

Summer 2020 Planning Packet

Table of Contents

Contents

Summer 2020 Planning Packet.....	1
Table of Contents.....	1
Introduction.....	2
NAU offers five summer sessions:	2
Dynamic Dating.....	2
Summer Administration	2
Summer Website for Students.....	2
Other Resources.....	2
Summer Term – Planning/Schedule Build Reminders.....	3
Requesting Class Cancellation	3
Changes to the 2020 Summer Schedule of Classes	3
When Determining Class Schedules	4
Summer Term – Pay Reminders	4
Works differently than academic year	4
Faculty Payment Forms	4
Supplemental Compensation Request Forms (SUPs)	4
Payroll Packets	4
Appendix A	5
Appendix B	6
Appendix C	7
Appendix D.....	8
Appendix E	9
Paycheck Information	9
How to Access Online Services	9
Online Services Available:	9

Introduction

Summer classes offer current students a way to continue progress toward their degree or improve a course grade. New Mountain Campus students, scheduled to begin in the fall, can take advantage of smaller summer class sizes to experience college life. The comfortable climate of the Mountain Campus can help attract learners to summer workshops or seminars.

NAU offers six summer sessions:

3-week	May 11 – May 29
7.5 week	May 11 – June 30
12-week	May 11 – August 4
10-week	June 1 – August 4
5-week First	June 1 – June 30
5-week Second	July 6– August 4

Dynamic Dating

Note: Classes with start dates and/or end dates different from standard sessions above will be created in Dynamic Dating sessions. Enrollment deadlines for Dynamic Dating sessions are added as a Class Note to each class in LOUIE for students to view. Classes should be scheduled within a standard session whenever possible.

DD1 (3-week)	May 11 – May 31
DD2 (5-week)	June 1 – July 5
DD3 (5-week)	July 6 – August 4

Summer Administration

This planning packet serves as an aid for Mountain Campus staff when planning the schedule of classes for summer session. Academic units determine Summer session class offerings.

Please refer to [Appendix A](#) for the Summer Sessions 2020 Management & Policies/Salaries and Credit Hour Value.

For further information about administration of Summer Session: <http://nau.edu/VPAA/Summer-Sessions/>.

The point of contact in the Office of the Vice Provost is Mikhael Star (Mikhael.Star@nau.edu, (928) 523-5986).

Summer Website for Students

The NAU summer website is <http://nau.edu/summer>. The site will contain important information and resources on all subjects pertaining to summer, including calendars with session dates and enrollment and payment deadlines. Summer classes will appear live to the public through LOUIE October 28, 2019.

Other Resources

North American Association of Summer Sessions (NAASS): <http://www.naass.org/> is a national organization established to help universities plan their summer classes. NAU colleges/departments are encouraged to take advantage of this resource.

Summer Term – Planning/Schedule Build Reminders

- Academic units will begin planning Summer 2020 classes in November 2018, along with classes for fall, winter and spring terms that follow in the academic year.
- Academic units will submit ERS SoC reports to Schedule of Classes by the close of business March 13, 2019, so summer classes can be built by the beginning of May 2019.
- Summer is different from the rest of the academic year. Most full-time faculty contracts end in May or June.
 - To ensure that your faculty members are paid for teaching in the summer, you will need to provide information to help calculate faculty salaries and process payment (e-PAR or SUP) forms.
- The worksheet found in [Appendix B](#) lists details you will need when coordinating Summer-session classes.
- Review dates listed in **Summer Timeline** in [Appendix C](#).
- Summer 2020 classes are viewable to students in LOUIE on October 28, 2019.
- Early enrollment appointments for Summer 2020 classes will begin March 2, 2020 and open enrollment will begin March 13, 2020.
- Academic units are responsible for monitoring enrollment in summer classes created for their respective department.
- After calculating salaries, faculty will be sent “information letters,” which faculty often confuse with “contracts.” Faculty are not issued contracts for summer classes.
- Draft copies of faculty “information letters” will be sent by email to academic department or college representatives for review in April. (Final versions are usually sent that same month.)

Requesting Class Cancellation

Due to COVID issues, we are shifting the April 10, 2020 deadline by which departments and programs must decide to hold or cancel classes.

In order to provide ultimate flexibility, we are giving units a deadline of the Friday two weeks prior to the first day start of each summer session to run the class or cancel the class.

Summer Session	3 Week N3A	7.5 Week 75A	12 Week N12	1st 5 Week N5A	10 Week N10	2nd 5 Week N5B
First Day of Session	5/11/2020	5/11/2020	5/11/2020	6/1/2020	6/1/2020	7/6/2020
Deadline to Cancel	4/24/2020	4/24/2020	4/24/2020	5/15/2020	5/15/2020	6/19/2020

- Dynamically dated sessions with start date different than listed above must also request a cancellation by the Friday two weeks prior to the start of class.
- Departments are responsible for checking enrollment before the posted deadlines. Departments may not cancel, close enrollment, or communicate a cancellation to students after the deadline without Provost’s approval (via John Masserini). Any course with enrollment after the posted deadlines is not eligible for cancellation.

Changes to the 2020 Summer Schedule of Classes

- Changes to the schedule of classes are made by the centralized Schedule of Classes team in the Registrar’s Office. To request any change, please use the forms available on the schedule of classes maintenance website.
- Adding in-person classes to the summer schedule: Classes may be added to the schedule provided the unit and Dean’s office agree that the class serves student degree progression and has a high probability of meeting at least breakeven enrollment. In general, students are more likely to enroll in online versus hybrid or in-person courses.
- Canceling in-person/blended classes from the summer schedule: Units should carefully evaluate the impact on students of canceling a class. In addition to the academic impact of degree progression, our in-person Northern Arizona University Summer 2020

students must secure work and housing to be on campus for the summer.

- Changing the delivery mode, session, meeting pattern, or units of a course that is already scheduled: Changes of this type are highly discouraged after the schedule of classes has published. A change from an in-person or hybrid mode to online has the lowest potential impact in this group. In general, a modality change to online will be approved. Other changes may not be approved, depending on the potential student impact.

When Determining Class Schedules

Because summer classes are often accelerated, careful class scheduling is important. Even accelerated classes must meet ABOR-mandated contact hour requirements. Departments can refer to the Class Scheduling Matrix in [Appendix D](#) for options by credit hour and session length when planning summer session classes.

Summer Term – Pay Reminders

Works differently than academic year

Faculty payroll works a little differently in summer when compared with the academic year. Data is sent electronically to the Payroll Department through an upload into the LOUIE Human Resource system.

Faculty Payment Forms

In the summer either an Electronic Personnel Action Request (e-PAR) or a Supplemental Compensation Form (SUP) will be initiated to pay your faculty.

Supplemental Compensation Request Forms (SUPs)

If an instructor is a full-time fiscal year faculty, or if a faculty contract overlaps a summer course, the faculty member will usually have to be paid with **supplemental pay**. Information on the pre-approval and payment of supplemental compensation for faculty can be found online in the HR Forms Index under [Supplemental Compensation](#).

Payroll Packets

Visiting and part-time faculty who have not been paid by NAU within the past six months or who are not regular employees of the university may be considered new hires or re-hires. Federal and State law requires that all employees must complete a new hire packet before they start work, and timely completion of a new hire packet will ensure prompt payment when instruction begins.

When your college or department makes the decision to hire a visiting or part-time faculty member, be sure to initiate a new hire packet online through Hire Xpress in LOUIE. Once the hire process is complete, you will receive an email notification from Hire Xpress. Forward the email notification to ECfac.payroll@nau.edu along with their NAU Employee ID, state of residency, and the start date of the course to initiate an e-PAR for the faculty.

The NAU Payroll Office cannot process faculty pay with an incomplete payroll packet. Encourage faculty to complete their payroll packet online well before their course start date. They cannot be paid nor receive access to Blackboard Learn until all of the information has been received, even if their course has started.

Please refer to [Appendix E](#) for faculty paycheck information.

Appendix A

Summer Sessions 2019 Management & Policies Salaries and Credit-Hour Value

Updated November 2020

Salaries will be set for Summer 2020 per guidelines established in 2019.

- Beginning in Summer 2020 a flat pay rate of \$2,000 per credit hour (\$6,000 for a standard 3-credit-hour course) will be in effect for all full-time faculty
- This pay rate will be subject to proration dependent on enrollment at the Dean's discretion.
- The standard proration thresholds for each course will be 16 students for undergraduate classes and 14 students for graduate classes. Pay rates for undergraduate courses with enrollment below 16 students will be prorated proportionately, while the pay rates for graduate classes will be prorated below 14 students.
- The college/department will retain the flexibility to adjust the proration level as needed with the approval of the Provost's Office, including the ability to guarantee full pay.
- Salaries for part-time faculty teaching Summer sessions will continue to be based on the part-time faculty salary schedule posted to the [Provost's website](#).

Credit-Hour Value is a fixed 60% rate of return

- 60% of actual Summer tuition rates are returned to the college/department
- The rate allows for a 40% overhead that is broken out as follows:
 - 5% uncollected, unpaid, and waived tuition
 - 10% state reimbursement (applied as a reduction to the state funding request)
 - 25% University set-asides
- Salary and ERE expenses are deducted after the 40% overhead rate is applied to the Credit Hour Value to arrive at the amount returned to the college/department.
- An average ERE rate of 16% is used to project and reconcile summer salaries. This rate is subject to annual review and change based on actuals.

Appendix B Summer Class Planning Worksheet

Class Information Term: Fall Summer Spring Winter Year: _____

Campus: _____ Session: _____ Class Start Date: _____ End Date: _____

Course: _____ # of Credit Hours: _____ Capacity: _____

Topic (Optional): _____ Class Fee: _____ Waive Class Fee: Yes No

Total Number of Class Meetings: _____ Total Number of Contact Hours: _____

Grading: Letter grade Pass/Fail Other: _____

In Person and Blended classes:

Days: _____ Times: _____

Location/Building: _____ Room #: _____

Blended and Online Classes:

Synchronous Meetings: Days: _____ Times: _____

Asynchronous – No set meeting days/times

Class URL (Optional): _____

Consent needed (check one)

- No consent
 Student contact department for permission nr
 Student contact instructor for permission

Publish in print materials and show in web searches?

- YES
 NO

Reserve: _____ seats of the total capacity for _____ student group.

Class Notes: _____

Instructor

Instructor Name: _____ SSN: _____

Instructor Role:

- Primary Instructor
 Secondary Instructor

Grade Roster Access:

- Approve
 Grade

Off Campus Education Only: One-way mileage to class per trip: _____ *Total number of overnight stays:* _____

Instructor Pay

Instructor's primary affiliation with NAU during the session this class is offered:

- Part Time Faculty
 Full Time Faculty **ON contract** with NAU – contract dates overlap any part of this class
 Full Time Faculty **OFF contract** with NAU - contract dates do not overlap any part of this class
 Administrative Faculty
 Service Professional/Classified staff

How will this instructor be compensated for teaching this class?

- NO PAY** - This class is part of the instructor's assigned duties for which they are already being paid
 EC is to pay for this class (ePAR or Supplemental form will be generated by NAU Online)
 The Academic Dept is to pay for this class (ePAR or SUP form will be generated by the Acad Dept.)
 Yuma is to pay for this class (ePAR or Supplemental form will be generated by Yuma)

Flagstaff/Online/Yuma Only: Paid Credit Hours: _____

Special Instructions: _____

Appendix C

Summer 2020 Timeline (All dates are tentative and subject to change)

March 2019	
13	Summer 2020 class build begins in LOUIE
October 2019	
28	Classes viewable to students in LOUIE
March 2020	
04	Early enrollment begins
15	Open enrollment begins
April 2020	
10	Last day to cancel classes offered on the Flagstaff Mountain campus
13	Budget table with academic year 2019-2020 salaries
24	Last day to request a cancellation for a N3A, 75A, or N12 session
May 2020	
04	Begin reviewing enrollment, prorate 3- and 12-week classes
11	Start 3-week / 7.5-week / 12-week / DD1
11	Prorates due for 5/13 week classes
12	Salary upload
15	Last day to request a cancellation for a N5a or N10 session
25	Begin reviewing enrollment, prorate first 5-week and 10-week classes
26	Salary upload
29	End 3-week
31	End DD1
June 2020	
01	Start first 5-week / 10-week / DD2
08	Prorates due for 6/4 week classes
09	Salary upload
19	Last day to request a cancellation for a N5B session
22	Begin reviewing enrollment; prorate second 5-week classes
23	Salary upload
30	End first 5-week / 7.5 week
July 2020	
05	End DD2
06	Salary prorates due for second 5-week classes
06	Start second 5-week / DD3
07	Salary upload
21	Salary upload
August 2020	
04	Salary upload
04	End of Summer Term (End of second 5-week, 10-week, 12-week and DD3 classes)

Appendix D

Course Matrix

(Please use this chart as a general guide. Adjustments may be needed for holidays. All calculations are rounded to the nearest one-tenth.)

Each Credit Award requires 750 minutes of in-class time. CALCULATION: 750 times number of credit hours, divided by number of meeting days, divided by 60.	Schedule days	Number of meeting days (count)	Minutes of in-class time required per day	**Hours of class time required per meeting day (minutes per day divided by 60)	Contact hours (15 required per credit) 1 contact hour = 50 mins of class time	Time-slot (example of standard time slot)	Required class time per meeting day (round up when questionable)
1 credit	MTW	3	250.0	4.2	15	8:00-12:15	4 hrs, 15 mins
(15 x 50 = 750 mins class time)	MTWTh	4	187.5	3.1	15	8:00-11:10	3 hrs, 10 mins
	MTWTF	5	150.0	2.5	15	8:00-10:30	2 hrs, 30 mins
Over 2-1/2 week period	MTWTh	10	75.00	1.25	15	8:00-9:15	1 hr, 15 mins
2 weekends	FSAT	4	187.5	3.1	15	8:00-11:10	3 hrs, 10 mins
1 weekend	FSAT	2	375.0	6.3	15	8:00-2:20	6 hrs, 20 mins
2 weekends	SAT	2	375.0	6.3	15	8:00-2:20	6 hrs, 20 mins
2 credits (must span 1 weekend)	FM	2	750.0	12.5	30	-----	12 hrs, 30 mins
(30 x 50 = 1500 mins class time)	ThF M	3	500.0	8.3	30	-----	8 hrs, 20 mins
	ThF MT	4	375.0	6.3	30	8:00-2:20	6 hrs, 20 mins
	ThF MTW	5	300.0	5.0	30	8:00-1:00	5 hrs
2 weekends	FSAT	4	375.0	6.3	30	8:00-2:20	6 hrs, 20 mins
3 credits (3-week session)	MTWTF	14	160.7	2.7	45	8:00-10:45	2 hrs, 45 mins
(45 x 50 = 2250 mins class time)	MTWTh	11	204.6	3.4	45	8:00-11:25	3 hrs, 25 mins
	MTW	8	281.3	4.7	45	8:00-12:55	4 hrs, 45 mins
3 credits (5-week session)	MTWTF	22	93.75	1.6	45	8:00-9:45	1 hr, 45 mins
(45 x 50 = 2250 mins class time)	MTWTh	18	118.4	2.0	45	8:00-10:10	2 hrs, 10 mins
	MTW	14	160.7	2.7	45	8:00-10:45	2 hrs, 45 mins
	WThF	12	160.7	2.7	45	8:00-11:15	3 hrs, 15 mins
	TTh	9	250	3.75	45	8:00-12:15	4 hrs, 15 mins
	FSAT	8	250	4.2	45	8:00-12:45	4 hrs, 45 mins
3 credits Workshop (must span 2 weekends)	MTW	6	375.0	6.3	45	8:00-2:20	6 hrs, 20 mins
(45 x 50 = 2250 mins class time)	MTWTh	8	281.3	4.7	45	8:00-12:45	4 hrs, 45 mins
Regular 2-1/2 week period	MTWTF	12	187.5	3.1	45	8:00-11:10	3 hrs, 10 mins
2 weekends	FSAT	4	562.5	9.4	45	-----	9 hrs, 25 mins
4 weekends	FSAT	8	281.3	4.7	45	8:00-12:45	4 hrs, 45 mins
3 weekends	FSAT	6	375.0	6.3	45	8:00-2:20	6 hrs, 20 mins
2 weekends	FSatSu	6	375.0	6.3	45	8:00-2:20	6 hrs, 20 mins
3 credits (10-week session)	MTWTF	47	47.9	0.8	45	8:00-8:50	50 mins
(45 x 50 = 2250 mins class time)	MTWTh	38	59.2	1.0	45	8:00-9:00	1 hr
	MTW	29	77.6	1.3	45	8:00-9:20	1 hr, 20 mins
	TTh	19	118.4	2.0	45	8:00-10:00	2 hrs
5 weekends	FSAT	10	225	3.75	45	8:00-11:45	3 hrs, 45 mins
9 weekends	FSAT	18	125	2.1	45	8:00-10:10	2 hrs, 10 mins
3 credits (12-week session)	MT	23	97.8	1.6	45	8:00-9:40	1 hr, 40 mins
(45 x 50 = 2250 mins class time)	TTh	23	97.8	1.6	45	8:00-9:40	1 hr, 40 mins
4 credits (5-week session)	MTWTF	22	136.4	2.3	60	8:00-10:20	2 hrs, 20 mins
(60 x 50 = 3000 mins class time)	MTWTh	18	166.7	2.8	60	8:00-10:50	2 hrs, 50 mins
	MTW	14	214.3	3.6	60	8:00-11:40	3 hrs, 40 mins
	TTh	9	333.3	5.6	60	8:00-1:40	5 hrs, 40 mins
	FSAT	8	375	6.3	60	8:00-2:20	6 hrs, 20 mins
4 credits (10-week session)	MTWTF	47	63.8	1.1	60	8:00-9:10	1 hr, 10 mins
(60 x 50 = 3000 mins class time)	MTWTh	38	79	1.3	60	8:00-9:20	1 hr, 20 mins
	MTW	29	103.5	1.7	60	8:00-9:45	1 hr, 45 mins
	TTh	19	157.9	2.6	60	8:00-10:40	2 hrs, 40 mins
5 weekends	FSAT	10	300	5.0	60	8:00-1:00	5 hrs,
9 weekends	FSAT	18	166.7	2.8	60	8:00-10:50	2 hrs, 50 mins

**Hours: All portions of an hour are rounded UP to nearest increment of 5 minutes (.1 = 6 mins > 10 mins; .2 = 12 mins > 15 mins; .3 = 18 mins > 20 mins; .4 = 24 mins > 25 mins; .5 = 30 mins; .6 = 36 mins > 40 mins; .7 = 42 mins > 45 mins; .8 = 48 mins > 50 mins; .9 = 54 mins > 55 mins)

Appendix E

Information for Faculty

Paycheck Information

Here's what you need to look for on each pay stub:

- ▶ Appropriate “earn code” – as found in the personalized paydate schedule you will receive from NAU Budget Office.
- ▶ Pay rate for each “earn code” should be the amount stated in your personalized paydate schedule.
- ▶ Verify that the address on the check is your current address
- ▶ Monitor your federal and state taxes
 - If necessary, update your form W-4 for federal withholding or the form A-4 for Arizona withholding through LOUIE Online (<http://www4.nau.edu/louie/>).
 - Remember, if you indicated on your W-4 form that additional money should be withheld from your regular paycheck, this same amount will be withheld from each paycheck that you receive. For example, if you are receiving multiple paychecks for your regular faculty pay as well as salary for teaching one or more summer courses, the amount indicated on the W-4 will be withheld from each check. You may want to re-evaluate this deduction during the summer months. If you make any changes to your withholdings, please remember to make any necessary changes at the end of the summer when the payments for your summer courses are complete. **Contact NAU Payroll at (928) 523-2223 if you have questions about your withholdings.**

How to Access Online Services

- ▶ Just log on to <http://www4.nau.edu/louie/> using your NAU email login and password (the same one used for NAU email accounts) and select *Self Service*. There are several options available on this page as seen below.

Online Services Available:

- ▶ View paycheck information
- ▶ Change home and mailing addresses, phone number, email address
- ▶ Update W-4 or A-4 information
- ▶ Update emergency contact information
- ▶ Sign up for or update your direct deposit information
 - If you are not already on direct deposit, sign up now! You can direct your pay to a single bank account, or may select to have part of your pay go to one account and the remainder to another account. Then you can have a relaxed payday, knowing that your pay is in your bank account–no need to take a paycheck to the bank for deposit or cashing. To sign up, log in to <http://www4.nau.edu/louie/>