

SAVANNAH STATE UNIVERSITY
3219 College Street
Savannah, GA 31404
Division of Academic Affairs
Faculty Summer School Employment Contract - 2016

THIS CONTRACT is made and entered into between Savannah State University and _____ and constitutes the terms for which full time faculty may be employed to teach one or two summer school courses for a period of one and/or two summer sessions beginning _____ and ending _____.

It is understood that this CONTRACT defines the only terms of employment, and that nothing in this Contract states or implies continued employment beyond the ending date listed above. In consideration of this agreement, the University agrees to pay the employee for services rendered according to Savannah State University's established salary guidelines for Summer School. If this Contract is terminated before its expiration date, the salary is also terminated.

Title/Rank: _____ College: _____ Department: _____

Budget Code (s) _____

Course Prefix	Title/Credit Hours	Number of Students Enrolled	Location	Beginning Date	Ending Date	Days and Times	*Salary - \$1,800 per credit hour
1.							\$
2.							\$
						TOTAL	\$

CERTIFICATION: This is to certify that I understand my job responsibilities and believe in the philosophy and purpose of Savannah State University. My signature indicates that I agree to meeting all scheduled classes*, hold a minimum of three office hours per week, submit all grades according to the academic calendar deadline and abide by all other policies and procedures of Savannah State University. I also understand that I must advise continuing, transfer and incoming students (STAR Orientations). Furthermore, I understand that this salary will be paid according to the schedule distributed by the Office of Fiscal Affairs.

Name _____
Type

Signed: _____ /Date _____
Faculty Member

Signed: _____ /Date _____
Associate Dean/Department Chair

Signed: _____ /Date _____
Dean

Signed: _____ /Date _____
Provost and Vice President for Academic Affairs

Distribution: Faculty Member
 Assoc. Dean/Department Chair
 Dean
 Provost/VPAA
 Comptroller
 Payroll
 Human Resources

Signed: _____ /Date _____
Budget Officer

***Summer School Compensation Policy:**

- Departments or Colleges with enrollment per course of 16 or more will compensate all summer faculty at \$5,400 per course.
- Classes that meet or exceed the enrollment of 16 students be compensated in full.
- For Departments or Colleges with enrollment per course of less than 16 students, compensation will be based on a sliding scale with proration based on enrollment of 15/16th, 14/16th, 13/16th, 12/16th, etc.
- Undergraduate courses with 8 students or less will be canceled, unless there is an adequate justification provided
- Graduate courses with 6 or less will be canceled, unless there is an adequate justification provided.