

Memorandum of Agreement Aspects of Summer Teaching

In the interest of optimizing the use of summer faculty, the following guidelines have been agreed to for the following proration and cancellation guidelines for:

- I. **Thresholds:** The minimum number of students for summer classes to be offered with full compensation are 12 students for an undergraduate course and 2 students for a graduate course.
- II. **Prorated Compensation for Undergraduate Courses:** When a course does not meet the enrollment threshold for full compensation, employees may choose to teach for prorated compensation or to cancel the course. A decision to prorate or cancel a course must be made by the relevant program chair/minor coordinator and school dean.
- III. **Timing of Cancellation or Proration Decisions:** A University experience will be approximately 10 weeks. If a course is canceled or proration is decided, the instructor of record must be notified approximately 4 weeks before the start of the course. Instructors of record are responsible for enrollment decisions. Enrollment decisions are based on the enrollment rate. Once that date passes, the instructor of record has committed to teach the course according to the formulas outlined above. However, should enrollment decrease, compensation will be prorated according to the formulas above.
- IV. **Compensation for Graduate Courses:** Graduate courses will be compensated per the following formulas:

Undergraduate Courses		Graduate Courses	
1 enrolled	.084 of full compensation	1 enrolled	.25 of full compensation
2 enrolled	.167 of full compensation	2 enrolled	.50 of full compensation
3 enrolled	.250 of full compensation	3 enrolled	.75 of full compensation
4 enrolled	.334 of full compensation	4 enrolled	1.00 of full compensation
5 enrolled	.417 of full compensation	5 enrolled	1.25 of full compensation
6 enrolled	.500 of full compensation	6 enrolled	1.50 of full compensation
7 enrolled	.583 of full compensation	7 enrolled	1.75 of full compensation
8 enrolled	.667 of full compensation	8 enrolled	2.00 of full compensation
9 enrolled	.750 of full compensation		
10 enrolled	.833 of full compensation		
11 enrolled	.917 of full compensation		
12 or more enrolled	Full Compensation		

- V. **Independent Studies, Internships, and Summer Financial Funding:** Independent Studies, Internships, and Summer Financial Funding will be administered as outlined in the Memorandum of Understanding on Financial Support.

Term

This Agreement shall be made in triplicate, one copy to be retained by each party and the other two copies to be retained by the other party. The agreement shall be binding on the parties and their successors and assigns.

IN WITNESS

For Stockton University



Harvey

