

# MICHIGAN STATE UNIVERSITY

February 28, 2019

## Memorandum

To: Departments/Units of the College of Arts and Letters

Re: CAL Summer 2019 Procedures and Deadlines

Thursday, March 7	US19 Hiring Process Meeting, Linton 120, 3:30 pm
Friday, March 29	All Graduate Assistant Appointments Due to HR
Friday, March 29	Deadline to send student's name and PID via the Graduate Assistant Registrar Coding List for tuition waiver to be reflected on Summer 2019 student bills
Wednesday, May 1	Session A (and C) - Decision on Cancellation of Low Enrollment UNTF & GA-taught Courses
Wednesday, May 8	Session A AN and AY Faculty Forms Due to CAL
Wednesday, May 15	Session A AN and AY Faculty Forms Due to HR
Friday, May 31	Session A/C monthly paycheck 5/16-5/31
Friday, June 7	GA Summer Paycheck 5/16-5/26
Friday, June 14	Session B - Decision on Cancellation of Low Enrollment UNTF & GA-taught Courses
Friday, June 21	GA Summer Paycheck 5/27-6/9
Friday, June 28	Session A/C monthly paycheck 6/1-6/30
Friday, July 5	GA Summer Paycheck 6/10-6/23
Friday, July 20	GA Summer Paycheck 6/27-7/7
Friday, July 5	Session B AN and AY Faculty Forms Due to CAL
Friday, July 12	Session B AN and AY Faculty Forms Due to HR
Wednesday, July 31	Session B/C monthly paycheck 7/1-7/31
Friday, August 2	GA Summer Paycheck 7/8-7/21
Friday, August 16	GA Summer Paycheck 7/22-8/4
Friday, August 30	Session B/C monthly paycheck 8/1-8/15
Friday, August 30	GA Summer Paycheck 8/5-8/15
Monday, September 9	Deadline for all Provost funded appointments Due to HR



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## CAL SUMMER APPOINTMENT DATES

- Session A – 5/16 to 6/30 (Use variable dates to avoid overload)
- Session B – 7/1 to 8/15 (Use if FAS is also teaching Session A, or course is Provost funded)
- Session B – 6/30 to 8/15 (Use if FAS is teaching OCCI course in Session B only)
- Session C Full Summer Session - 5/16 to 8/15
- Session C Special Session – variable 5/14 to 8/20. Appointments cannot overlap
- GA Appointments – 5/16 to 8/15

Below are the College guidelines and information for Summer School appointments. University "Summer Semester Appointment Procedures" can be found at <https://www.hr.msu.edu/ua/hiring/faculty-academic-staff/summer-session-appointments.html>.

As a reminder, Faculty may 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.

**Contact Carly Ensign at [summer@cal.msu.edu](mailto:summer@cal.msu.edu) with questions regarding summer courses or appointments.**

### NEW THIS YEAR

- Anyone involved in processing summer appointments should attend the Summer Appointment Processing meeting on March 7<sup>th</sup> in Linton 120 at 3:30 pm.
- Faculty/GA's home units will be processing IAH appointments. A list will be provided to departments with the information necessary to complete offer letters, Fixed-Term memos and appointment forms.
- The Summer Compensation Rates chart has been updated to correspond to the academic year amounts of \$6,874/\$5,500/\$5,347
- Electronic Additional Payment forms should be processed through EBS. Actions → HR Forms and Cost Redistribution (do not use Firefox for this action) → Choose drop down "Additional Payment Form" → "Individually" → Start Additional Payment form.

### SUMMER ACCOUNT NUMBERS

- Provost-funded Courses – Account MSGP100014
  - Changes to Provost-funded courses must be approved before appointment forms are processed.
- Department-funded Courses – Use Department OCCI account number.
- IAH-funded Courses – Account MSGA100323

### AN – ANNUAL YEAR FIXED TERM FACULTY (semester by semester)

Faculty who have a 12-month, traditional AN appointment are NOT eligible to be paid on a per-course basis during the summer.

A search will need to be performed for graduate students graduating in May 2019 and teaching in US19.

#### FORMS – EBS

Actions → HR Forms and Cost Redistribution (do not use Firefox for this action) → Choose drop down "Create a New Appointment/Assignment" → choose employee type "Faculty or Academic Staff" → Start Employee Process

Attach the following documents:

- UNTF Letter of offer for Summer Appointment (Word, attached):  
<https://www.hr.msu.edu/ua/hiring/faculty-academic-staff/index.html>
  - Letterhead templates can be found on the CAL website:  
<http://www.cal.msu.edu/contacts/brandguide/templates>
- Offer Letter Attachments A-E
- AN FT Faculty Cost Distribution Worksheet (CDW)
- Criminal Background Check & Degree Verification Results: For all newly paid faculty and academic staff appointments for which an offer of employment is made, including individuals who incur a break in employment of 6 months or greater.
- Fixed Term Memo (Fillable PDF attached):  
<https://www.hr.msu.edu/ua/hiring/documents/FixedTermAppt.pdf>
  - Assigned duty line – list course(s), section number and session

Comment box on appointment form:

- If the pay of the faculty being hired is based on the new Summer Compensation Rates chart, please include in the comment box of the form "Salary consistent with A&L standard fixed term compensation rate schedule (based on number of course(s) prep involved in appointment)."
- If additional payments are required, please add in the comment box that additional payments will be needed and include the overload amount (\$72.92, \$58.65, \$57.25, etc.) All Additional Payment Forms should be processed electronically, through the EBS portal.

## AY - ACADEMIC YEAR APPOINTMENTS

### FORMS – EBS

Actions → HR Forms and Cost Redistribution (do not use Firefox for this action) → Choose drop down “Process an AY Summer Appt for Faculty or Academic Staff” → Start Employee Process

Attach the following documents:

- Tenure and Continuing System faculty
  - TS letter of employment (required by CAL)
  - TS CDW (required by CAL)
- AY Fixed Term with UNTF designation
  - UNTF letter of offer and attachments A-E
  - AY FT Faculty CDW (required by CAL)

## EBS APPOINTMENT FORMS

FUNCTIONAL AREA- Summer appointments must have the (1) subject, (2) course and (3) section numbers included in the “Functional Area” field of the funding line. Use the drop down box to find the course. Do not manually type it in. If not electronically entered CAL or central HR will reject the appointment form AND additional payment form. Attached is the process to enter a Functional Area code if it does not already exist. This can be done by the department.

ORDER- teaching appointments must indicate whether the appointment is covered by the UNTF agreement. To designate UNTF eligibility, select “UNTF” or “NOUNTF” (for assignments not UNTF eligible) in the “Order” field.

## UNTF LAY-OFF NOTICE

Please be aware of layoff notification requirements of a cancelled course (e.g., due to low enrollment). Article 17 of the Union of Non-tenure Track Faculty (UNTF) contract specifies that UNTF faculty:

“Shall be given no less than 14 calendar days’ notice of indefinite layoff or in lieu thereof, two weeks’ pay at the employee's current regular salary rate, or a pro-rated combination of notice and pay. A notice of layoff shall be sent to the employee by certified mail, return receipt requested, or delivered in person to the employee.”

If a UNTF faculty member is not given sufficient notice, Provost funds cannot be used to pay any portion of the two weeks’ pay. If a Department fails to provide UNTF faculty with two-weeks’ notice, the fiscal responsibility is that of the Department.

To determine whether an assignment is UNTF eligible, please reference Article 1 of the UNTF contract: <https://hr.msu.edu/contracts/documents/UNTFContract.pdf>

## PROCESS FOR CANCELLING A SUMMER UNTF TAUGHT COURSE

1. Request the Scheduling Office set the class enrollment to zero.
2. Notify Carly Ensign, in the Dean’s Office.
3. If the appointment form is not yet approved by HR withdraw the form.
4. If appointment form has already been approved by HR a termination form will need to be initiated.
5. Notify the UNTF faculty member with the verbiage: I am writing to inform you that that the course(s) you were scheduled to teach has (have) been cancelled due to low enrollment. Therefore, we are rescinding your upcoming appointment, effective INSERT DATE.
6. Email enrolled students notifying them of the cancellation.
7. Process Request for Schedule Change form in the Office of the Registrar Online Forms Menu.

## GRADUATE ASSISTANT TA APPOINTMENTS

Dates – The summer GA appointment period is 3 months, from May 16 through August 15. These dates are used regardless of whether the TA is teaching session A, B or C.

Functional Area – All appointment forms must have the (1) subject, (2) course and (3) section numbers included in the “Functional Area” field in the funding line. Use the drop down box and click on the course. Do not manually type it- If not electronically entered CAL or central HR will reject the appointment form. Instructions are included to add a new Functional Area if one does not exist. This can be done by the department.

Reminder – March 30 is the deadline for departments to send student’s name and PID via the Graduate Assistant Registrar Coding List to the Registrar’s Office in time for the tuition waiver to be reflected on the student’s bill for Summer 2019. This is also the Central HR due date for appointment forms.

Wednesday, May 1      Session A/C – Recommendation on Cancellation of Low Enrollment TA-taught courses  
Friday, June 14        Session B – Recommendation on Cancellation of Low Enrollment TA-taught courses

Minimum Enrollment Standards – Department Chairs will be contacted if courses have not reached their minimum by April 23 (for Session A) and June 4 (for Session B) regarding cancellations or exceptions.

100-200 level courses is less than 15  
300-600 level courses is less than 10  
800-900 level courses is less than 5

Cancellations – Units will need to send a letter, cc: the Union and hold a meeting with the GA. Information about this can be found in the GEU contract under Article 11, Section 3, Letter D:

“In the event of unusual circumstances resulting in the withdrawal or reduction of any appointment, the Union shall be notified concurrently with the Employee and a Special Conference shall be held within seven working days.”

Stipends –	Level I	\$1,135.76 bi-weekly	\$7,463.57 for the summer
	Level II	\$1,256.09 bi-weekly	\$8,254.29 for the summer
	Level III	\$1,311.85 bi-weekly	\$8,620.71 for the summer

- In addition to the stipends, accounts will be charged \$2,332 SI (Specific Identification) for each GA.
- If the GA was employed in the previous summer in the same function (RA/TE or TA), same level (1, 2 or 3) and the same org then the stipend cannot be lower, but must be at least the minimum rate for the respective position. If the GA was not employed the pervious summer then base the stipend on the previous semester worked (Spring or Fall).
- GA Stipends: <https://www.hr.msu.edu/employment/graduate-assistants/stipend-ranges.html>
- GA Appointment Letters: <https://grad.msu.edu/offer-templates>
- If a graduate student graduates in May 2019, a search will need to be performed if they are going to teach as a fixed term faculty in summer 2019.
- If a graduate student is enrolled in summer courses and teaching, it is prefer they be hired as a TA, not a fixed term instructor. Associate Dean Hart-Davidson will work with units to make sure appropriate funding is available.
- Some TA summer appointments may be Provost funded. If this is the case, use account GP100014.

Information is also available at: <https://www.hr.msu.edu/ua/hiring/graduate-assistants/index.html>

Attachments included with this memo:	US19 Compensation Rates chart	US19 TS CDW and Offer of Employment
	US19 UNTF Offer Letter	US19 AN FT CDW
	Offer Letter Attachments	US19 AY FT CDW
	FTM (fillable PDF, optional)	New FAS Personnel Form (optional)
	Functional Area Code Instructions	US19 IAH Schedule and Budget