of the calculated equivalent 9-month salary base. A Request for Additional Pay (RAP) form must be completed and submitted as part of the approval process for intersession teaching compensation.

The Vice Provost for Academic Affairs serves as the Director of Intersession Teaching. Academic deans and department heads are responsible for decisions on course offerings and teaching assignments. The Director of Intersession Teaching, the Director of Academic Fiscal Affairs and the academic deans establish the intersession budget for each college/school. The deans and department heads administer their respective budgets.

### **REVIEW**

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

**REVIEWED**

/s/ Peter Ryan 01/26/2022  
Executive Vice Provost and Dean of Graduate School Date

/s/ Jason Barrett 10/07/2022  
President, Robert Holland Faculty Senate Date

/s/ David Shaw 10/13/2022  
Provost and Executive Vice President Date

/s/ Tracey N. Baham 10/21/2022  
Assistant Vice President, Institutional Strategy & Effectiveness Date

/s/ Joan Lucas 11/02/2022  
General Counsel Date

**APPROVED**

/s/ Mark E. Keenum 11/28/2022  
President Date