

2009

SUMMER TERM

HANDBOOK



summer.gmu.edu

Summer Term 2009 Handbook

Table of Contents

General Information	2-3
Dates and Calendars	4-7
Important Dates and Deadlines	8
Important Names and Numbers	9
Scheduling Policies	10-11
Budget Allocations	12
Compensation	13
Offer Letters	14
Payroll Process	15
Forms	16
Seminars and Special Topics	17
Disclosure	18



Enrollment Planning and Administration

Summer Term Office
4400 University Drive, MS 5D1
Fairfax, Virginia 22030
Phone: 703-993-2300 Fax: 703-993-8871
Web: <http://summer.gmu.edu>
E-mail: summer@gmu.edu

General Information

Role:

Management and coordination of the University's Summer Term rests with the Office of Enrollment Planning and Administration within the Office of the Provost, reporting to the Vice Provost for Academic Affairs/Vice President of Enrollment Services. Our office seeks to

- Establish and support conditions that ensure the success of the Summer Term and its programming, university-wide;
 - Assist academic units with the overall management of the Summer Term to ensure achievement of unit goals and meet student demand;
 - Promote internal and external community awareness of the Summer Term and its related programs; and
 - Establish and maintain effective working relationships with university offices to establish policy and resolve related issues.
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Office Staff:

Cathy Evans, **Director of Summer Term**
cevens2@gmu.edu

Loren D. Smith, **Scheduling and Marketing Specialist**
lsmithw@gmu.edu

Did you know?

92.7% of the students enrolled during the summer are admitted Mason students.

The Mission of Summer Term:

- Provide summer courses and programs of study for degree-seeking and non-degree students in formats that meet demand. We are especially committed to assisting students with timely completion of their degrees.
- Provide courses and programs of study that serve visiting (non-degree) students from other colleges and universities, academically qualified high school students, career oriented professionals, and members of the general public seeking personal enrichment.
- Ensure the efficient use of academic space for the purpose of summer courses and program scheduling.
- Serve as a catalyst for curriculum innovation and change.
- Enhance the University's visibility and reputation.
- Make full use of University resources and support a dynamic cultural and intellectual environment on campus during the summer.

Dates for Summer Term 2009

Session	Days	Dates	Reading Day	Exam Dates
A	MTWRF	May 18-June 16	June 17	June 18 & 19
	MTWR	May 19-June 16	June 17	June 18
	MWF (evening)*	May 19-June 17	N/A	June 19
	TRS (evening)**	May 20-June 16	N/A	June 18

*Classes meet MW and the following Fridays only: May 29, June 5, 10, and 19.

**Classes meet TR and the following Saturdays only: May 30, June 6 and 13.

University closed on Memorial Day-Monday May 25th

Session	Days	Dates	Reading Day	Exam Dates
B	MW	June 1-July 15	N/A	July 20
	TR	June 2-July 16	N/A	July 21

*University closed on Friday, July 3rd
In Observance of Independence Day*

Session	Days	Dates	Reading Day	Exam Dates
C	MTWRF	July 6-August 3	August 4	August 5 & 6
	MTWR	July 6-August 3	August 4	August 5
	MWF (evening)*	July 6-July 31	N/A	August 3
	TRS (evening)**	July 7-August 1	N/A	August 4

*Classes meeting MWF will meet every Friday

** Classes meeting TRS will meet every Saturday.

Session	Days	Dates	Reading Day	Exam Dates
X	Days, dates, and times determined by the academic unit.			

Session A

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10-May	11-May	12-May	13-May	14-May	15-May	16-May Commencement
17-May	18-May Session A Begins 1st Class M-F 1st Class M-R 1st Class MWF	19-May 2nd Class M-F 2nd Class M-R 1st Class TRS	20-May 3rd Class M-F 3rd Class M-R 2nd Class MWF	21-May 4th Class M-F 4th Class M-R 2nd Class TRS	22-May 5th Class M-F	23-May
24-May	25-May University Closed Memorial Day	26-May 6th Class M-F 5th Class M-R 3rd Class TRS	27-May 7th Class M-F 6th Class M-R 3rd Class MWF	28-May 8th Class M-F 7th Class M-R 4th Class TRS	29-May 9th Class M-F 4th Class MWF	30-May 5th Class TRS
31-May	1-Jun 10th Class M-F 8th Class M-R 5th Class MWF	2-Jun 11th Class M-F 9th Class M-R 6th Class TRS	3-Jun 12th Class M-F 10th Class M-R 6th Class MWF	4-Jun 13th Class M-F 11th Class M-R 7th Class TRS	5-Jun 14th Class M-F 7th Class MWF	6-Jun 8th Class TRS
7-Jun	8-Jun 15th Class M-F 12th Class M-R 8th Class MWF	9-Jun 16th Class M-F 13th Class M-R 9th Class TRS	10-Jun 17th Class M-F 14th Class M-R 9th Class MWF	11-Jun 18th Class M-F 15th Class M-R 10th Class TRS	12-Jun 19th Class M-F 10th Class MWF	13-Jun 11th Class TRS
14-Jun	15-Jun 20th Class M-F 16th Class M-R 11th Class MWF	16-Jun 21st Class M-F 17th Class M-R 12th Class TRS	17-Jun Reading Day Reading Day 12th Class MWF	18-Jun Final Exam M-F Final Exam M-R Final Exam TRS	19-Jun Final Exam M-F Final Exam MWF	20-Jun
21-Jun	22-Jun	23-Jun	24-Jun	25-Jun	26-Jun	27-Jun

Session B

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
24-May	25-May Memorial Day University Closed No Classes	26-May	27-May	28-May	29-May	30-May
31-May	1-Jun 1st Class MW	2-Jun 1st Class TR	3-Jun 2nd Class MW	4-Jun 2nd Class TR	5-Jun	6-Jun
7-Jun	8-Jun 3rd Class MW	9-Jun 3rd Class TR	10-Jun 4th Class MW	11-Jun 4th Class TR	12-Jun	13-Jun
14-Jun	15-Jun 5th Class MW	16-Jun 5th Class TR	17-Jun 6th Class MW	18-Jun 6th Class TR	19-Jun	20-Jun
21-Jun	22-Jun 7th Class MW	23-Jun 7th Class TR	24-Jun 8th Class MW	25-Jun 8th Class TR	26-Jun	27-Jun
28-Jun	29-Jun 9th Class MW	30-Jun 9th Class TR	1-Jul 10th Class MW	2-Jul 10th Class TR	3-Jul Independence Day Observed University Closed	4-Jul
5-Jul	6-Jul 11th Class MW	7-Jul 11th Class TR	8-Jul 12th Class MW	9-Jul 12th Class TR	10-Jul	11-Jul
12-Jul	13-Jul 13th Class MW	14-Jul 13th Class TR	15-Jul 14th Class MW	16-Jul 14th Class TR	17-Jul	18-Jul
19-Jul	20-Jul Final Exam MW	21-Jul Final Exam TR	22-Jul	23-Jul	24-Jul	25-Jul

Session C

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5-Jul	6-Jul Session C Begins 1st Class M-F 1st Class M-R 1st Class MWF	7-Jul 2nd Class M-F 2nd Class M-R 1st Class TRS	8-Jul 3rd Class M-F 3rd Class M-R 2nd Class MWF	9-Jul 4th Class M-F 4th Class M-R 2nd Class TRS	10-Jul 5th Class M-F 3rd Class MWF	11-Jul 3rd Class TRS
12-Jul	13-Jul 6th Class M-F 5th Class M-R 4th Class MWF	14-Jul 7th Class M-F 6th Class M-R 4th Class TRS	15-Jul 8th Class M-F 7th Class M-R 5th Class MWF	16-Jul 9th Class M-F 8th Class M-R 5th Class TRS	17-Jul 10th Class M-F 6th Class MWF	18-Jul 6th Class TRS
19-Jul	20-Jul 11th Class M-F 9th Class M-R 7th Class MWF	21-Jul 12th Class M-F 10th Class M-R 7th Class TRS	22-Jul 13th Class M-F 11th Class M-R 8th Class MWF	23-Jul 14th Class M-F 12th Class M-R 8th Class TRS	24-Jul 15th Class M-F 9th Class MWF	25-Jul 9th Class TRS
26-Jul	27-Jul 16th Class M-F 13th Class M-R 10th Class MWF	28-Jul 17th Class M-F 14th Class M-R 10th Class TRS	29-Jul 18th Class M-F 15th Class M-R 11th Class MWF	30-Jul 19th Class M-F 16th Class M-R 11th Class TRS	31-Jul 20th Class M-F 12th Class MWF	1-Aug 12th Class TRS
2-Aug	3-Aug 21th Class M-F 17th Class M-R Final Exam MWF	4-Aug Reading Day M-F Reading Day M-R Final Exam TRS	5-Aug Final Exam M-F Final Exam M-R	6-Aug Final Exam M-F	7-Aug	8-Aug Degree Conferral
9-Aug	10-Aug	11-Aug	12-Aug	13-Aug	14-Aug	15-Aug
16-Aug	17-Aug	18-Aug	19-Aug	20-Aug	21-Aug	22-Aug
23-Aug	24-Aug	25-Aug	26-Aug	27-Aug	28-Aug	29-Aug
30-Aug	31-Aug 09F Begins	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep



NOTE: These deadlines serve as a guide and may need adjusting as we work toward producing the schedule of classes. If you can not meet a deadline, please contact the office. Dates are subject to change.

November 7, 2008	Summer Term 2009 scheduling requests delivered to academic units
November 26-28, 2008	Office closed in observance of Thanksgiving
December 5, 2008	Instructional Budget Requests, cross-list forms, electronic classrooms requests due to the Summer Term Office, D111A Mason Hall, MS 5D1 Note: Submissions can be made before the deadline.
January 5-9, 2009	Departmental review of course printout for proofing and correction. Note: Late submissions may not be available for review during this period. The schedule will move forward.
January 20, 2009	Summer <i>Schedule of Classes</i> available via the Internet. http://summer.gmu.edu
March 16, 2009	Registration for Summer Term 2009 begins.
April 10, 2009	Distribution of Budget and Enrollment Reports (BER) begins (Enrollment numbers will appear once registration begins)
April 24, 2009	Session A data entry deadline
May 10, 2009	Session B data entry deadline
May 20, 2009	Session A begins
June 4, 2009	Session B begins
June 19, 2009	Session C data entry deadline
July 6, 2009	Session C begins
July 1, 2009	Pay Day (Session A)*
July 16, 2009	Pay Day (Session B)*
July 31, 2009	Pay Day (Session C)*
August 14, 2009	Session X, Late Contracts, and Final Pay Day*

*Session X pay dates are based on the start and end dates of each course. Please refer to <http://summer.gmu.edu/payroll09.html>

While all academic scheduling for the Summer Term goes through the Summer Term Office, the following individuals work with us to ensure your needs are met. We have provided their names and numbers in the event you need to contact their offices directly.

Ann Firth Academic Scheduling Manager Registrar's Office 37 North Chesapeake Module MS 3D1	993-2455
Sajid Mahmood Scheduling Specialist (Electronic Classrooms) DoIT Classroom Technologies A104 Robinson Hall	993-3632
Non-Academic Events Scheduling Office of Events Management SUB II, University Room MS 3G3	993-2853
Jennifer Gantt Arlington Campus Operations Manager 334C Arlington MS 5A7	993-9153
Zane Phipps Robinson Audio Visual Office B206 Robinson Hall MS 5E8	993-2205 993-2206
Rich Eggleton Television Studio 1014 David J. King Hall MS 1F3	993-4635

Summer Term Office seeks to establish and administer scheduling policies that will enhance the scheduling process and ensure units attain their scheduling goals. These policies serve as a guideline to assist you; we continue to welcome your questions, concerns, or any ideas you may have.

1. Please go to <http://Summer.gmu.edu/facstaff.html> to complete the Schedule Form/Instructional Budget Request. Use this form for your department's initial submission for courses and budget usage. Complete the form in its entirety, leaving only the section number, building, and room spaces blank. If you **require** a particular room for a course, enter the building and room number. We will make every attempt to accommodate you. Rooms will not be assigned without justification.

Cross-list forms must accompany your initial submission of the Schedule Form/Instructional Budget Request for cross-listed courses. Remember to obtain the approval of the non-sponsoring unit.

The online version of the Schedule Form/Instructional Budget Request Form waitlist option is defaulted to yes, please remove the check mark if the waitlist is not requested. **[Note: Only typed or word processed forms will be accepted.]**

2. If you would like course descriptions printed in the Schedule of Classes, the description must be submitted with your initial submission. You may attach descriptions on a separate piece of paper.
3. Completed Schedule Forms/Instructional Budget Requests and related attachments are due to the Summer Term Office on **December 5, 2008**, by 12 p.m. Late submissions may result in our inability to accommodate special requests.
4. Departmental meetings to review course listings will occur **January 5-9, 2009**. This is an opportunity to view the printout listing your entire department's courses, descriptions, section, time, etc. All major changes must be made at this time.
5. All non-academic scheduling is managed by the Office of Events Management. Please contact that office at (703) 993-2853 for assistance.

Standard Courses

SESSIONS A & C

Meeting Days	MTWRF	MTWR	MWF OR TRS
Total number of class days:	21	17	12
Length of a class meeting:	1 hour & 50 minutes	2 hours & 15 minutes	3 hours & 5 minutes
Scheduling time frames:	Daytime	Daytime	Evening
Standard time blocks (3-credit courses and lecture portion of 4-credit class/lab courses):	7:30am – 9:20am 9:30am – 11:20am 12:00pm – 1:50pm 2:30pm – 4:30pm	7:00am – 9:15am 9:30am – 11:45am 12:00pm – 2:15pm	7:00pm – 10:05pm Saturday class meets 9:00am-12:05pm

University closed on Monday, May 25th and Friday, July 3rd

SESSION B

Meeting days:	MW	TR
Total number of class days:	14	14
Length of a class meeting:	2 hours & 40 minutes	2 hours & 40 minutes
Scheduling time frames:	Late afternoons & evenings	Late afternoon & evenings
Standard time blocks (3-credit courses and lecture portion of 4-credit class/lab courses):	4:30pm - 7:10pm 7:20pm - 10:00pm	4:30pm - 7:10pm 7:20pm - 10:00pm

University closed on Friday, July 3rd

Non-Standard Courses

SESSION X

Scheduling sections outside of the beginning and ending dates of each session causes great difficulty. **Due to budget constraints and the university’s critical shortage of academic space, non-standard scheduling will be kept to a minimum.** Creative non-standard scheduling within a session will be accommodated only if the schedule will promote enrollment.

Information on add-drop, withdrawal, and refund schedules for non-standard classes will be made available by the Registrar’s Office and via the web site as soon as available.

Exams for non-standard classes, lab courses, and TV courses must be scheduled within the projected start and end dates of the course.

Session A	May 18 - June 19
Session B	June 1 - July 21
Session C	July 6 - August 6
Session X	Variable

DETERMINING FACULTY SALARIES AND MANAGING INSTRUCTIONAL RESOURCES

SUMMER BUDGET ALLOCATION

Summer Term allocation is based on the **projection of 1,900 course FTE**. Our continuous goal is to **assist** you with the management of your budget, leaving primary decision making at the discretion of deans and directors. If you feel the target course FTE is too high, we will work with you to calculate a more appropriate target. However, if you lower your target you will be expected to return faculty FTE and monies to the central administration.

When managing your Summer Budget allocation please remember that any overages in the final summer budget will be charged against your regular budget for the 2009-2010 fiscal year.

FTE ALLOCATIONS AND ENROLLMENT TARGETS

The FTE allocations and enrollment targets have been carefully developed and represent an estimate of student demand. *Please confer with academic deans before making any changes in the faculty FTE or enrollment target distributions among your departments.*

Summer Faculty FTE Calculation Scale

- 6 credits =.250
- 5 credits =.208
- 4 credits =.166
- 3 credits =.125
- 2 credits =.083
- 1 credit =.041

Summer Course FTE Definition

Summer Course FTE is a statistic derived from the student-credit hour productivity at the level of the course. The formula for calculating Summer Course FTE is total credit hour productivity in a course divided by 30 for undergraduate and professional (LAW) and total credit hour productivity in a course divided by 24 for graduate.

Total Course Credit Hours/30 = Undergraduate and Professional (LAW) Course FTE

Total Course Credit Hours/24 = Graduate Course FTE

Summer Salaries

The University offers a summer program consisting of several sessions. Full-time faculty members assigned to teach a summer course shall be paid 3.33% per credit hours (10% per three-credit course) of their nine-month salary. If a course is valued at a higher or lower amount for workload purposes during the academic year, the summer payment will be assigned by the academic unit accordingly. Every full-time faculty member who wishes to teach in the summer shall be afforded an opportunity to teach one 3-credit course (or equivalent) at 10% of their annual nine-month salary, assuming he or she is qualified to teach the course and that the course meets minimal enrollment criteria and appropriate scheduling, curricular, and pedagogical needs.

Furthermore, full-time faculty should not be excluded from teaching additional courses at 10% of their annual nine-month salary when no demonstrated financial constraints exist. Grievances over what constitutes financial constraints should be resolved at the local level, but if no agreement can be reached, then the Provost and the Faculty Senate’s Executive Committee will be the designated body to resolve the disagreement. Summer teaching is optional, and in no case may it be required of a faculty member. **Faculty may be paid no more than 33% of their prior academic year salary for all summer work, regardless of funding sources.** The amount of salary paid per pay period during the Summer Term of six pay periods may not exceed the academic year per pay period normal salary rate.

Faculty members whose contracts end in the spring semester prior to the start of summer, or whose contracts begin in the fall semester after the summer semester, will be paid for summer teaching according to the salary matrix. **Exceptions can only be granted by the Provost.**

TWELVE-MONTH FACULTY

Faculty and department chairs on 12-month contracts who teach during the summer do not earn additional pay for teaching unless the teaching assignment is an overload assignment. Overload teaching is paid according to the salary matrix and must be approved by the Provost.

PART-TIME FACULTY SALARY MATRIX

Most adjunct faculty and full-time faculty teaching overload courses are paid on the salary matrix. Faculty in highly competitive areas of instruction may be paid above matrix rates. These exceptions are considered on an individual basis and in light of the prevailing job market.

	Qualified/Experienced Equivalent to instructor	<i>HIGHLY</i> Qualified/Experienced Equivalent to Assistant Professor	<i>EXCEPTIONALLY</i> Qualified/Experienced Equivalent to Associate or Full Professor
(A) LOWER LEVEL (100-200)	795	945	1130
(B) UPPER LEVEL (300-400)	840	985	1160
(C) GRADUATE (500-)	910	1070	1250

Beginning Summer 2009, academic units are responsible for managing all offer letters. **The Summer Term Office will no longer accept or maintain offer letters.** However, the Summer Term Office will randomly select departments for audit to ensure an official, accurate and signed offer letter is on file. Please review data entry deadlines on page 8.

These are the deadlines for receipt of offer letters to your office and data entry into Banner. These dates have been established to allow ample time to enter faculty members into the system to afford them the opportunity to obtain parking decals, identification cards, e-mail access, and access to other services before classes begin.

Please ensure all faculty members assigned to teach have a PEAEMPL record.

The Summer Term office has established 3 distinct offer letter templates required for use when hiring summer instructors. Ensure that all of your letters meet the following criteria:

- Ensure each letter contains complete information, i.e. full name, G#, course, section #, and CRN.
- Categorize letters correctly based on their status (full-time, part-time or GTA).
- All offer letters must be signed by the instructor. It is highly recommended that electronic signatures are NOT accepted.

Offer letter templates can be found at <http://summer.gmu.edu/facstaff.html>, then click offer letters on the left. Please address any questions you have regarding offer letters to us by calling 703-993-2300 or via email.

Summer Term Payments

The weekly Budget and Enrollment Report (BER) is now the primary tool for communicating faculty and pay information to the Summer Term Office. We will utilize initial information from the Instructional Budget Request (IBR) to build unit BERs and begin mailing them mid to late March. Redline (make changes) to your unit’s BER and return it to the Summer Term Office as soon as possible. Changes received in a timely manner will be reflected in the following week’s BER. While you may submit changes via email, verbal changes will not be accepted.

Payments for the Summer Term are made on a lump sum basis and **cannot** be split into smaller increments. Payments will be made according to the schedule below:

July 1, 2009	Session A
July 16, 2009	Session B
July 31, 2009	Session C
August 14, 2009	Session X and all late contracts*

***Session X courses are mapped to specific pay dates according to the course start and end date and may correspond to either Session A, B, C, or X. Information pertaining to Session X pay dates will be posted on the Summer Term website in table format. Please use the table to determine the actual pay date.**

New adjunct faculty and graduate teaching assistants (GTAs) assigned to teach in the summer are required to have a skeleton record in Banner. The skeleton record consists of all biographic and demographic information and must be in place before the Summer Term Office uploads the assignment. Please go to http://hr.gmu.edu/approvals/train_manuals.html to review a list of training manuals available detailing *Banner Electronic Approvals*. The approval category when entering either a new adjunct faculty member or a new graduate teaching assistant should be OHSADJ (Original Hire, Skeleton Adjunct) or OHSGTA (Original Hire, Skeleton GTA), respectively.

You are required to maintain a signed offer letter for each faculty member assigned to teach; an offer letter may contain more than one assignment.

The Summer Term Office works closely with the Human Resources Department. If an error is discovered regarding a faculty member’s payment, contact the Summer Term Office first. Since payments originate from our office we may be able to find the error quicker and work with HR to take corrective action in a timelier manner.

All forms can be found online at <http://summer.gmu.edu/facstaff.html>. **All forms must be typed or word processed.** Any forms not submitted in this format will be returned to the unit for resubmission.

Seminars and Special Topics in Community and World Affairs



The Impact of War

Each year, the Summer Term Office seeks to have the Summer Term *serve as a catalyst for curriculum innovation and change*. Beginning in summer 2002; we began to provide a forum that encompassed a group of courses directly related to local, national, and international current events. Our first program, “Seminars and Special Topics in Community and World Affairs” brought together 15 academic units and more than 400 students in courses. Faculty, staff, and students were able to engage in dialogue that facilitated understanding of the world in a time of confusion. Since then we have offered topics in Ethics, Civic Engagement, The Role of the United States in the World, Global Health, and Security.

This year’s topic, The Impact of War, seeks to provide a forum to open dialect with faculty, staff, students and the community. As part of a diverse community surrounded by military members and their families, Mason seeks to open several discussions centered on this topic and cultivate knowledge and understanding that can be used in our daily lives.

How has the ongoing Iraq war and the conflict in Afghanistan impacted military members, their families, our healthcare systems, the economy, religion, and education to name a few? What can be done by communities to enhance services already in place by the federal government and/or to build new services?

The Provosts Office encourages faculty to consider embracing this topic when developing courses for Summer Term 2009. This topic can be incorporated in a course already slated for Summer Term or it can be a special topic course dedicated specifically to this theme. These courses will be advertised in a separate brochure and mailed to hundreds of area businesses, including local, state, and federal governments.

Please do not hesitate to contact the Summer Term Office at x3-2300 with any questions you may have regarding this year’s topic.

Disclosure

The information contained in this Handbook is a compilation of information obtained by the Summer Term Office and includes office policies as well as information from the Faculty Information Guide and Human Resources and Payroll. Our goal is to provide you with a comprehensive guide to assist with the Summer Term process.

Please let us know if you find this helpful and whether your office would like to see more or less information.

Note: All dates are subject to change.