

Faculty and Academic Graduate Student Employees

Summer 2024 Appointments

Overview

The University is transitioning to a new nine-month academic employment appointment period of 8/16 – 5/15. Changing our academic appointment start and end dates will address the known issues of asking employees to begin work prior to official appointment start dates, including delayed compensation and compliance concerns.

The new nine-month academic appointment period will be implemented for the first time in Fall 2024. To accommodate this change, the Summer 2024 term will be shortened by two weeks (6/1/24 - 8/15/24). In future years, the summer term will return to a full three months.

All academic units are asked to follow the Summer 2024 guidelines presented in this report to ensure that faculty and graduate students are paid for effort worked.

I. Summer 2024 Appointments - Teaching

CSUs are advised to approach summer teaching employment for faculty and TAs/AIs from a teaching stipend perspective to ensure that faculty/TA/AI receive fair compensation for the performance of instructional work, with the understanding that previous summer pay was dispersed over a 6-week period (Summer Session 1 or 2) or a 12-week period (whole summer).

Table 1: Change to Start and End Dates for Summer 2024 Academic Appointments

Summer Term	Historical Dates	Summer 2024 (Only)
Whole Summer Session (12 weeks)	6/01 – 8/31	6/01 – 8/15
9-Week Summer Session (9 weeks)	6/01 – 7/31	6/01 – 7/31 (no change)
First Summer Session (6 weeks)	6/01 – 7/15	6/01 – 7/15 (no change)
Second Summer Session (6 weeks)	7/16 – 8/31	7/16 – 8/15

Teaching Scenarios

- **9-Week or First Summer Session**
Faculty/AI/TA appointed for first summer session or the 9-week summer session can be appointed as usual with 2023-24 employment dates and will remain whole.
 - First Summer Session: 6/01 – 7/15 (6 weeks)
 - Nine Week Session: 6/01 – 7/31 (9 weeks)
- **Whole Summer or Second Summer Session:**
Faculty/AI/TA employed for the whole summer or only for the second summer session will be appointed using the dates provided below.
 - Whole Session: 6/01 – 8/15 (10 weeks)

- Disperse full summer-stipend (typically 12 weeks of pay) over a 10-week period.
- Second Session: 7/15 – 8/15 (4 weeks)
Disperse summer stipend (typically 6 weeks of pay) over a 4-week period.

Workday Processing Guidance

For faculty and graduate students employed as Teaching Assistants (TAs – Workday Job Profiles G0063) and Assistant Instructors (AIs – Workday Job Profile G0045), departments will need to adjust rates and/or FTE for **whole summer session** or **second summer session only** appointments. This adjustment is needed to ensure full compensation of the summer stipend over the shorter appointment period. Directions follow for these particular scenarios.

Graduate Student Employees

- **Monthly Pay Rate Calculation (whole summer or second summer only)**
 - Utilize the daily rate calculator developed by eBITS to calculate the increased monthly pay rate to ensure payment for the full period of work.
- **Recommended Business Title**
 - For affected TAs and AIs, it is recommended business titles for Summer TA and AI positions align with the semester they are employed:
 - 2024 Summer Semester TA/AI
 - 2024 Nine-Week Summer Semester TA/AI
 - 2024 Summer Session 1 TA/AI
 - 2024 Summer Session 2 TA/AI
- **Add comments on the Workday Business Process**
 - For audit and compliance purposes, it is recommended to include the following process comments on a Change Job, Hire, or Add Additional Job Business Process:
 - Temporary adjustment to base pay to facilitate transition to new academic employment dates during Summer 2024. Condensed employment dates during this transition period require temporarily increasing base pay to ensure total compensation is issued for summer term work.
- **Update Summer 2024 Offer Letters**
 - For TAs and AIs affected by this transition, include a statement in offer letters to explain the transition of the academic calendar and how it affects the terms of their employment:
 - In the Summer 2024 Semester, your monthly rate of pay will change from “\$XXXX” to “\$YYYY” in order to ensure you receive appropriate pay during the University’s transition of academic employment periods and the new start date for Fall Semester academic appointments of 8/16/2024.

Teaching Faculty

- **Teaching Stipend Calculation (Whole Summer or Second Summer Session only)**
Use the Workday-calculated summer monthly rate and FTE to determine the correct stipend amount for the job.

- **One-Time Payment (OTP)**
If the proposed FTE would exceed 100% for the new session dates, issue a One-Time Payment (OTP) on the summer add job to cover the difference:
 - OTP Payment Date = 8/15
 - OTP Coverage Dates = 8/16 – 8/31
- **One-Time Payment (OTP) Rationale**
The principle behind issuing additional stipends (OTPs) in these cases is that faculty members teaching the second or whole sessions should receive equitable compensation compared to those teaching in the other sessions. The new proposed session dates for summer 2024 are two weeks shorter. Processing OTPs will ensure faculty teaching the second and whole sessions are compensated fairly for their effort and compared to their colleagues.

II. Summer 2024 Appointments - Research and Administrative

Changes to the academic employment calendar for Summer 2024 will not impact faculty or graduate students receiving monthly compensation for the performance of research or administrative duties. For these employees, faculty and graduate students will be paid for time worked through 8/15/24, and their fall appointments will cover their compensation from 8/16/24 - 8/31/24. Thus, they will not experience a loss of income for the calendar year.

Graduate Students

The change to the academic employment calendar does not impact Graduate Research Assistants (GRA – Workday Job Profile G0090) as they are on a 12-month pay basis and receive monthly compensation for the performance of research duties. Their research responsibilities are not tied to the academic calendar in the same manner as the instructional duties performed by TAs and AIs. GRAs will remain “whole” during this transitional summer period and will not experience a loss in income.

Faculty Scenarios

The appointment scenarios in Table 2 are intended to capture the most common situations. All summer faculty appointments should reflect the guiding principles set by the President and Provost: (1) faculty should not experience a loss of income for the calendar year; (2) faculty may not be double-paid for effort in the 8/16-8/31 timeframe. If you need additional processing guidance for Summer 2024, contact Academic Personnel Services.

Table 2: Faculty Research & Administrative Appointment Scenarios for Summer 2024 (only)

Faculty Summer Appointment Scenarios	Processing Guidance
Summer Administrative (A&P)	If the new summer session end date creates a salary differential for faculty who would normally have served in an A&P position through August 31, 2024, process an OTP on the A&P job to cover the difference. This guidance only applies if the individual was expecting to be in an administrative role (at an administrative rate) through August 31, 2024.

Non-Teaching Effort (not on Sponsored Projects)	No change impact. Process a summer non-teaching job for the duration of and proportional to effort. Summer appointment must end by 8/15/24.
Summer Endowment Support	For faculty who typically receive three months of endowment support in the summer, process summer non-teaching job from 06/01 to 08/15 costed to the endowment account. The remaining half-month of salary should be provided to the faculty member as discretionary funds.
Summer Research on Sponsored Projects – Up to 2.5-months of Effort	No change impact. Process summer non-teaching job costed to sponsored funding account(s) for the duration of and proportional to effort.
Summer Research on Sponsored Projects – More than 2.5-months of Effort	Faculty will have 2.5-months of effort available to use in Summer 2024 during the period of 6/01/24 – 8/15/24. Process summer non-teaching job from 6/01 to 08/15 costed to sponsored funding account(s). If a CSU allows faculty to cost part of their effort during the 9-months, then faculty may continue to do so proportional to their effort, following their CSU's policy. They may also choose to apply for a no-cost extension, if needed.
Summer Research on Sponsored Projects – NIH Cap and Committed Effort	If a faculty member is 100% on an NIH grant in any one summer month, but their institutional base salary is over the NIH cap, faculty should fill out an Attestation Form. Afterwards, CSUs should process a summer non-teaching job costed to the NIH grant, with any salary over the cap costed to non-sponsored funds. Remember, the NIH salary cap limits the amount of salary that can be charged to a project, not the level of effort a PI can commit to a project.

Additional FAQs on Faculty Impact

- **Charging Faculty Salary to Sponsored Projects - Reminder**

Faculty cannot charge 100% effort to sponsored projects in any given month. Effort is limited to 95% on sponsored projects with 5% charged to other, less restrictive funds. If a faculty member wishes to charge 100% effort to their grants during the summer, they should submit an Attestation Form. This is in compliance with current VPR and OSP guidelines.

- **Faculty Insurance Premiums and Timing of the Pre-Payment Cancellation Form**

The decision has been made by the summer insurance premium team to keep everything the same for summer 2024 (based on 6/01 – 8/15 summer dates), therefore, no dates, deadlines or processes will change.

- **Canvas and Registrar System Access**

Faculty who are working in the summer but are not continuing into the fall term will be inactivated in Workday at the end of their summer appointment. Beginning this summer, summer appointments will now end on 8/15/24. Some summer classes and final exams, however, will occur after this date which will create access problems for faculty who need to finish their courses.

We recommend that CSUs run their own audit for faculty who are teaching in the second or whole summer sessions and are not continuing in the fall, as these faculty will no longer have access to Canvas or the Registrar Systems after 8/15. If CSUs are not prepared to quickly add privileges on 8/16, faculty will lose access to Canvas (while the course is in session) and will not be able to enter grades.

Departments are advised to take the following steps for faculty who need continued access to University systems to complete their teaching assignments:

1. CSUs should assign the inactive faculty member privileges in Workday. This will give the faculty member a “current” EID that will allow them to access Canvas. Since privileges can only be assigned once an appointment expires, we encourage you to be proactive in identifying any faculty who may fall into this category. Please remember to remove the faculty member’s privileges by 9/1.
2. CSUs will need to identify a current faculty member (e.g., department chair) to submit grades for the faculty member’s summer courses. Only active faculty (or staff with FERPA training) can access the Registrar’s grade reporting system.

- **Faculty Retirement**

From a benefits perspective, the official retirement date is always the last day of the month, regardless of the last day of work or pay in the month. A last workday of 8/15 will not create a benefits issue as retiree status and insurance will still begin effective 9/01 if the faculty member meets the required eligibility criteria.

For faculty retiring from TRS, August pay does not actually count towards the TRS annual compensation for the year ending 8/31. This will not change under the new plan. TRS annual compensation is based upon pay date, not pay period, so even though the 9/01 paycheck is for August pay, it counts toward the subsequent TRS year starting on 9/01 because it is paid in September. See the table below on the state of TRS Annual Compensation.

TRS Annual Compensation	Without Summer Appointment - Previous	Without Summer Appointment - Starting Fall 2024	With Summer Appointment – Previous	With Summer Appointment – Starting Fall 2024
1 st Year of Employment	<ul style="list-style-type: none"> • 9 paychecks, 10/1 – 6/1 • 9 months of pay for 9/1 – 5/31 	<ul style="list-style-type: none"> • 10 paychecks, 9/1 – 6/1 • 9 months of pay for 8/16 – 5/15 	<ul style="list-style-type: none"> • 11 paychecks, 10/1 – 8/1 • 11 months of pay for 9/1 – 7/31 	<ul style="list-style-type: none"> • 12 paychecks, 9/1 – 8/1 • 11.5 months of pay for 8/16 – 7/31
Subsequent Years	<ul style="list-style-type: none"> • No change 	<ul style="list-style-type: none"> • No change 	<ul style="list-style-type: none"> • 12 paychecks, 9/1 – 8/1 • 12 months of pay for 8/1 – 7/31 	<ul style="list-style-type: none"> • 12 paychecks, 9/1 – 8/1 • 12 months of pay for 8/1 – 7/31
Final Year - August Retirement	<ul style="list-style-type: none"> • No change 	<ul style="list-style-type: none"> • No change 	<ul style="list-style-type: none"> • No change 	<ul style="list-style-type: none"> • No change
Final Year - Fall Retirement	<ul style="list-style-type: none"> • 5 paychecks, 10/1 – 2/1 	<ul style="list-style-type: none"> • 5 paychecks, 9/1 – 1/1 	<ul style="list-style-type: none"> • 6 paychecks, 9/1 – 2/1 	<ul style="list-style-type: none"> • 5 paychecks, 9/1 – 1/1 • 5 months pay for 8/1 – 12/31

	<ul style="list-style-type: none"> • 4.5 months of pay for 9/1 – 1/15 	<ul style="list-style-type: none"> • 4.5 months pay for 8/16 – 12/31 	<ul style="list-style-type: none"> • 5.5 months pay for 8/1 – 1/15 	
Final Year - Spring Retirement	<ul style="list-style-type: none"> • No change from 1st or subsequent years 	<ul style="list-style-type: none"> • No change from 1st or subsequent years 	<ul style="list-style-type: none"> • 9 paychecks, 10/1 – 6/1 • 9 months of pay for 9/1 – 5/31 	<ul style="list-style-type: none"> • 10 paychecks, 9/1 – 6/1 • 9 months of pay for 8/16 – 5/15

Note that with the new academic semester appointment dates, there will be a difference in terms of rate for the month of August starting in August 2024. Since merit increases will not take effect until 9/01, the half-month of pay in August (8/16 – 8/31) could potentially be at a lower rate than the half-month of pay in January (1/01 – 1/15). For faculty who are retiring and counting on their final year of employment to be one of the highest salaries for TRS, CSUs may need to take some additional action to make them whole.