

EAST TENNESSEE STATE UNIVERSITY
NOTICE OF EMPLOYMENT OF SUMMER SCHOOL FACULTY
SELF-SUPPORTING COURSE: 200_

Name: _____ Employee Number or SSN: _____ Acct. # _____

Total: Salary and Benefits for Self-Supporting Course(s) _____

This is to confirm your summer employment in the Department/Division of _____ to teach the following self-supporting course: (You will sign a separate Self-Supporting Course Form for each course.)

Prefix and Number _____ Number of Hours _____

These are the conditions of the course:

1. Your compensation and benefits for teaching the course will be paid entirely from maintenance fees paid by students enrolling in the course. The fees generated by out-of-state tuition from students enrolling in the course will also be applied to the maximum amount you may receive in salary and benefits from teaching the self-supporting course.
2. The maximum salary is calculated on 1/32 of your annual year salary per credit hour X number of credit hours for the course. Your benefits are an additional 18% of the compensation derived from the course. For this course you will need _____ undergraduate or _____ graduate students (based on maintenance fees only) to pay your compensation and benefits for the one course.
3. If the number of students enrolling is not sufficient to make your compensation at the 1/32 rate plus benefits, you agree to teach the course for the amount of money that is generated from the maintenance fees and out-of-state tuition paid by the actual number of students enrolling, unless the enrollment is too small to ensure a viable class. In no case will an undergraduate class run with fewer than 8 students and a graduate class with fewer than 6.
4. Please declare the minimum number of students you will accept in agreeing to teach the course and provide a brief rationale for this number in the space below.

I will need a minimum of _____ students in order to teach this class.

Rationale for minimum:

5. Please be advised that your total summer compensation (total from self-supporting courses plus salary from courses supported by the Summer Budget) cannot, by TBR policy, exceed 25% of your academic year salary.
6. A decision to cancel the course because of insufficient enrollment will be made three working days before the first class meeting. All registered students will be notified.

Please sign and return the contract through your Chair and the Dean's Office to the Office of the Vice President for Academic Affairs. It is understood that in addition to the specific assignments listed, the appointment also includes all other duties and responsibilities normally associated with faculty appointments.

Accepted by: _____

Department Chair

Dean/Director of College/Division

Approved: _____
Vice President for Academic Affairs