

SUMMER COMPENSATION OFFER TEMPLATE – PREPARE ON APPROPRIATE LETTERHEAD

Date

Dear NAME:

You have been offered the opportunity to teach or perform extra compensation/research during the summer. This letter is to confirm your summer instruction and/or summer ECOM/Research compensation for 2023.

Below are the courses/summer research for summer 2023:

Course Number/ECOM Description	Dates	Compensation

If applicable, insert narrative to provide further details of responsibilities for instruction/research.

If applicable, state any conditions for summer instruction that may indicate a prorated scale e.g. 75% of compensation if enrollment is less than X, course may be cancelled if enrollment is less than Y.

The payment schedule for summer compensation will align with the same pay schedule as your FTE appointment (current or lag). Your pay group is visible on your past paystubs which are accessible in Employee Self-Service. Please refer [here](#) for the 2023 payroll calendar. Initial payment may be delayed if action(s) is not submitted timely to the Division of Human Resources.

2023 Summer compensation is limited to 33.85% of your nine-month base salary during the preceding academic year based on 66 total working days. Expanded pay basis of 10.5 or 11 month will be prorated according to the number of days eligible for summer compensation determined by out of basis time. The out of basis is determined by the offer letter and the dates cannot be altered.

Please indicate acceptance of the terms defined in this letter regarding your summer compensation by signing in the space below and returning it to XXXXXXXXXXXXXXXX. Failure to return this letter timely may result in delay of payment.

Sincerely,

Name  
Title

I agree to the compensation terms listed in the letter:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date