

**USG FACULTY COUNCIL
RESOLUTION
(APRIL 2018)**

WHEREAS, The University System of Georgia has adopted no standardized system for offering summer term teaching contracts to faculty members teaching outside the normally scheduled times within their regular contracts.

WHEREAS, Faculty members from numerous USG institutions have experienced pressure to perform instruction outside their regular contracts.

WHEREAS, Faculty members from numerous USG institutions have experienced irregular contracting to include but not limited to: no compensation for courses canceled after initiation (first day of class) as well as having to perform instruction prior to agreement on compensation and establishment of a formal contract.

To resolve these outstanding issues we recommend that the University System of Georgia adopt at individual colleges, schools, and universities by Summer 2019 the following standard operating procedures related to summer faculty pay. These are based on best practices across the U.S.

Standard Operating Procedures for Summer Faculty

Standard Operating Procedures for faculty teaching during Summer or other times outside of their normally salaried and off-contract times. Throughout, please read “summer” to include all times that are outside the normally scheduled times within the regular contact of each faculty member (e.g. “May-mester”, etc.).

1. Summer contracts must include a clear understanding of pay.
2. Prior to the first class of instruction, both faculty and administration must sign the contract.
3. Contracts can include agreed upon prorated pay if, for example, the course has fewer than a reasonable number of students to pay for the faculty member’s time.
4. The faculty member can turn down the offered contract for any reason.
5. Contracts cannot be altered once instruction begins. If a course is cancelled for any reason, the faculty member will be compensated based on the agreed rate at the time of the contract.
6. At a minimum, the level at which the course is offered along with the number of contact hours, or equivalents, should be reflected in the compensation offer.