

Office of Summer and Winter Programs
Faculty Salary Scales and Course Enrollment “Break-evens”
Fiscal Year 2012 (Summer 2011 and Winter 2012)

FACULTY SALARIES

	Credits:	1	2	3	4
Rank:	Professor	\$2570	\$4635	\$6585	\$8570
	Associate Professor/Senior Lecturer	\$2145	\$3810	\$5460	\$7140
	Assistant Professor/Lecturer	\$1760	\$3185	\$4600	\$6040
	Instructor	\$1425	\$2550	\$3730	\$4905

NOTE: Academic rank for special sessions faculty is determined by the academic rank in effect for the fall or spring semester preceding the winter or summer session respectively.

GRADUATE ASSISTANT SALARIES
(Eligible for hire by OSWP during Summer Session Only)

Full-time Appointments	(20 hrs/week)
Master’s Degree Student	\$2115
Ph.D. Degree Student	\$2420

Part-time Appointments	(10 hrs/week)
Master’s Degree Student	\$1055
Ph.D. Degree Student	\$1210

BREAK-EVEN ENROLLMENT – UNDERGRADUATE COURSES*

*Break-even numbers are currently based on tuition rates for FY2011.
 These numbers may change if there are increases to FY2012 tuition rates*

	Credits	1	1.5	2	3	4
Rank:	Professor	19	19	15	13	12
	Associate	17	16	13	11	10
	Assistant	16	15	11	10	9
	Instructor	14	13	10	8	8

BREAK-EVEN ENROLLMENT – GRADUATE COURSES**

***If applicable, break-evens will change based on TA Assignment. ***

	Credits	1	2	3	4
Rank:	Professor	12	9	8	7
	Associate	10	8	7	6
	Assistant	9	7	6	6
	Instructor	8	6	5	5

Charts above represent the minimum number of enrollments needed for a course to financially “break-even” based on faculty rank, number of credits and tuition.*

**Tuition = \$286 per credit hour (undergraduate, in-state)*

**Tuition = \$486 per credit hour (graduate, in-state)*

Office of Summer and Winter Programs

Rebated Income Policy

A total of 25% of the **net** tuition income (tuition revenue minus total direct and indirect expenses) generated by summer and winter contracted courses will be made available to the Provost's Office for distribution to participating academic departments each fiscal year. The Provost's Office shall authorize distribution of these funds through the Dean's Offices of the three UMBC Colleges (College of Arts, Humanities & Social Sciences; College of Engineering & Information Technology; and College of Natural & Mathematical Sciences). The Office of Summer, Winter and Special Programs (OSWSP) will manage the income and expense calculations and disbursement policy for the university.

To be eligible to receive an annual tuition disbursement, an academic department's combined tuition revenues for all contracted summer and winter courses must exceed the total expenses incurred by the Office of Summer, Winter and Special Programs on behalf of the department during that fiscal year (a fiscal year includes the summer session and the following calendar year's winter session). Departments with a positive net income may be awarded up to 25% of that net income generated by their special sessions courses. Following an annual review and approval by the Provost's Office, the respective Deans will approve and then designate the final distribution of funds to the academic departments within their College.

Annual disbursements are typically disbursed to the academic departments in the first quarter of the following fiscal year (i.e., the FY12 distribution will occur in early FY13 -- August or September, 2012).

Appointment and Expense Policies

The Special Sessions Policy Committee has adopted the following policies for the allocation of funds for summer and winter session courses. In all cases, course enrollment, understood according to our usual practices, must support costs associated with a course.

- 1. Instructional Expenses:** Instructional expenses are those costs directly related to instruction and course content. Instructional appointments for faculty and graduate teaching assistants must be included on the Office of Summer and Winter Session's Course Proposal Form. The Special Sessions Policy Committee must approve the course proposal and related instructional expenses. Faculty salaries are determined based on academic rank and credit hours associated with the course. Graduate Teaching Assistant salaries are established based on academic status (Master's Level Student or Ph.D. Student) and full or part-time status. There must be an obvious pedagogical need to substantiate the hiring of additional personnel for a course. Prior to the appointment, the pedagogical need must be demonstrated to the satisfaction of the Special Sessions Policy Committee. Academic Departments are directly responsible for hiring Graduate Teaching Assistants and generating appropriate employment contracts. OSWP will reimburse the Academic Departments for the total cost of approved Graduate Teaching Assistant salary and benefit expenses at the end of the session.

Once a course has been approved by a department chair and added to the official Summer (or Winter) schedule of classes by the Office of Summer, Winter and Special Programs, an OSWSP overhead charge of \$1,675 will be applied to that course. If the course is canceled at a later date (due to low enrollments or other circumstances) the \$1,675 will still be applied to the department's overall income/expenses for the fiscal year in which the course was proposed. This overhead charge will not apply to courses that are canceled before they are added to the official schedule of classes.

- 2. Non-instructional Expenses:** The cost of equipment, maintenance, instructional materials, copying/ reproduction, non-instructional personnel i.e. graders, lab technicians, secretarial support, etc. are to be provided by the academic department offering the course. The primary purpose of the Rebated Income policy (see above) is to compensate departments for expenses incurred in teaching summer and winter courses. The Office of Summer and Winter Programs will not provide additional reimbursement for such items.
- 3. Faculty Compensation and Academic Rank:**
 - a. Faculty Salary Scale:** Faculty contracted to teach during summer and/or winter session(s) are compensated according to the salary scale approved for the contract period. Faculty compensation varies according to the number of course credits and the academic rank of the instructor.
 - b. Academic Rank:**

Academic rank for summer and winter teaching assignments is determined by the faculty member's academic rank in effect for the preceding fall and/or spring semester. This applies to all faculty including full-time, part-time, adjunct, affiliate, etc. In those instances where a determination of rank has not been established in a preceding semester, the department chairperson should make a recommendation on rank according to the established University policies. (Refer to the [UMBC Faculty Handbook](#), Sections 4 and 5.) The Office of Summer and Winter Programs requires written documentation of academic rank for all appointments.

Full-time faculty with an academic promotion in progress at the time a summer/winter course is proposed should provide supporting documentation to this effect to the Office of Summer and Winter Programs. Where such documentation is provided and a promotion becomes effective during a special session, compensation will be based on the higher rank. Faculty will not be compensated at the higher rate if the supporting documentation is not provided at the time a course is formally proposed.
 - c. Compensation Eligibility:** Faculty should refer to the [UMBC Faculty Handbook](#), Section 13.6 for policies governing summer and winter compensation and overload. A summary of earnings for summer and winter is reported annually to the appropriate Office of the Dean or Provost.
- 4. Graduate Teaching Assistants:**
 - a. Salary Level Classification:** Graduate Teaching Assistants appointed to a summer course are paid according to their full or part-time status and to their academic status (Master's Level Student or Ph.D. Student) from the preceding spring semester.
 - b. Hours Per Week:** Graduate Teaching Assistants may be appointed for full- or half-time during the summer. Full-time Graduate Teaching Assistants are responsible for 20 hours of work per week, half-time Graduate Teaching Assistants for 10 hours per week.
 - c. Tuition Remission:** Graduate Teaching Assistants are eligible for remission of tuition for a maximum of three in-state credits per summer. Academic departments are responsible for initiating the tuition remission process. Completed remission forms are to be forwarded to the Office of Summer and Winter Programs for approval and account verification.

Please note that OSWP will only approve and sign-off on tuition remission forms for those Graduate Teaching Assistants who are assigned to a specified course.

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