

### **F-3. Compensation for Faculty Performing Administrative Duties During Summer Sessions**

#### **Introduction**

The College acknowledges the importance of maintaining a critical level of service to undergraduate and graduate students during the summer. Some faculty members may be offered positions with administrative duties in addition to their 36-week contracts (e.g., program chairs, accreditation chairs, professors in charge (PIC)). Such positions are based on mutual agreement between faculty and School Directors and are subject to review and approval of Vice Chancellor for Academic Affairs (VCAA). Compensation is outlined in this policy and description of duties are defined collaboratively and ultimately can be clarified and finalized by VCAA.

#### **Purpose**

These guidelines establish the conditions and the practices governing appropriate compensation for administrative or non-teaching services performed during the summer (For summer compensation, see Penn State Harrisburg Academic Policy, F-2).

#### **General Guidelines**

1. Teaching and administrative duties will remain distinct areas for compensation purposes. Since administrative costs must be calculated separately, faculty members on administrative or non-teaching assignments will receive a separate contract for those services.
2. Compensation for summer employment will be provided only for those services performed during the summer months and outside the Academic Year.
3. Performing non-teaching and/or administrative duties during the summer is not a condition of employment for Program Coordinators.
4. Summer employment must be approved in advance and under specific conditions by the School Director and the Vice Chancellor for Academic Affairs.
5. The School Director must determine the specific duties to be performed and establish the dates when the services will be delivered. The School Director will be required to provide a list of duties before any Appointment Memorandum is issued.
6. The Appointment Memorandum must outline the specific administrative duties and the delivery date[s] of all services.
7. Faculty performing such functions as supervising internships will be compensated according to the formulae in [guideline F-6](#): "Internship Compensation during Summer Session."

8. The quality of the performance must be evaluated by the School Director at the end of the summer employment period in accordance with the written description of duties or anticipated outcomes agreed to prior to the beginning of the summer session.
9. Every one-credit hour equivalent administrative duty is equivalent to 45 hours of work. The School Director would need to certify that the administrative duties justify the equivalent work hours of compensation. During the summer, 45 hours of work would be equivalent to \$2,500 of summer compensation. Summer payments beyond \$7,500 need approval by the Vice Chancellor for Academic Affairs.

**Approved: Academic Council**

**Revised: Academic Council September 16, 2003**

**Revised: Academic Council April 8, 2009**

**Revised and Approved: Academic Council May 8, 2025**