

# **MICHIGAN STATE UNIVERSITY**

November 21, 2019

## **MEMORANDUM**

**TO:** College of Arts and Letters' Departments and Units  
**FROM:** Cara Cilano, Associate Dean for Undergraduate Studies  
**SUBJECT:** 2020 Provost Summer School Funding Requests

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The intent of the memo is to provide guidance to finalize 2020 Provost Summer School funding requests. These requests are for seated (non-OCCI) courses only.

### Summer Course Funding Worksheet

In order to provide information in the format required by the Provost's Office, please fill in/update the attached Excel spreadsheet. Please check that the information supplied is correct. Remove any courses you do not wish to have funded.

The Provost Funding Request spreadsheet should be submitted to [summer@cal.msu.edu](mailto:summer@cal.msu.edu) no later than **December 9 at 5 pm.**

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### **College of Arts and Letters**

### **Planning Considerations for Summer 2020**

Please note the Associate Provost's Office has asked that we not submit courses for Provost's Office funding if those courses have repeatedly failed to meet required minimum requirements in the past. Such requests will not be funded.

The Provost's Office expects that planned Provost Summer School funded courses will adhere to the mandated 15-10-5 minimum enrollment requirements found at <http://www.reg.msu.edu/Read/UCC/courseoff.pdf>

### **Online and Hybrid Courses**

**The Off Campus Credit Instruction (OCCI) revenue freeze set by the Office of Planning and Budgets remains in place for Summer 2020.**

### Online Course Section (730-739) Credit-Hour Support

- For department funded courses, the SCHs from students taking only online courses, i.e. not concurrently also enrolled in seated courses, are eligible for support. Eligible students will be examined for residency and their SCH's will be multiplied by the tuition fee rate paid by each eligible student in the course times

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.75. CAL will return 75% of these OCCI funds to the department, after the OCCI cap calculation.

- For summer session only, units offering online courses may not receive both Provost Summer School funding and revenue from **OCCI process**. **Units need to select which type of funding they would like to be eligible for.**

#### Hybrid/Blended Course Section (740-749)

- Hybrid/blended courses funded by the department are subject to the rules outlined above for online courses.
- For summer session only, units offering hybrid/blended courses may not receive both Provost Summer School funding and revenue from **OCCI process**. **Units need to select which type of funding they would like to be eligible for.**

#### Please note:

- Support for online and hybrid offerings (730 and 740 sections) is contingent upon student access not being restricted because of concurrent on-campus enrollment.
- Hybrid courses (740 sections) will only be funded through the summer school budget if the face-to-face instruction takes place on-campus.

### **Summer Appointment Arrangements**

As usual, summer **instructional** appointments for academic-year (AY) appointed faculty will normally be limited to the equivalent of one regular summer session. Faculty members may also elect to pursue additional teaching, research, or service assignments up to a total maximum effort **not to exceed 3/9<sup>ths</sup>** of the previous academic-year salary. The guidelines for Provost Summer School Budget Requests are:

- **Beginning Summer 2020 online courses with multiple sections will be reviewed for instructor of record. This allows for accurate reporting to the Office of Planning and Budgets.**
- The summer appointment period for Graduate Assistants will be May 16 to August 15, 2020.
- A faculty member may receive up to a maximum of 3/9<sup>th</sup> of the previous academic-year salary from this budget for instructional appointments.
- Provost Summer School funding is not to be used for support of administrative positions but for instructional appointment only.
- Faculty and instructors with academic appointments who already hold an annual appointment (AN) cannot be moved to the summer account for funding.
- Courses offered under programs that receive Revenue Based Initiative (RBI) funding are not eligible for funding from the Provost Summer School Budget.

### **How to Calculate Summer 2020 Faculty Pay**

- Tenure System/Continuing- Use the TS Course Compensation Calculation on the “TS” tab of the Provost Funding Request spreadsheet.
- AY & semester-by-semester AN Fixed Term per course compensation-

- Ph.D. \$7,612
- MA \$5,666
- BA \$5,508

**How to Calculate Summer 2020 Graduate Assistant Pay**

- If the GA was employed summer 2018, in the same function (RA/TE or TA), same level (1, 2 or 3) and the same org, then the stipend amount must be the same (or higher) for summer 2020. If the GA was not employed in summer 2018, then use the chart below, based on Level from previous semester of employment (SS19 or FS18).

- ½ time GA Summer 2020 stipend + SI:

	Stipend	SI	Budget Allocation Request	Bi-weekly pay
Level 1	\$8,062.85	\$2,332.86	\$10,395.71	\$1,226.98
Level 2	\$8,917.71	\$2,332.86	\$11,248.71	\$1,357.07
Level 3	\$9,306.27	\$2,332.86	\$11,637.27	\$1,416.20

- If a Graduate Student is being hired to teach a summer course AND is enrolled in summer courses, it is preferred that student be hired as a TA, versus a Fixed Term Instructor. This is especially true for Provost funded courses.
- If a Graduate Student has graduated and is being hired as a Fixed Term Instructor a search will need to be executed. If the student has not graduated (and is not enrolled in summer courses), they can be hired to teach as a Fixed Term Faculty using waiver 1.

Attachments: US20 Provost Funding Request spreadsheet