

Office of Summer, Winter & Special Programs
Faculty Salary Scales and Course Enrollment “Break-evens”
FY23: Summer Session 2022 and Winter Session 2023

FACULTY SALARIES

Title/Rank	Credits			
	1	2	3	4
Professor/Principal Lecturer	\$3,465	\$6,250	\$8,885	\$11,555
Associate Professor/Senior Lecturer	\$2,900	\$5,150	\$7,375	\$9,625
Assistant Professor/Lecturer	\$2,370	\$4,300	\$6,210	\$8,145
Instructor	\$1,925	\$3,445	\$5,040	\$6,620

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

OSWSP reimburses academic departments for authorized GA course support in Summer Session up to the amounts below:

		Total Stipend Su22 / W23	4 Week Bi- Weekly Amount Su22 / W23	6 Week Bi- Weekly Amount	8 Week Bi- Weekly Amount
MS	Full-Time	\$3,258 / \$3,405	\$1,629 / \$1,703	\$1,086	\$815
	Part-Time	\$1,632 / \$1,705	\$816 / \$853	\$544	\$408
PhD	Full-Time	\$4,052 / \$4,234	\$2,026 / \$2,117	\$1,351	\$1,013
	Part-Time	\$2,028 / \$2,119	\$1,014 / \$1,060	\$676	\$507

Total OSWSP stipends are the same for 4, 6, and 8 week courses and are paid bi-weekly by the academic department. Winter Session 2023 stipends differ from Summer Session 2022 stipends following a State-mandated 4.5% COLA increase effective November 1, 2022

BREAK-EVEN ENROLLMENT – UNDERGRADUATE COURSES*

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

BREAK-EVEN ENROLLMENT – GRADUATE COURSES*

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

**“Break-even enrollment” represents the minimum number of enrollments needed for a course to financially break-even based on instructional costs, rank, number of credits and tuition.*

FY23 Tuition, MD in-state = \$375 per credit hour (undergraduate), \$699 per credit hour (graduate)

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, (although policy exceptions will be considered for high-enrolled courses). Non-compensated courses are offered at the discretion of the department and 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 & 5.)
- d. For new faculty, the department chairperson will provide a written letter of appointment, including rank, to the OSWSP before a contract is generated. New full or part-time faculty are typically appointed at the "lecturer" rank or higher. The "instructor" rank is typically used only for graduate students who are appointed as "instructor of record" to teach a summer or winter session course.
- e. Full-time faculty with an academic promotion in progress should immediately notify the OSWSP. If a faculty promotion becomes effective during the summer or winter session, compensation will be based on the higher rank if supporting documentation is provided before the session begins.
- f. 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 academic 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 academic department chair and the Graduate School.
- b. Graduate TA's appointed to summer courses are paid according to their full or part-time status and their academic status (master's level or PhD) from the preceding spring semester.
- c. TA's are contracted and paid bi-weekly by their academic departments. The total stipend is the same for 4, 6, and 8 week courses.
- d. The OSWSP will reimburse the academic department at the end of the summer session for TA payroll and benefit expenses up to the approved OSWSP stipend amount.
- e. The OSWSP provides tuition remission for up to three in-state credits per summer for eligible graduate TA's 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, including faculty salaries, benefits, and TA reimbursements. The Special Sessions Policy Committee must approve any requested instructional expenses beyond standard salary and overhead expenses.

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.

5. **Overhead Expenses:** University overhead is a course expense and is calculated at 17% of tuition. The OSWSP also applies an indirect course expense to faculty-contracted lecture, lab and discussion courses. In FY23, the indirect expense is \$1940.

Tuition Distribution Policy

Academic departments with a positive net income may receive up to 25% of the annual net income generated. An additional 12.5% net tuition income is designated for the respective Colleges, to be used at the discretion of the Deans. 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). 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 Colleges. Annual distributions are typically disbursed to the academic departments in the first quarter of the following fiscal year (i.e., the FY23 distribution occurs in early FY24). The Special Sessions Policy Committee (SSPC) oversees the tuition distribution policy.

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