

FAYETTEVILLE STATE UNIVERSITY

OFFICE OF SUMMER SCHOOL ADMINISTRATIVE MANUAL 2011



Fayetteville, North Carolina

TABLE OF CONTENTS

Preface	3
Philosophy.....	3
Administration	4
Organization.....	4
Office of Summer School Responsibilities	5
Summer School Schedule.....	6
Academic Units	7
Deans.....	7
Department Chairs	8
Academic Support Units	8
Faculty Appointments.....	9
Continuing Faculty.....	9
New Faculty	9
Faculty Teaching Load.....	10
Faculty Responsibilities	10
Faculty Compensation	11
Pay Dates.....	12
Faculty Performing Other Duties	12
Employment of Non-Faculty	12
Continuing Students.....	13
Special Visiting Students	14
Low Enrollment.....	15
Course Cancellation	15
Drop/Add Period Following Registration.....	15
Educational/Office Materials and Supplies.....	15

PREFACE

A report from the National Center for Educational Statistics (1999) found that students who attended one or more summer terms were more likely to complete a four year degree (82% vs. 67%) compared to students who did not. With increased attention to retention and graduation rates, Summer School at Fayetteville State University takes on a critically important roll.

Beginning in summer 2011, the variety of educational options and opportunities will include one 12-day intersession period, two four-week sessions, and one eight-week session. Summer School is open to continuing, transfer, and visiting undergraduate and graduate students. Courses are offered for students desiring to make progress toward fulfilling degree requirements, as remediation and as enrichment or exploration. All courses are equivalent to those offered during regular semesters and are presented according to policies and guidelines of Fayetteville State University and the University of North Carolina.

The overall operation of Summer School is administered by the Provost and Vice Chancellor for Academic Affairs with the Schools/Colleges and their respective departments having principal responsibility for credit programs within their regular-year jurisdiction. **The offices that provide faculty and student assistance during the regular year provide those same services during the summer.**

The Administrative Manual is designed to delineate the procedures that faculty and staff use in the administration of their activities and programs. The information contained in this publication is intended to contribute to the effective operation of the Summer School program for the benefit of all enrolled students.

U.S. Department of Education, National Center for Education Statistics. (1999). *Credit production and progress toward the Bachelor's degree: An analysis of postsecondary transcripts for beginning students at 4-year institutions* (NCES 1999-057). Washington DC.

PHILOSOPHY

The Summer School program at Fayetteville State University is committed to supporting students' pursuit of academic success. With the efforts of all instructional units, Summer School students will attain excellence in scholarship, acquire skills in the various disciplines, develop student leadership, and contribute to the good of society.

The Office of Summer School provides the leadership for effective operation of a comprehensive academic program supporting the needs of:

1. Graduates of accredited high schools planning to enter the freshman class and transfer students seeking to get a head start on their four-year degree
2. Undergraduate and graduate students meeting degree requirements at the University
3. Visiting undergraduate and graduate students desiring to take courses to transfer to their home institutions
4. Administrators and teachers planning to meet state certification requirements
5. Other students desiring courses for personal development or special needs
6. Military personnel and their dependents.

ADMINISTRATION

The Fayetteville State University Summer School Program is administered by Academic Affairs. The Interim Director of Summer School administers the University's Summer School Program under the direction of the Provost and Vice Chancellor for Academic Affairs.

Administrative, academic support and instructional (academic) units make up the organization of Summer School. Each unit provides coordination, guidance, and support for the effective and smooth operation of the Summer School Program.

ORGANIZATION

The organization of Summer School is separated into three distinct units: administrative, instructional and academic support:

Administrative

Provost and Vice Chancellor for Academic Affairs
Interim Director, Summer School

Instructional

Dean, College of Arts and Sciences
Dean, School of Business and Economics
Dean, School of Education
Dean, University College
Department Chairs

Academic

Director of Library Services

The Deans of the College of Arts and Sciences, the School of Business and Economics and the School of Education have the responsibility for the administration of their respective academic departments. Each Dean is responsible for the implementation and evaluation of instruction, the instructional processes, the management of personnel and resources (to include supplies) for their respective academic units, and review of instructional programs.

The department chairs function as they do during the regular academic year. They have the responsibility for the administration, and supervision of instructional activities at the major discipline levels.

Directors of academic support units have the responsibility for planning, implementing, evaluating, managing, and supervising functions that are under their direction. These functions support the overall operation of the Summer School Program.

OFFICE OF SUMMER SCHOOL RESPONSIBILITIES

The Office of Summer School has the responsibility for the overall administration of the University's Summer School. Functions that support the operation of Summer School are coordinated through the Interim Director, who is responsible for the following activities:

1. Approve recommendations for summer employment with the Chairs and Deans.
2. Employ student and non-student personnel to assist in the success of Summer Sessions operations as funds allow.
3. Prepare Fixed-Term Employment Contracts for faculty.
4. Review the Summer School class schedule in coordination with the deans, chairs, and the University Registrar.
5. Process fixed-term contracts with the Office of the Provost/Contract Administrator.
6. Advertise curricular offerings of Summer School.
7. Prepare and monitor the Summer School budget.
8. Purchase Summer School materials and supplies as funds allow.
9. Prepare reports related to the Summer School Program, in cooperation with the Deans, Chairs, Support Units and the Comptroller.
10. Notify the Registrar's office and Contract Administrator of all cancellations by the departments.

The Office is located in 209 and 211 Williams Hall. Office hours are Monday through Friday from 8:00 am – 5:00 pm.

SUMMER SCHOOL 2011 SCHEDULE

	Intersession	SSI	Eight Weeks	SS II**
Session Duration	12 days	Four Weeks	Eight Weeks	Four Weeks
Registration begins	May 6	May 6	May 6	May 6
Registration ends	May 15	June 1	June 5	July 10
Classes begin	May 16	June 2	June 6	July 11
Late Registration (\$20.00 fee)	N/A	June 2 - 8	June 6 - 12	July 11 – 15
Holiday	May 30	N/A	July 4 - 8	N/A
Last Day to Withdraw from classes	May 23	June 15	July 11	July 25
Last Day to Withdraw from the University	May 23	June 22	July 18	August 1
Last Day of Class/Final Examinations	June 1	June 29	August 5	August 5
Deadline for submitting final grades	June 2	July 1	August 9	August 9

*This schedule also applies to

Distance Education classes (course sections CE),

Ft. Bragg courses (course sections #50) and

Seymour Johnson AFB courses (course sections #80).

Online courses (sections D1, D2) are offered on an eight-week schedule as designated by the instructor.

Online courses begin June 6, 2011 and do not have a schedule meeting time in the Banner listing.

** For purposes of financial aid,

Summer Session I (Intersession, 4-week, and 8-week) is the final term of the 2010-11 academic year.

Summer Session II is considered the first term of the 2011-12 academic year.

Three-hour classes require a minimum of 2,250 minutes of instruction. Examples:

- a. Intersession meets for twelve days. Twelve x 3½ hrs/day = 2,520 minutes.
- b. Four- week classes meet for twenty days. Two hrs/day = 2,400 minutes.
- c. Eight-week classes meet twice a week. Sixteen sessions x 2½ hrs/day = 2,400 minutes.

Online Classes (D1, D2):

- a. Students must officially register in Banner.
- b. Online courses are offered on Blackboard.
- c. Students must access Blackboard the first day of class by going to <http://blackboard.uncfsu.edu>.
- d. It is the students' responsibility to withdraw from an online course by going to the Registrar's website at <http://www.uncfsu.edu/registrar>, click on forms, go to Course Withdrawal Form (Online Courses only) and follow the instructions on the form.
- e. Students need a reliable computer & internet connection.
- f. Additional resources are available through <http://www.uncfsu.edu/extendedlearning/> and click on Student Support.
- g. It is the student's responsibility to clear their bill with the office of Business & Finance.

ACADEMIC UNITS

Deans

Deans are accountable to the Provost and Vice Chancellor for Academic Affairs, and are responsible for the administrative, instructional, financial, and logistical functions of their academic units, as well as for the management of personnel and other resources.

The Deans are responsible for:

1. Selecting and recommending University continuing faculty for Summer School employment.
2. Verifying faculty rank of University continuing faculty to be employed in Summer School.
3. Selecting and recommending new faculty and adjunct faculty to be employed in the Summer School Program.
4. Recommending faculty rank where needed.
5. Selecting and recommending student and non-student personnel for employment within their academic units if funds are available.
6. Coordinating academic advisement for students in their academic units.
- 7. Canceling courses that do not have the established minimum enrollment. (These classes MUST be cancelled through the Office of Summer School).**
8. Requesting administrative and instructional materials and supplies required through the Office of Summer School.

The planning, implementation, and evaluation of programs are conducted by the appropriate College/School. Graduate courses offered by the academic departments are administered by the Deans of the appropriate College/School as designated by the Provost.

Department Chairs

The Department Chairs must analyze course enrollments within their respective departments daily during registration to determine whether a course falls within the cancellation criteria established, or whether it should be continued based on special circumstances. **Timely (one to two days) notification must be provided to the respective Dean, the Interim Director of Summer School and students on the class roster if the course is to be officially cancelled.**

The Department Chair is responsible for emailing enrolled students when courses have been cancelled. The cancellation notice will advise students that they may select another course. Any **recommendation to divide a class** should be made within the first **two** days of class. It should be accompanied by a recommendation for an instructor, all credentials for employment (if a new instructor), and the teaching load of that instructor during the summer sessions. This recommendation must be approved by the Interim Director of Summer School **PRIOR** to the division of the class or promise of employment to an instructor. **Arrangements made without such will result in a contract not being issued.** Department chairs are strongly advised to adhere to limits set for each class schedule during summer sessions.

*Classes with less than five (5) students will be cancelled prior to the first day of class, thus allowing those students to register during the drop/add period. This will allow students on financial aid to register for the six hours needed.

*Contracts will be submitted to the Contract Administrator after the drop/add period.

* Online courses are strongly encouraged to accommodate students who work during the day or cannot commute to campus every day.

*Remind faculty to maintain office hours (2 hours/course/week) during the summer.

*If the course is an approved independent study, the correct code is IN.

*Notification of class cancellations must be sent to Mrs. Cheryl McGhee, who will forward to the Registrar.

Department Chairs under contract until June 30 do not receive additional compensation for teaching Summer School Session I (Intersession, Summer Session I 4-weeks, or 8-week classes). Department Chairs may be contracted to teach during Summer Session II (July).

ACADEMIC SUPPORT UNITS

The Academic Support Units include: the Office of Admissions, Office of the Vice Chancellor for Business and Finance, the Graduate School, Library Services, the University Registrar and University College. Each unit supports the operation of the Summer School Program with their designated functions and services.

FACULTY APPOINTMENTS

Continuing Faculty

All faculty recommendations for employment (recommendations/extra duty forms) are initiated by the appropriate department. All recommendations must be approved by the Deans of the College of Arts and Science, the School of Business and Economics, or the School of Education.

The recommendation for employment of continuing and approved adjunct faculty must be in writing. The respective Dean will submit to the Interim Director of Summer School a list of the approved faculty who will teach during Intersession, Summer School I, Summer Session II and eight weeks. The list of approved faculty will include the following: name of faculty member, approved rank, highest degree earned and course(s) to be taught.

If a faculty member on the list cannot perform instructional duties during Summer School, and a substitute is added, the name of the replacement faculty member must be forwarded in writing to the Office of Summer School.

Under no circumstances should faculty be assigned to teach courses if they are not continuing faculty or approved adjunct faculty.

New Faculty

Recommendations for new faculty members must begin within the respective Departments and be approved by the Dean. An application packet must be assembled and submitted to the Contract Administrator no less than ten days prior to the beginning of each summer session. The application package must consist of the following documents:

1. A completed Fayetteville State University EPA Application
2. Official transcripts of all earned degrees
3. Current Curriculum Vitae
4. Three original letters of reference
5. Credential Review Form
6. Three Telephone Reference Check Forms
7. Background Check
8. Visa documentation, if applicable

The submitted recommendation must include approved rank, and course(s) to be taught.

Faculty will not be placed on payroll until all documents have been received by the Contract Administrator. Failure to adhere to set guidelines could jeopardize payment for services rendered.

FACULTY TEACHING LOAD

1. Faculty employed on a nine-month contract, without administrative responsibility, may teach the equivalent of six semester hours in a session. For purposes of teaching load, Intersession is considered independently.
2. Faculty can teach no more than one course during the Intersession period.
3. There are no overloads during Summer Sessions.

FACULTY RESPONSIBILITIES

Academic Advisement and Registration: Faculty members are expected to assist with academic advisement and registration during all Summer Sessions. Assignments will be made by the Chair of the respective department in which the faculty member is employed.

Class Attendance: Faculty members are expected to meet their classes at the times and places designated in the schedule. Changes must be approved by the Department Chair and Dean. The Deans will notify the Office of Summer School via email of any changes that need to be made for the official record.

Office Hours: Each member of the faculty employed during Summer School is expected to be available to his or her students for consultation at least two hours per class. If a faculty member is teaching two courses, they should be available for four office hours per week. Faculty should be available to meet with students at alternate times.

Roll Books, Grades, and Examination: Faculty members are expected to maintain roll books for student accountability, to observe the examination dates at the end of each session, and to submit the final grades by the specified date.

Instructional Support: Faculty members are expected to consult University publications for policies regarding the Library, the Bookstore, the Communications Center, and other instructional support activities.

- Verify roster and class attendance by the first day of class.
- Inform students who are not on the roster, so that they will stop attending class. (They will not be re-enrolled or reinstated).
- Contracts will not be adjusted after the class withdrawal deadline.

Please see the following table for important dates regarding bill clearance:

TERM	Summer Session I			Summer Session II
	Intersession	SSI	Eight Weeks	SSII
Bill clearance	May 17th	June 6 th	June 6 th	July 18th
X-grades	May 17th	June 8th	June 13 th	July 15th
Students dropped for non-payment	May 18th	June 7 th	June 7 th	July 19th

- Students must be enrolled in at least six (6) hours **during a term** in order to be eligible for financial aid.
- X-grades may cause students to lose their financial aid.

FACULTY COMPENSATION

Contracts for teaching during each Summer Session are not guaranteed. A member of the faculty appointed to teach during Summer School receives a salary based on the approved Fayetteville State University Salary Rate for Summer School Faculty in effect during the summer. Contracts for faculty are issued by the Provost. All faculty contracts are prepared in the Office of Summer School based on the rate approved by the Provost. The schedule of the approved compensation is listed below:

Undergraduate:		1 credit		2 credits		3 credits		4 credits		
		min/5*	max/15*	min/5	max/15	min/5	12	max/15	min/5	max/15
Faculty Rank	PerCrHr									
Professor	\$97	\$485	\$1,455	\$3,492	\$2,910	\$1,455	\$3,492	\$4,365	\$1,940	\$5,820
Assoc Prof	\$93	\$465	\$1,395	\$930	\$2,790	\$1,395	\$3,348	\$4,185	\$1,860	\$5,580
Assist Prof+	\$89	\$445	\$1,335	\$890	\$2,670	\$1,335	\$3,204	\$4,005	\$1,780	\$5,340
Lecturer	\$85	\$425	\$1,275	\$850	\$2,550	\$1,275	\$3,060	\$3,825	\$1,700	\$5,100

Example:

Faculty Rank	PerCrHr	CrHr	Students	Salary
Professor	\$97	3	10	\$2,910
Assoc Prof	\$93	2	15	\$2,790
Assist Prof*	\$89	4	10	\$3,560
Lecturer	\$85	3	12	\$3,060

Graduate:		1 credit		2 credits		3 credits		4 credits		
		min/5	max/15	min/5	max/15	min/5	12	max/15	min/5	max/15
Faculty Rank	PerCrHr									
Professor	\$135	\$675	\$2,025	\$4,860	\$4,050	\$2,025	\$4,860	\$6,075	\$2,700	\$8,100
Assoc Prof	\$125	\$625	\$1,875	\$1,250	\$3,750	\$1,875	\$4,500	\$5,625	\$2,500	\$7,500
Assist Prof*	\$115	\$575	\$1,725	\$1,150	\$3,450	\$1,725	\$4,140	\$5,175	\$2,300	\$6,900
Lecturer	\$100	\$500	\$1,500	\$1,000	\$3,000	\$1,500	\$3,600	\$4,500	\$2,000	\$6,000

Example:

Faculty Rank	PerCrHr	CrHr	Students	Salary
Professor	\$135	3	10	\$4,050
Assoc Prof	\$125	2	15	\$3,750
Assist Prof*	\$115	4	10	\$4,600
Lecturer	\$100	3	12	\$3,600

Classes with fewer than five (5) students will be canceled by the university. Maximum pay will be based on fifteen (15) students. There will be no additional pay for more than fifteen (15). Individuals with terminal degrees, but not on regular faculty, will have the rank of Adjunct Assistant Professor. The salary rates for Summer School employment may change based on the approval of the Chancellor. Each academic unit will be notified of any salary change.

PAY DATES

Intersession - one payment on June 30, 2011

First Summer Session- one payment on July 29, 2011

Second Summer Session – one payment on August 31, 2011

Eight Week Session – two payments; one each on July 29, 2011 and August 31, 2011

FACULTY PERFORMING OTHER DUTIES

Faculty who are employed under the Summer School budget and who perform non-instructional duties must be approved by the Dean of their respective academic unit and the Provost and Vice Chancellor for Academic Affairs prior to the beginning of the period remuneration is expected. The Recommendation for the Employment of Faculty and the documents for the application package can be found on the Academic Affairs website under Publication and Forms.

The recommendation will follow the same procedure for classroom instruction; however, a narrative of work to be accomplished is required. Example: name of faculty member, approved rank and work to be accomplished.

A narrative will be included in the faculty member's Fixed-Term Employment Contract issued by the Provost. The faculty member must submit a report to his/her dean by the agreed upon date. The report must be approved before the faculty member will be paid.

EMPLOYMENT OF NON-FACULTY

The employment of students may occur during each Summer Session, provided funds are available in the Summer School budget and upon the approval of the Provost.

Student and non-student Fixed-Term Employment Contracts are prepared based on the hourly rate of pay, the number of hours worked during the pay period, and the length of the pay period.

All contracts are forwarded to the Provost and Vice Chancellor for Academic Affairs and the Contract Administrator for review and approval.

CONTINUING STUDENTS

- ❖ Click on the Summer School website for registration dates and drop/add/withdrawal dates from the University at <http://www.uncfsu.edu/summerschool>.
- ❖ All undergraduate students will be required to enter an ALTERNATE PIN number necessary to complete registration. Contact your advisor to receive the ALTERNATE PIN. You will not be able to register without it.
- ❖ Check your schedule prior to the first day of class to ensure enrollment.
- ❖ On the first day of class, check with your instructor to ensure that you are on the roster. If you are not on the roster, register before the end of late registration.
- ❖ Students who are dropped for no-shows or non-payment will not be re-enrolled.
- ❖ Students must be enrolled in at least six (6) hours **during a term** in order to be eligible for financial aid.
- ❖ There are NO DEFERMENTS and NO PAYMENT PLANS during Summer School.
- ❖ **CHECK YOUR CAMPUS EMAIL REGULARLY!**
- ❖ The maximum course load is seven (7) hours in a single session though students with cumulative GPAs of 3.0 or higher are permitted to enroll in a maximum of nine (9) hours. Students are allowed exceed the load limit during Summer Session I by adding one Intercession course. The course overload form is located at www.uncfsu.edu/registrar/forms.htm.
- ❖ Students are only permitted to take one course during Intercession.
- ❖ X-grades may cause students to lose their financial aid.

TERM	Summer Session I			Summer Session II
	Intercession	SSI	Eight Weeks	SSII
Bill clearance	May 17th	June 6 th	June 6 th	July 18th
X-grades	May 17th	June 8th	June 13 th	July 15th
Students dropped for non-payment	May 18th	June 7 th	June 7 th	July 19th

SPECIAL VISITING STUDENTS

- ❖ Complete the Admissions Process <http://www.uncfsu.edu/admissions/>
You will need:
 1. application
 2. official transcript
 3. application fee

- ❖ You will receive your Banner ID# from the Admissions Office. Banner # begins with 830.

- ❖ To obtain your username and password, go to <http://www.uncfsu.edu/itts/bannerlogininfo.htm>
You will need your Banner ID#
Write down your username and password or print it.

- ❖ Special visiting students are not eligible for financial aid.

- ❖ Registration and drop-add/withdrawal dates from class and from the University can be found at <http://www.uncfsu.edu/summerschool/calendar.htm>.

- ❖ There are no deferments during Summer School.

- ❖ Students may only take one course during Intersession.

- ❖ **CHECK YOUR CAMPUS EMAIL REGULARLY**

LOW ENROLLMENT

Summer School courses with low enrollment may be cancelled. Exceptions should be based on special circumstances and the recommendation of the Dean. The decision to continue the course should be coordinated through the instructor by the Department Chair and approved by the Dean. Approval must be received by the Office of Summer School before the second day of class.

COURSE CANCELLATION

Summer School courses with fewer than five (5) students may or may not be canceled. When the decision of the academic department is to cancel the course, the official cancellation must be submitted immediately via email by the Department Chair, approved by the Dean, and forwarded to the Office of Summer School, who will contact the Registrar's office. The Chair should contact registered students of the cancellation.

Upon receiving the course cancellation notice by the Office of Summer School, the University Registrar will remove the course from the official Summer School course scheduling list. This procedure must be completed in a timely manner so that the students affected by the course cancellation may register for another required course.

DROP/ADD PERIOD FOLLOWING REGISTRATION

After registration is completed, a student's initial registration may be altered during the official University drop/add period or earlier. After the **first** day of class, a decision must be made by the Dean in collaboration with the Department Chair and Instructor about the cancellation of a course from the schedule. The timely cancellation of a course will enable students enrolled in the canceled course to select and register for another course before the end for the drop/add period.

EDUCATIONAL/OFFICE MATERIALS AND SUPPLIES

The budget for the Summer School Program may include funds for providing academic and educational materials and supplies. Materials and supplies (educational and office) required to support the Departments, Offices of the Deans, and other Units should be requested by the Deans, Department Chairs or Directors and submitted to the Office of Summer School. Requests for Purchases initiated by the Department Chair must be approved by the respective Dean.