

Oral Roberts University

SUMMER SCHOOL

FACULTY HANDBOOK



2016

# 2016 SUMMER SCHOOL FACULTY HANDBOOK

## ORAL ROBERTS UNIVERSITY

Thank you for teaching in this year's Summer School program. This information should answer many of your questions about policies, procedures, and the calendar for Summer 2016.

### I. Academic Quality

- A. It is extremely important that each class meets as scheduled for the allotted time every day.
- B. There is a mandatory Saturday class in the 2<sup>nd</sup> session.

### II. Dress Code

Business casual dress code for faculty will be in effect during all sessions of Summer School.

### III. Faculty Salary (based on three credit hours)

- A. Faculty members are encouraged to help market Summer School classes. Faculty members teaching a class of three or more credit hours with more than 12 students will receive a bonus at the rate of \$50 per student (every student above the 12th student). For classes of two or fewer credit hours with more than 12 students, faculty will be paid \$25 per student above 12.
- B. A course must have five students in order for full payment to be granted. A class may be taught with fewer than five students; however, the salary will be prorated. Students receiving scholarships or ORU Tuition Benefits are counted as part of the base of five students.
- C. Payment is based on faculty rank and credit-hours of the classes taught. Please see the *2016 Summer School Compensation Schedule* at the end of this handbook.

### IV. Payroll Procedures

All Summer School faculty must adhere to the following schedule in order to receive checks on time. If you need information concerning payroll that is not given in this handbook, please call Ana Febus, Online and Lifelong Learning, at (918) 495-6804 or email at [afebus@oru.edu](mailto:afebus@oru.edu).

- A. All faculty with a current faculty teaching contract will not need to sign a separate summer contract.
- B. If a summer faculty member is not already on contract for the preceding school year, please initiate payroll paperwork with the appropriate Academic Dean prior to April 15.

- C. Payroll is run after the de-enrollment deadline each session (see *Summer School Payroll Calendar*). Faculty member will be paid for the number of students registered on that date. If a student is registered late, it is the responsibility of the faculty member to notify Ana Febus in Online & Lifelong Learning in order to be paid for that student. An additional payroll compensation request will be submitted but payment for that student will be delayed until the next scheduled pay date.
- D. Faculty will not be paid for students who withdraw and receive a refund.

<b>V.</b>	<b>Summer School Payroll Calendar</b>	<b>Date</b>
A.	Session 1	May 2-May 20
	1. De-enrollment	May 3
	2. Payroll is run	May 13
	3. First payment	May 27
	4. Second payment	June 15
B.	Session 2	May 23-June 10
	1. De-enrollment	May 25
	2. Payroll is run	June 10
	3. First payment	June 24
	4. Second payment	July 8
C.	Session 3	June 13-July 1
	1. De-enrollment	June 14
	2. Payroll is run	June 17
	3. First payment	July 8
	4. Second payment	July 22
D.	Session 4	July 5-July 22
	1. De-enrollment	July 6
	2. Payroll is run	July 8
	3. First payment	July 22
	4. Second payment	August 5

E.	Session 5	May 2-August 5
	1. De-enrollment	May 13
	2. Payroll is run	May 24
	3. First payment	June 10
	4. Second payment	June 24
F.	Online Session 1	May 2-June 19
	1. De-enrollment	May 6
	2. Payroll is run	May 13
	3. First payment	May 27
	4. Second payment	June 10
G.	Online Session 2	June 20-August 7
	1. De-enrollment	June 24
	2. Payroll is run	July 1*
	3. First payment	July 22*
	4. Second payment	August 5*

**\*Payroll data will be collected by July 1, aiming at disbursements for the July 8 and July 22 payroll. However, due to the July 4 holiday, if the approvals are not obtained in a timely manner, then disbursements will take place July 22 and August 5.**

## VI. Other Important Dates

Students may continue to add classes in either the Registrar's Office or through the ORU Vision website.

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### 1<sup>st</sup> Summer Session May 2 - 20

Date	Refund	Academic Event
Thru May 1	100%	May 2 Classes begin
May 2-3	90%	May 3 Last day to drop/add classes
May 4-5	50%	Last day to withdraw without recording Last day to change from credit to audit Last day to request Pass/Fail option

May 6-10 25%

After May 10 0%

May 17

May 20

Last day to withdraw

Classes end

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### 2<sup>nd</sup> Summer Session May 23 – June 10

Date	Refund	Academic Event	
Thru May 23	100%	May 26	Classes begin
May 23-24	90%	May 27	Last day to drop/add classes Last day to withdraw without recording Last day to change from credit to audit Last day to request Pass/Fail option
May 25-26	50%		
May 29-30	25%		
After May 30	0%	June 9	Last day to withdraw
		June 12	Classes end

**Note: 2<sup>nd</sup> session classes will meet Saturday, May 28<sup>th</sup> to make up for May 30<sup>th</sup>, Memorial Day.**

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### 3<sup>rd</sup> Summer Session June 15 – July 3

Date	Refund	Academic Event	
Thru June 12	100%	June 13	Classes begin
June 13-14	90%	June 14	Last day to drop/add classes Last day to withdraw without recording Last day to change from credit to audit Last day to request Pass/Fail option
June 15-16	50%		
June 17-21	25%		
After June 21	0%	June 28	Last day to withdraw
		July 1	Classes end

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**4<sup>th</sup> Summer Session July 6 - 24**

Date	Refund	Academic Event	
Thru July 4	100%	July 5	Classes begin
July 5-6	90%	July 6	Last day to drop/add classes Last day to withdraw without recording Last day to change from credit to audit Last day to request Pass/Fail option
July 7-8	50%		
July 9-13	25%		
After July 13	0%	July 19 July 22	Last day to withdraw Classes end

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**5<sup>th</sup> Summer Session May 4 – August 7**

Date	Refund	Academic Event	
Thru May 1	100%	May 2	Classes begin
May 2 – 13	90%	May 13	Last day to drop/add classes Last day to withdraw without recording Last day to change from credit to audit Last day to request Pass/Fail option
May 14 – 27	50%		
May 28-Jun17	25%		
After June 17	0%	July 15 August 5	Last day to withdraw Classes end

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**Online Session 1 May 2 – June 19**

Date	Refund	Academic Event	
Thru May 1	100%	May 2	Classes begin
May 2 – 6	90%	May 6	Last day to drop/add classes Last day to withdraw without recording Last day to change from credit to audit Last day to request Pass/Fail option
May 7 – 13	50%		
May 14 – 25	25%		
After May 25	0%	June 5 June 19	Last day to withdraw Classes end

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**Online Session 2 June 20 – August 7**

Date	Refund	Academic Event	
Thru June 19	100%	June 20	Classes begin
June 20 – 24	90%	June 24	Last day to drop/add classes Last day to withdraw without recording Last day to change from credit to audit Last day to request Pass/Fail option
June 25-July 1	50%		
July 2 – 13	25%		
After July 13	0%	July 22 August 7	Last day to withdraw Classes end

**De-Enrollment Dates for Summer 2016**

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Summer 1	May 5
Summer 2	May 27
Summer 3	June 16
Summer 4	July 7
Summer 5	May 15
Online Session 1	May 8
Online Session 2	June 26

**IX. Registration of Students**

- A. All Summer School students **must be registered** for *each* individual session they attend. Registration will be indicated by a stamped and dated Registration Worksheet, which the student will be given when he/she has satisfied his/her financial obligation for that particular session.
- B. It is important that faculty verify that all students are registered on the **first day** of class.
- C. Students not registered should be sent to the Student Accounts Office to reconcile their balance.
- D. Students have until the *second* day of class for each session to be registered. ***Students not registered by 7:30 pm on the second day may not sit in classes for that session. Students may not receive academic credit for academic work completed while not being properly enrolled and registered. There will be no exceptions.***
- E. **Faculty will not be paid for non-registered students.**

## XI. Canceling Classes

- A. Faculty who desire to cancel a Summer School class must first discuss the matter with their Academic Chair prior to communicating to the students that the course has been canceled.
- B. **Faculty members will not cancel any classes.**

## XI. Directed Studies and Study Trips

### A. Directed Studies

- 1. If a professor's intent is to offer a course as a directed study, it will be designated as such with a section number of 97 and limited to an enrollment of four students. Only one section of a given course will be available per session in such format. If demand is such that more than four students want to enroll in a course, the professor will need to offer the course on campus. The professor of record for a given course will have first right of refusal to offer a directed study to a student prior to another professor working with a student.
- 2. **Syllabi will need to be provided to Academic Deans in reference to the course requirements, calendar, faculty load, and measures of assessment for these courses. Syllabi will be approved by Academic Chairs and Deans.** They must show a strong differential for lack of contact hour and final exam. Syllabi are legally binding contracts between the instructor and the student. Changes in the syllabi must have the approval of the Chair and Dean. Directed study courses use the same textbooks as the traditional course, often with supplemental readings.

### B. Study Trips

- 1. Study trips need to be listed in the session that the trip will occur and the students will be abroad. If pre-trip work is required, partial credit will need to be posted in the spring session.
- 2. Only one professor of record will be assigned to a course. **Syllabi will need to be provided to academic deans in reference to the course requirements, calendar, faculty load, and measures of assessment for these courses.**



## 2016 SUMMER SCHOOL AND ONLINE COMPENSATION SCHEDULE

For Registered Students as of the Drop/Add Date

<u>Rank</u>	<u>Compensation for 5-12 Students</u>	<u>Per Student Less Than 5</u>
<b>5 Credit-Hour Class</b>		
Lecturer	\$3,050.00	\$610.00
Instructor	\$3,550.00	\$710.00
Assistant	\$3,725.00	\$745.00
Associate	\$3,900.00	\$780.00
Professor	\$4,075.00	\$815.00
<b>4 Credit-Hour Class</b>		
Lecturer	\$2,440.00	\$488.00
Instructor	\$2,840.00	\$568.00
Assistant	\$2,980.00	\$596.00
Associate	\$3,120.00	\$624.00
Professor	\$3,260.00	\$652.00
<b>3 Credit-Hour Class</b>		
Lecturer	\$1,830.00	\$366.00
Instructor	\$2,130.00	\$426.00
Assistant	\$2,235.00	\$447.00
Associate	\$2,340.00	\$468.00
Professor	\$2,445.00	\$489.00
<b>2 Credit-Hour Class</b>		
Lecturer	\$1,220.00	\$244.00
Instructor	\$1,420.00	\$284.00
Assistant	\$1,490.00	\$298.00
Associate	\$1,560.00	\$312.00
Professor	\$1,630.00	\$326.00
<b>1.5 Load-Hour Labs</b>		
Lecturer	\$ 915.00	\$183.00
Instructor	\$1,065.00	\$213.00
Assistant	\$1,117.50	\$223.50
Associate	\$1,170.00	\$234.00
Professor	\$1,222.50	\$244.50
<b>1 Credit-Hour Course</b>		
Lecturer	\$ 610.00	\$122.00
Instructor	\$ 710.00	\$142.00
Assistant	\$ 745.00	\$149.00
Associate	\$ 780.00	\$156.00
Professor	\$ 815.00	\$163.00

For a course of three or four credit-hours, Faculty Member will receive an additional \$50 for each validated student beyond 12.

For a course of less than three credit-hours, Faculty Member will receive an additional \$25 for each validated student beyond 12.

One credit-hour science labs will be paid at a rate of 1.5 credit-hours