

Office of Summer and Winter Programs
Faculty Salary Scales and Course Enrollment “Break-evens”
(FY '16: Summer 2015 and Winter 2016)

FACULTY SALARIES

Title/Rank	Credits			
	1	2	3	4
Professor	\$2780	\$5015	\$7130	\$9270
Associate Professor/Senior Lecturer	\$2325	\$4130	\$5910	\$7725
Assistant Professor/Lecturer	\$1905	\$3450	\$4975	\$6535
Instructor	\$1545	\$2760	\$4040	\$5310

NOTE: Academic rank for special sessions faculty is determined by the academic rank in effect for the fall or spring semester preceding the winter or summer session respectively. For new faculty, academic rank or title is designated in a letter of appointment provided by the academic department chair.

GRADUATE ASSISTANT SALARIES
(Eligible for hire by OSWP during Summer Session Only)

Full-time Appointments	(20 hrs/week)
Master’s Degree Student	\$2290
Ph.D. Degree Student	\$2620

Part-time Appointments	(10 hrs/week)
Master’s Degree Student	\$1145
Ph.D. Degree Student	\$1310

BREAK-EVEN ENROLLMENT – UNDERGRADUATE COURSES*

Title/Rank	Credits				
	1	1.5	2	3	4
Professor	18	19	14	13	12
Associate Professor/Senior Lecturer	17	16	12	11	10
Assistant Professor/Lecturer	15	14	11	10	9
Instructor	13	12	9	8	8

BREAK-EVEN ENROLLMENT – GRADUATE COURSES

Title/Rank	Credits			
	1	2	3	4
Professor	11	8	7	7
Associate Professor/Senior Lecturer	10	7	6	6
Assistant Professor/Lecturer	9	6	6	5
Instructor	8	6	5	5

“Break-even enrollment” represents the minimum number of enrollments needed for a course to financially break-even based on faculty rank, number of credits and tuition. The break-even numbers currently listed above are based on tuition rates for FY2015 (see below) and are subject to change based on FY2016 tuition rates.

**Tuition = \$313 per credit hour (undergraduate, in-state)*

**Tuition = \$557 per credit hour (graduate, in-state)*

Office of Summer, Winter & Special Programs (OSWSP)

Appointment and Expense Policies

The Special Sessions Policy Committee has adopted the following policies for the allocation of funds for summer and winter session courses. In all cases, course enrollment, understood according to approved policies and practices, must support costs associated with special sessions courses.

1. Faculty Compensation and Academic Rank:

- a. The OSWSP generates contracts and compensates faculty for approved lecture, lab or discussion courses. Faculty may teach a maximum of two courses per session. Faculty teaching independent study, research, practicum, seminar, clinical, or field study courses are not compensated by the OSWSP. These courses are not subject to minimum enrollment (breakeven) requirements.
- b. Faculty contracted to teach during summer or winter session are compensated according to the salary scale approved for the contract period. Faculty compensation is based on the number of course credits and the academic rank of the appointed faculty member.
- c. Academic rank for summer and winter teaching assignments is determined by the faculty member's academic rank in effect for the preceding fall or spring semester. This applies to all faculty including full-time, part-time, adjunct, affiliate, etc. In those instances where rank has not been established in a preceding semester, the department chairperson will recommend the rank according to established University policies. (Refer to the UMBC Faculty Handbook, Sections 4 and 5.) For new faculty, the department chairperson will provide a written letter of appointment, including rank, to the OSWSP before a contract is generated.
- d. Full-time faculty with an academic promotion in progress at the time a summer/winter course is proposed should provide supporting documentation to the OSWSP. When such documentation is provided and a promotion becomes effective during a special session, compensation will be based on the higher rank. Faculty will not be compensated at the higher rate if the supporting documentation is not provided prior to issuing a teaching contract.
- e. Faculty should refer to the UMBC Faculty Handbook, Section 9.1 for policies governing summer and winter compensation and overload.

2. Graduate Teaching Assistants:

- a. Graduate Teaching Assistants (TA's) are appointed to summer courses by the department chair. There must be an obvious pedagogical need to substantiate hiring additional personnel for a course. TA's are only appointed to winter session courses with approval from the Graduate School.
- b. TA's who are assigned to specific courses are contracted and paid by their academic departments based on standard OSWSP salary rates. The OSWSP will reimburse the academic department at the end of the summer session for TA payroll and benefit expenses.
- c. Graduate TA's appointed to summer courses are paid according to their full or part-time status and to their academic status (master's level student or Ph.D. student) from the preceding spring semester.
- d. TA's are appointed for full-time (20 hours per week) or half-time (10 hours per week) during the summer.
- e. The OSWSP provides tuition remission for up to three in-state credits per summer for eligible graduate TA's who are appointed to a specific course. Academic departments are responsible for initiating the tuition remission process and forwarding completed remission forms to the OSWSP.
- f. Graduate TA's appointed as the instructor of record (and paid as instructors) are NOT eligible for tuition remission through the OSWSP.

3. **Instructional Expenses:** Instructional expenses are costs directly related to instruction and course content. The Special Sessions Policy Committee must approve any requested instructional expenses beyond standard salary and overhead expenses. Once a lecture, lab or discussion course has been approved by a department chair and added to the published summer or winter schedule of classes, an OSWSP overhead charge of \$1,675 is applied to the course. If the course is canceled at a later date (due to low enrollments or other circumstances) the \$1,675 is still applied to the department's income/expense calculation for that fiscal year. This overhead charge will apply to courses that are canceled after the official schedule of classes is published. University overhead is a standard course expense, and is calculated at 17% of tuition.

4. **Non-instructional Expenses:** The cost of equipment, maintenance, instructional materials, copying, non-instructional personnel (i.e. graders, lab technicians, secretarial support, etc.) are to be provided by the academic department offering the course. The OSWSP does not provide additional reimbursement for such items. The Tuition Distribution Policy (see below) is designed to help departments offset any additional expenses incurred in summer and winter sessions.

Tuition Distribution Policy

A total of 25% of the **net** tuition income (tuition revenue minus total direct and indirect expenses) generated by summer and winter contracted courses (lecture/lab/discussion) is made available for distribution to participating academic departments each fiscal year. The Provost's Office authorizes distribution of these funds through the Deans' Offices of UMBC's Colleges (Arts, Humanities & Social Sciences; Engineering & Information Technology; and Natural & Mathematical Sciences). The OSWSP manages the income and expense calculations and disbursement policy for UMBC.

To be eligible to receive an annual tuition disbursement, an academic department's combined tuition revenues for all contracted summer and winter courses must exceed the total expenses incurred by the OSWSP on behalf of the department during that fiscal year (a fiscal year includes the summer session and the following calendar year's winter session). Departments with a positive net income may receive up to 25% of the net income generated. Following an annual review and approval by the Provost's Office, the respective Deans will designate the final distribution of funds to the academic departments within their College. Annual distributions are typically disbursed to the academic departments in the first quarter of the following fiscal year (i.e., the FY15 distribution will occur in early FY16).