College of Arts & Letters
MICHIGAN STATE UNIVERSITY

Summer School Process Meeting

Location: Linton 120   **Date**: 3.7.2019   **Time**: 3:30-4:45

Agenda

3:30 Introductions

    Name, Unit, Involvement in the summer hiring process

Summer Timeline

    Work Copy
    Provost Funding Request (November 13)
    Provost Funding Approval (January 8)
    HR opens the AY Summer SAP Form (February 25)
    Summer Procedures Memo from CAL (February 28)

Provost Courses vs. OCCI Courses

    The Provosts Office will give CAL the money to pay the instruction fee for "seated" courses only (typically section numbers 100-300) if enrollment reaches the RO minimum (15-10-5). Units do not collect revenue from these courses.

    Off Campus Credit Instruction

a) On-line and hybrid courses (typically sections 730-749).
b) Units pay for instruction from their OCCI account number.
c) CAL gives Unit's 25% of their instruction cost
d) Units can receive revenue for these courses.
    a. The amount of revenue depends on the type of student enrolled (international, undergraduate, out of state, grad, etc.)
    b. Revenue can only be collected if the student enrolled is NOT also enrolled in a seated course (hence the reason summer courses receive more revenue than AY courses).
    c. The revenue from courses held in US19, FS19 and SS20 will be allocated to CAL in FS20, and then parsed out to the units.
    d. Central Administration takes 25% of the revenue. CAL takes 25% of the revenue and the Unit's receive the remaining balance.
        i. Eg. If a course makes $10,000: Central gets $2,500, CAL gets $1,875 and the Unit gets $5,625.
    e. This revenue, essentially, pays for instruction costs.

Memo Review

a. "New" IAH process
b. AN FT semester by semester vs. AY FT vs. TS
c) Academic Specialists Continuing use the same CDW as TS
d) Graduate students hired as GAs vs. AN FT
    a. Can use the "Change an Existing Appointment /Assignment"
    b. Session B hires will need a new I-9 due to break in service

Cost Distribution Worksheets
a) AN FT
b) AY FT
c) TS/Continuing- includes offer of employment

SAP Forms in EBS
a) AY summer form for AY FT and TS; New hire form for AN FT (need to know Apid, ZPid or NetID)
b) Job Title Codes
    a. 20001529 Assistant Professor (has PhD) $6,874
    b. 20001630 Instructor (has MA) $5,500
    c. 20001521 Assistant Instructor (has BA) $5,347
c) Functional Area codes
    a. All IAH courses have been added
d) Additional Payment Form

Items to note:
a) Provost funded appointments must adhere to the 5.16-6.30 and 7.1-8.15 dates
b) All other appointment dates are flexible and can be adjusted to avoid overload, just be sure the offer letter and FTM use the same dates as the SAP form. Use "session C" CDW to calculate employment percentage.

4:30 Questions