



MISSISSIPPI STATE UNIVERSITY

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: April 17, 1989
Revised-June 8, 2009

SUBJECT: AOP 13.12 - Summer School Teaching

PURPOSE:

The purpose of this Academic Operating Policy and Procedure (AOP) is to insure our understanding and standardization of the policy governing summer school teaching.

REVIEW

This AOP will be reviewed every five years or whenever circumstances require an earlier review by the Associate Provost for Academic Affairs with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

Summer school operates on a self-sustaining basis. Salaries and expenses of instructional programs during the summer sessions depend upon resources generated by student enrollments. It may not be possible for all nine-month faculty who wish to teach in summer school to do so. Students' needs are balanced with departmental funds for summer school. Attention is paid to class size and numbers of sections needed for a given course. Compensation for summer teaching is up to eight percent of the previous nine-month salary base for each three-hour course taught. Normally, a maximum for full-time teaching in the summer is thirty-two percent of the previous nine-month base salary.

The Associate Provost for Academic Affairs serves as the Director of Summer School. Academic deans and department heads are responsible for decisions on course offerings and teaching assignments. The Director of Summer School and the academic deans establish the budget for each college/school. The deans and department heads administer their respective budgets.

RESPONSIBILITIES

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost	Review	2013

APPROVED: April 17, 1989

APPROVED:

<u>/s/ Jerome Gilbert</u> Associate Provost for Academic Affairs	<u>05-12-09</u> Date
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<u>/s/ Peter Rabideau</u> Provost and Vice President for Academic Affairs	<u>05-12-09</u> Date
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<u>/s/ David Nagel</u> President, Robert Holland Faculty Senate	<u>05-13-09</u> Date
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REVIEWED BY:

<u>/s/ Don Zant</u> Office of Internal Audit	<u>05-18-09</u> Date
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<u>/s/ Charles Guest</u> General Counsel	<u>05-26-09</u> Date
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APPROVED:

<u>/s/ Mark E. Keenum</u> President	<u>06-08-09</u> Date
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