

# Summer 2021 Planning Packet

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# 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 10 – May 28

7.5 week May 10 – June 29

12-week May 10 – August 3

10-week May 31 – August 3

5-week First May 31 – June 29

5-week Second July 5– August 3

## 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. These are the default session dates. Units must provide the precise start and end dates for each DD class. Classes should be scheduled within a standard session whenever possible.

DD1 (3-week) May 10 – May 28 DD2 (5-week) May 31 – June 29 DD3 (5-week) July 5 – August 3

# 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](#_bookmark0) for the Summer Sessions 2021 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.](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 via LOUIE October 26, 2020.

# 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 2021 classes in November 2019, along with classes for fall, winter and spring terms that follow in the academic year.
* Academic units will enter builds for Summer 2021 in Coursedog from August 24, 2020 through September 11, 2020. Chairs will complete a review of the Summer 2021 schedule build in Coursedog from September 14, 2020 through September 18, 2020. The Summer 2021 schedule build will be final at the close of business September 18, 2020.
* Summer is different from the rest of the academic year. Most full-time faculty contracts end in May or June.

o 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](#_bookmark1) lists details you will need when coordinating Summer-session classes.
* Review dates listed in **Summer Timeline** in [Appendix C.](#_bookmark2)
* Summer 2021 classes are viewable to students in LOUIE on October 26, 2020.
* Early enrollment appointments for Summer 2021 classes will begin March 1, 2021 and are listed below. Once early enrollment appointments end, any eligible students may enroll beginning March 12, 2021.



* Academic units are responsible for monitoring enrollment in summer classes created for their respective department.
* After calculating salaries, faculty will be sent “information letters,” via NAU email. (These letters should not be confused with “contracts,” since faculty are not issued contracts for summer classes.)
* Draft copies of faculty “information letters” are no longer available for departments. Instead, salary reports can be run for each respective department.

## Requesting Class Cancellation

Due to COVID issues, we are following the same cancellation deadlines as Summer 2020 for online classes, by which date departments and programs must decide to hold or cancel online 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 | 7.5 Week | 12 Week | 1st 5 Week | 10 Week | 2nd 5 Week |
|  | N3A | 75A | N12 | NSA | N10 | N5B |
| First Day of Session | 5*/*10/2021 | 5*/*10/2021 | 5/10/2021 | 5/31/2021 | 5/31/2021 | 7/5/2021 |
| Deadline to Cancel | 4/23/2021 | 4/23/2021 | 4/23/2021 | 5/14/2021 | 5/14/2021 | 6/18/2021 |

* Dynamically dated sessions with start dates different from those 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 the Provost's approval (via John Georgas). Any course with enrollment after the posted deadlines is not eligible for cancellation.

## Changes to the 2021 Summer Schedule of Classes

* Changes to the schedule of classes are made via the Section Editor in Coursedog during the schedule build. After the build is final, September 18, 2020, changes are made via a *Request* in Coursedog.
* 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 blended or in-person courses.
* Canceling in-person 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 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](#_bookmark3) 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](https://in.nau.edu/Human-Resources/Forms-Index/) [Compensation.](https://in.nau.edu/Human-Resources/Forms-Index/)

## 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](#_bookmark4) for faculty paycheck information.

# Appendix A

**Summer Sessions 2021 Management & Policies**

**Salaries and Credit-Hour Value**

**Updated November 2020**

**Salaries will be set for Summer 2021 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](https://in.nau.edu/Provost/Resources-Policies/).

**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

**Academic Department use only – DO NOT RETURN**

**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 consentStudent 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 2021 Timeline (All dates are tentative and subject to change)**

|  |
| --- |
| **August 2020** |
| **24** | Summer 2021 class build begins in LOUIE |
| **October 2020** |
| **26** | Classes viewable to students in LOUIE |
| **March 2021** |
| **01** | Early enrollment begins |
| **12** | Early enrollment ends and any eligible student may enroll |
| **April 2021** |
| **23** | Last day to request a cancellation for a N3A, N75A, or N12 session |
| **May 2021** |
| **03** | Begin reviewing enrollment, prorate 3- and 12-week classes |
| **10** | Start 3-week / 7.5-week / 12-week / DD1 |
| **11** | Prorates due for 3- and 12-week classes |
| **11** | Salary upload for classes that begin 3 – and 12-week classes |
| **14** | Last day to request a cancellation for a N5A or N10 session |
| **24** | Begin reviewing enrollment, prorate first 5-week and 10-week classes |
| **25** | Salary upload for remainder of 3 week/7.5 week/12 week/DD1 |
| **28** | End 3-week |
| **28** | End DD1 |
| **31** | Start first 5-week / 10-week / DD2 |
| **June 2021** |
| **07** | Prorates due for first 5/10 week classes |
| **08** | Salary upload for first 5/10 week classes |
| **18** | Last day to request cancellation for a N5B session |
| **21** | Begin reviewing enrollment; prorate second 5-week classes |
| **22** | Salary upload for any remainder 5/10 week classes |
| **29** | End first 5-week / 7.5 week/ DD2 |
| **July 2021** |
| **05** | Salary prorates due for second 5-week/DD classes |
| **05** | Start second 5-week / DD3 |
| **06** | Salary upload for second 5 week/DD classes  |
| **20** | Salary upload for remainder of second 5 week/DD classes |
| **August 2021** |
| **03** | Salary upload for any remainder summer session classes.  |
| **03** | 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 m ins; .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 pay-date schedule you will receive from NAU Payroll Office.

 Pay rate for each “earn code” should be the amount stated in your personalized pay-date 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/>