

Policy on Offering Summer School Courses

NDSU College of Agriculture, Food Systems & Natural Resources

Effective Summer 2024

The following policies apply to the teaching of 3-credit, didactic courses during the summer semester.

Scheduling of Summer Courses

- Chairs/Heads/Directors are encouraged to offer summer sections to full time faculty before looking to hire PTAs.
- Chairs/Heads/Directors are discouraged from scheduling a summer section as the only offering of a required course.
- Summer section offerings should be based on student demand and efficiency across courses and sections.

Minimum Enrollments

- Undergraduate courses: 18 students
- Graduate courses: 8 students
- 400/600 cross-listed courses: 18 students, with undergraduates counting as one and graduate students counting as two.
- A decision on canceling a section will be made no later than two weeks before the session starts.

Compensation

- Compensation will follow the rates in Table 1.
- Graduate Students without a stipend will be paid as PTAs.
- Instructors of sections with high enrollment will be compensated more. Courses are considered high enrolled when they exceed 60 students as measured on census date.
- The difference in compensation between summer and semester overloads reflects the condensed time horizon for summer courses.

Table 1: Summer Section Compensation		
Instructor	3-credit UG or Grad	3-credit UG or Grad, High enrollment
Full-time Faculty	\$10,000	\$13,500
Part-time Academic and Staff	\$6,000	\$8,100
Graduate Assistants (on assistantship)	\$5,100	NA

Other Policies

- For non-didactic courses (e.g., research credits, independent study, etc.), instructors will not receive compensation unless other arrangements have been agreed upon by the Chair/Head/Director and Dean.
- For courses that are offered for more or less than 3 credits, the salary numbers will be pro-rated on a per credit basis. Minimum enrollments will remain the same.
- If excess revenues are generated (income exceeds expenses), the college will retain 20% of those revenues and the rest will be distributed to the generating departments (similar to IDC distributions). These unrestricted revenues will be distributed in the fiscal year comprising the second half of the summer semester (i.e., after the summer semester has been completed).