

SUMMER EMPLOYMENT MATRIX

For detailed guidelines on how to complete the Summer Employment form, please refer to the Summer Instructions.

<u>Instruction</u>	<u>Criteria</u>	<u>Work Hours/Weeks</u>	<u>Earnings</u>	<u>Policy</u>	<u>Procedures</u>	<u>Variations</u>
<u>FTE</u>	All FTE Faculty working 9, 10.5 or 11 month pay basis are eligible for summer instruction.	9-month faculty pay basis is always 8/16 - 5/15, so they are eligible for summer instruction between 5/16 - 8/15. 10.5 and 11 month faculty are available for summer instruction based on their contractual time defined in their most recent appointment letter. For example, an 11-month faculty appointed 7/1 would be off contract 6/1-6/30; a 10.5 month faculty appointed 7/1 would be off contract 5/16 - 6/30.	Earnings per course/credit hour is determined at the college level. The total amount of compensation (Instruction and ECOM) for FTE faculty cannot exceed 33.3 - 33.85% for 9 month faculty, depending on the number of work days available during 5/16 - 8/15.	HR 1.81	2019 Summer employment instructions and form .	Exceptions to summer instruction earnings or total summer compensation earnings (Instruction and ECOM) require approval from the Provost on the Columbia campus, the Academic Affairs Officer for comprehensive campuses, or the Chancellor for Palmetto College.
<u>Adjunct Faculty</u>	All adjunct faculty who taught in the immediately preceding spring academic term are to be paid via summer compensation form (for ACA purposes).	No restrictions.	Earnings per course/credit hour is determined at the college level.		2019 Summer employment instructions and form .	Adjunct faculty who did not teach in the immediately preceding spring should be hired via PeopleAdmin. Please go to PA Talent Management System for additional information.
<u>ECOM</u>	<u>Criteria</u>	<u>Work Hours/Weeks</u>	<u>Earnings</u>	<u>Policy</u>	<u>Procedures</u>	<u>Variations</u>
<u>FTE ONLY</u>	All FTE Faculty working 9, 10.5 or 11 month pay basis are eligible for ECOM. ECOM is defined as sponsored research or other activities performed during the summer months which are not related to teaching summer sessions.	9-month faculty pay basis is always 8/16 - 5/15, so they are eligible for ECOM between 5/16 - 8/15. 10.5 and 11 month faculty are available for ECOM based on their contractual time defined in their most recent appointment letter. For example, an 11-month faculty appointed 7/1 would be off contract 6/1-6/30; a 10.5 month faculty appointed 7/1 would be off contract 5/16 - 6/30. The time out of contract should be defined in the appointment letter and cannot be changed from year to year.	ECOM earnings are determined by the base pay for the proceeding academic term. ECOM is calculated by daily or hourly rate and can be full or partial days. The total amount of compensation (Instruction and ECOM) for 9 month FTE faculty cannot exceed 33.3 - 33.85% depending on the number of work days available during 5/16 - 8/15.	HR 1.81	2019 Summer employment instructions and form .	Exceptions for total summer compensation earnings (Instruction and ECOM) must be approved by the Provost on the Columbia campus, the Academic Affairs Officer for comprehensive campuses, or the Chancellor for Palmetto College.