

United Academics (UNAC) Contract Extensions and Summer Appointments

UNAC Collective Bargaining Agreement (CBA) Article 15.7.2 – Summer Appointments

Summer appointments may be made for summer instruction, research or other activities.

- a. Bargaining unit members holding an academic year appointment and employed in the summer for non-instructional purposes may receive up to one-ninth (1/9) of the academic year base salary for each month of such assignment, **up to a maximum of one-third (1/3) of the base academic year salary for a three-month assignment** (emphasis added).
- b. Summer instructional programs are intended to be provided on a self-support basis. Salary offered to regular faculty with an academic year appointment for summer session instruction may range from \$1,500 per credit hour to a maximum rate set proportional to a faculty member's base academic year salary, depending upon the needs of the summer instructional program. **In no event shall the total per-credit amount paid to a faculty member exceed the proportional amount of the faculty member's base academic year salary** (emphasis added). If a bargaining unit member's summer session assignment is canceled due to low enrollment, or some other factor, at the discretion of the University, no extra compensation shall be due to the bargaining unit member.

Contract Extension (CONF) is used when a bargaining unit member has assignments **outside the base 9-month** academic year appointment. They are paid at the same base 9-month bi-weekly rate (same salary/rate of pay), are working no less than their regular full-time equivalent (FTE) equivalent (PTE) status, and are doing the same type of work as their 9-month base appointment. Contract extensions can be for up to three months of full-time equivalent status.

If the bargaining unit member will be working multiple assignments over the summer months and all of the assignments are for their same home department, for the same timeframe, and they are paid at the same base 9-month bi-weekly rate (same salary/rate of pay) it can be set up as a CONF. If the department thinks a class might be canceled, it might be best to set each assignment as separate summer appointments/additional assignments, but this decision is up to the department.

The bargaining unit member will receive Faculty Time Off (FTO) for the months worked and accrue sick leave. If working full time the bargaining unit member will receive 24 hours of FTO. The additional hours will be available by R11 (5/7-5/20/2023) and expire at the end of the fiscal year. While more workload units can be assigned during the summer, ten (10) workload units is equivalent to full-time employment for a contract extension.

Summer Appointment (aka Summer Additional Assignment, SAA) is used when a bargaining unit member is working fewer hours than their 9-month base appointment FTE, receiving less than their base 9-month bi-weekly rate (different salary/rate of pay), and/or working for a different department(s). Examples of SAA include department chair compensation, Summer Sessions work, course development, accreditation, Appeals Board, etc. The bargaining unit member does not receive FTO or accrue sick leave.

NOTE: A bargaining unit member can be on a contract extension and also a summer appointment as long as the salary does not exceed the **proportional amount of the faculty member’s base academic year salary (i.e. 1/3 maximum)**.

Salary Calculation - For any summer additional assignment or contract extension, bargaining unit members may only receive a maximum of one-third ($\frac{1}{3}$) of the base academic year salary for a three-month summer appointment assignment. This includes non-instructional (non-credit) and instructional (credit) workloads. To calculate the maximum salary, refer to the [Faculty Summer Salary Tracking Spreadsheet](#). Ten (10) workload units are equivalent to full-time employment for a summer appointment/SAA and contract extension.

Example scenarios are provided below:

For all of the examples below, Professor Joe’s base 9-month bi-weekly salary is \$4800, and the home department is Engineering.

1. Example CONF:

Professor Joe’s base 9-month bi-weekly salary is \$4800, home department is Engineering, the assignment is the same FTE as the base 9-month appointment

Department	Rate	Dates
Engineering	\$4800	5/14/2023-7/8/2023
Total	\$4800	

This would be a CONF because the assignment for the timeframe is at the same bi-weekly rate of pay, the same FTE, and for the same home department.

2. Example SAA:

Professor Joe’s base 9 month bi-weekly salary is \$4800 and home department is Engineering

Department	Rate	Dates
Engineering	\$1200	5/14/2023-7/8/2023
Engineering	\$1200	5/14/2023-7/8/2023
ANSEP	\$1100	5/14/2023-7/8/2023
Total	\$3500	

Even though the timeframe is the same, because Professor Joe is receiving less than the base 9-month bi-weekly salary/rate of pay, these would be set up as summer additional assignments.

3. Example SAA:

Professor Joe's base 9-month bi-weekly salary is \$4800 and home department is Engineering

Department	Rate	Dates
Engineering	\$1900	5/14/2023-7/8/2023
Engineering	\$1900	5/14/2023-7/8/2023
Engineering	\$1000	5/14/2023-5/27/2023
Total	\$4800	

Even though this is within the same home department and same base 9-month bi-weekly salary/rate of pay, this would be an SAA because the timeframe for the assignment with the \$1000 rate is different from the other assignments.

4. Example SAA:

Professor Joe's base 9 month bi-weekly salary is \$4800 and home department is Engineering and the assignment is less than his FTE during the base 9-month appointment

Department	Rate	Dates
Engineering	\$4000	5/14/2023-7/8/2023
Total	\$4000	

Even though this is with the same home department, the assignment base pay is different from the base 9-month bi-weekly salary/rate of pay and he is working less than his full-time equivalent status so it will be an SAA.

****Please note that any increase in hours above the Academic Year base assignment that will take place in the summer will be an additional assignment. For example, if the base assignment during the Academic Year is 60 hours per pay period and then they want to increase to 80 hours per pay period during the summer months, the 20 additional hours would be considered a summer appointment (additional assignment) and the 60 hours would be a contract extension. FTO will be earned on the base assignment, not on the summer additional assignment.