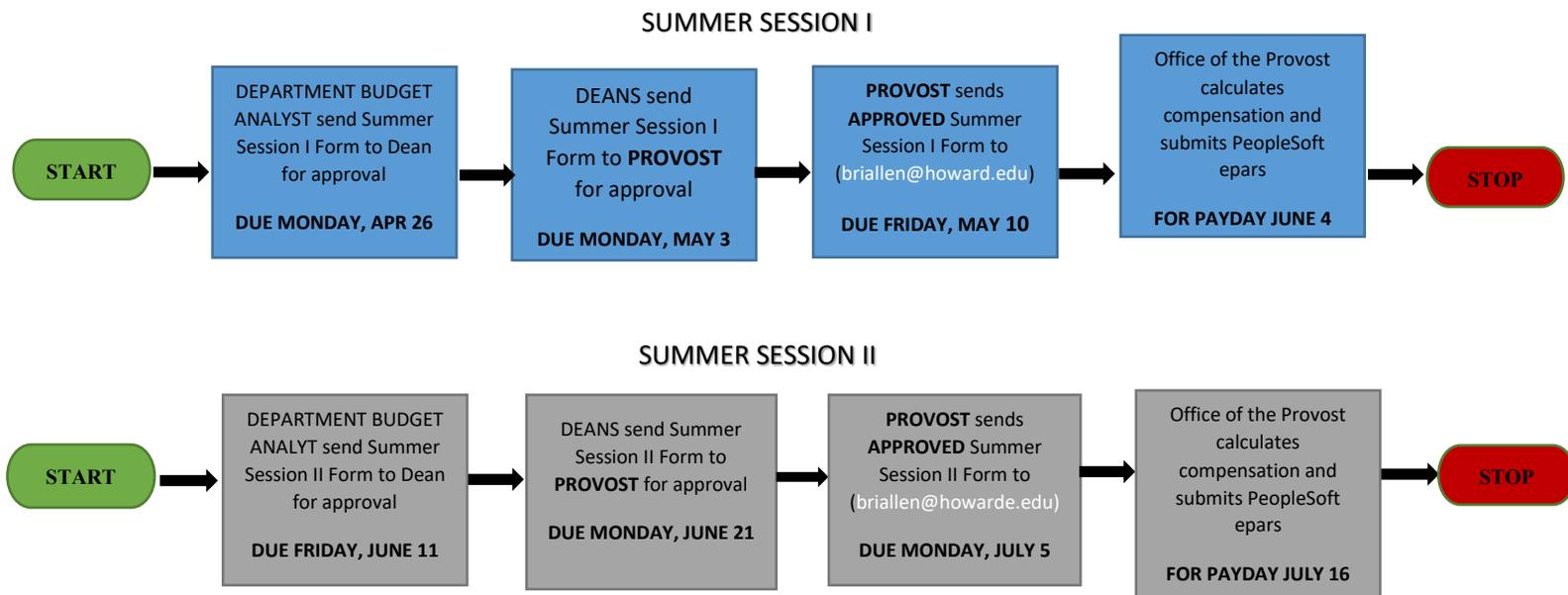


April 8, 2021

Dear Colleagues:

We are now preparing for the University's 2021 Summer School Sessions (I & II). We will continue distance learning through the Spring semester and first summer session. There will be a limited pilot of some face-to-face and hybrid courses during the second summer session, based upon faculty volunteers. This year, all ePar transactions will be entered by the Office of the Provost. Please review the below workflow to begin and adhere to the transaction schedule for the Summer sessions:



All faculty forms are due to the Office of the Provost by **Monday, May 3 for Summer Session I and by Monday, June 21 for Summer Session II**. Forms should include the full name, faculty status, faculty rank, and telephone numbers (home and office) for each person assigned to teach courses offered by your department. Include the identifying numbers of the course(s) that each faculty member is scheduled to teach. Please use the attached Summer Faculty Appointment Forms to submit the requested information.

New Adjunct Faculty

All individuals assigned to teach Summer school courses who did not hold temporary (full-time or part-time), probationary, career-status, or tenured faculty positions during Academic Year 2020-2021 OR who were not employed as Summer School faculty during Summer 2020 are considered NEW faculty and must be approved for adjunct status, at the appropriate rank, by the respective school/college and also **must be on-boarded and hired by the Office of Human Resources prior to teaching**. Please ensure that the following required materials have been submitted for each "new" faculty member:

- Chairperson's letter of recommendation, including recommended adjunct faculty rank, and listing of course(s) to be taught by the new faculty member
- Documentation of action by the department APT committee;
- An updated resume

These items must be submitted to the Office of the Provost and the appointment approved before the start of Summer School.

After the Provost informs you that the appointment has been approved, please direct each new faculty member to visit Office of Human Resources (OHR) prior to or during his/her first week of employment in order to certify Department of Homeland Security documentation. The OHR office is located in the HU Service Center, 2244 Tenth Street, NW, Suite 422.

Transaction Processing

It is my intention that we have all ePARs fully approved in time for the June 4 payroll. ALL ePARs for summer school will be entered by the Office of the Provost.

If you need any assistance related to this process, please contact any of the following individuals:

- Britney Allen, Sr. HR Operations Specialist, Office of Human Resources, briallen@howard.edu
- Eugene Cooper, HRIS Director, Office of Human Resources, ecooper@howard.edu
- Deborah Seabreeze, Payroll Manager, Office of the Payroll, payroll@howard.edu

General Processing Guidelines

I would like to reinforce the following general processing guidelines:

- In accordance with 500-012 University Hiring Policy, **all new faculty must be on-boarded and have approval to work from the Office of Human Resources prior to teaching or receiving a paycheck.** Individuals who violate this policy will be disciplined, up to and including possible termination of employment.
- Returning faculty must have their job records reactivated and notified of such by the Office of Human Resources before they can begin teaching or receiving a paycheck.

Please ensure all faculty have been properly authorized to work and are in full compliance with all applicable University policies. If you need assistance, please contact the Office of Human Resources (OHR) or any of the other persons listed above. OHR will provide additional guidance to assist with processing these transactions.

Faculty Compensation

Faculty compensation for summer instruction is determined as follows:

- a. For regular full-time faculty who are eligible to receive compensation for summer teaching at Howard, the formula for courses meeting the minimum enrollment threshold is:

$$1/39 \times 9\text{-month salary} \times \text{II credit hours taught/session}$$

- b. Remuneration for faculty involved in the supervision of independent study, thesis/dissertation, etc., is 50% of the tuition amount paid by each student. **Faculty requests to offer more than 12 credit hours individualized instruction per session must be approved in writing by the Dean and Provost. (Please ensure that thesis and dissertation research, as appropriate, are scheduled by all graduate departments.)**

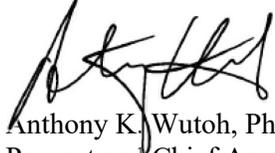
c. For part-time or adjunct faculty:

All Adjunct (part-time) faculty members will be paid a minimum of \$1,030.00 per credit-hour.

The "Policies and Procedures" that govern the Summer Sessions are attached. **Please distribute a copy to all faculty engaged in summer instruction.** If you have questions concerning this information, kindly contact **Ms. Britney Allen** in the Office of Human Resources as soon as possible briallen@howard.edu.

Thank you for adherence to the dates and processes identified in this memo. Enjoy the remainder of the semester.

Excellent in Truth & Service,



Anthony K. Wutoh, Ph.D.
Provost and Chief Academic Officer

Cc: Larry A. Callahan, AVP, Chief Human Resources Officer
Charles Pugh, Director of Employee Relations and HR Services

OFFICE OF THE PROVOST POLICIES AND PROCEDURES FOR HOWARD UNIVERSITY SUMMER SESSIONS

The official cancellation process and the guidelines are as follows:

- The request to cancel a course must be **initiated by** the Dean, Chairperson or individual who has been designated as responsible for the administration of the department's summer program. For this purpose, the standard course scheduling/cancellation form may be used or the request may be transmitted on official stationary; the request form or memorandum **must** be approved by either the Department Chair or the Dean; requests from faculty members that are not countersigned by the Chair or Dean will **not** be accepted.
- Requests to cancel courses in which there are less than five paid students (**and** for which special approval for continuation was not granted by the Provost) may be transmitted directly to Office of the Registrar for processing, and no additional justification is required.
- However, if the course either has at least five paid students or is one for which the Provost had granted an exception for continuation, the cancellation request **must** be approved by the Provost. For these courses, the Dean or Chairperson must provide a detailed justification for the cancellation.
- Approval to cancel courses for which there are at least five paid students will **NOT** be granted unless the **Dean** confirms that arrangements have been made for each validated student (a) to be placed in other sections of the same course, (b) to be placed in an alternate course acceptable to the student or (c) for the course to be offered on an individual instruction basis to any validated enrollee who desires to complete the course.
- Also, approval will not be granted by the Provost for the cancellation of independent study, thesis/dissertation or research courses in which at least one student is enrolled and paid, except with special justification by the Chair/Dean.
- ALL requests for the cancellation of Summer Session courses in which "validated students" are enrolled **MUST** be received by either Office of the Registrar or the Provost, as appropriate, no later than the fourth-class day of the session.

OFFICIAL CLASS ROSTERS AND GRADE SHEETS

The names of enrolled students will appear on the class rosters which are updated daily throughout the registration period. Following the close of late registration and change of program period, the final official list will be provided. This class list will reflect all eligible students who are enrolled and financially validated for summer session. Faculty members may view their official class rosters on-line at any time during the enrollment period.

Payroll preparation and related matters are based on the official class rosters and course enrollment levels. Therefore, it is important to remind students that their registration is not complete until all tuition and fee charges have been paid IN FULL. Any student who maintains he/she has completed registration, and paid the required fees, but whose name does not appear on the class roster should be advised to report immediately to the Academic Recording service window, 1st Floor Administration Building, to obtain documentation of official registration. Only those students who have paid the required tuition and whose names appear on the official class rosters are authorized to remain in classes and receive instruction.

**OFFICE OF THE PROVOST
POLICIES AND PROCEDURES FOR HOWARD UNIVERSITY SUMMER SESSIONS**

**Faculty are not authorized to accept assignments from a student whose name does not appear on the official class roster or permitted to allow the student to remain in class.
REFER ANY SUCH STUDENT TO THE OFFICE OF THE REGISTRAR IMMEDIATELY!!**

IMPORTANT SUMMER SCHOOL DATES

SUMMER SCHOOL 2021

Summer Session I: May 17 – June 20

Summer Session II: June 21 – July 25

Summer Session I

Registration	May 13 – 17, 2021
Classes Begin	May 17, 2021
Change of Program Period	May 13 - 17, 2021
Last Day to Withdraw from a Course	May 31, 2021
Formal Classes End	June 16, 2021
Last Day to Complete a Total Withdrawal (For Summer Session I)	June 16, 2021
First Five-Week Summer Session Ends	June 20, 2021

Summer Session II

Registration	June 17 – 21, 2021
Classes Begin	June 21, 2021
Change of Program Period	June 17 – 21, 2021
Last Day to Withdraw from a Course	July 5, 2021
Formal Classes End	July 21, 2021
Last Day to Complete a Total Withdrawal (For Summer Session II)	July 21, 2021
Second Five-Week Summer Session Ends	July 25, 2021

CLASSROOM ASSIGNMENTS

Faculty are **not** authorized to relocate a class to a classroom location other than that assigned by the Office of the Registrar. It is **very** important that faculty contact the Office of the Registrar **prior** to relocating a class from the assigned classroom. All classroom change request forms **must** be submitted to Office of the Registrar **prior** to the beginning of classes each session.

**OFFICE OF THE PROVOST
POLICIES AND PROCEDURES FOR HOWARD UNIVERSITY SUMMER SESSIONS**

TAX FORMS

Persons who were not employed by the University during the academic year (2020 – 2021) are considered "new" and are required to complete the appropriate tax forms during the first week of employment. Tax forms may be completed by logging into the PeopleSoft Self-Service application <http://www.PeopleSoft.howard.edu> or through the Department of Payroll, which is located at the HU Service Center, 2244 Tenth Street, NW, and Third Floor.

FACULTY SALARY

Faculty members will not be allowed to teach more than 6 credit hours per Summer Session totaling no more than 12 credit hours for both Summer Sessions without the written approval of the Department Chair and Dean. Howard University faculty salaries for the summer are determined by computing the individual's 9-month salary and the number of credits taught per summer session (*Formula: $1/39 \times 9\text{-month salary} \times \text{the number of credit hours taught per session}$*) as long as it does not exceed the threshold (IBS divided $1/3^{\text{rd}}$ and result to be restricted to 80%).

For those courses traditionally offered as "individualized instruction" (i.e., thesis, dissertation, research), faculty will be paid 50% of the tuition.

All Adjunct (part-time) faculty members will be paid a minimum of \$1,030.00 per credit-hour.

Payments will be distributed according to the schedule below:

Session I	Session II
4 June 2021	16 July 2021
18 June 2021	30 July 2021
2 July 2021*	13 August 2021*

Letter re Summer School 2021

April 5, 2021

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*Deposits will be issued only on these dates and final deposits will be issued ONLY to those faculty who have submitted all completed "Grade Sheets" to the Office of the Dean of their respective college/school, within 3 business days following the last day of each summer session. (Summer Session I end June 20; Summer Session II ends July 25.)

THANK YOU AND HAVE AN ENJOYABLE SUMMER!!

*Office of the Provost
Summer Faculty Appointment Form
Session 1 2021*

School/College: _____ Department: _____

Name (Last, First)	Continuing/ New Adjunct	PeopleSoft #	Faculty Rank Code	Phone Number	Summer I Course Number(s)

Chair: _____
Dean: _____

*Office of the Provost
 Summer Faculty Appointment Form
 Session II 2021*

School/College: _____ Department: _____

Name (Last, First)	Continuing/ New Adjunct	PeopleSoft #	Faculty Rank Code	Phone Number	Summer II Course Number(s)

Chair: _____
 Dean: _____