

Summer Appointment Guidelines and Hiring Routes for Faculty Duties

Faculty responsibility areas include work designated in effort areas of teaching, research, outreach, and service. Additional examples of responsibilities include course development, advising and administration.

Hiring Routes

Type of Employee	Hiring Paperwork
Academic Year University Faculty	Summer Session Contract in SoftDocs
Fiscal Year University Faculty	Faculty Salary Change Form for additional compensation
Academic Year Temporary Faculty Per Semester or per Class Temp Faculty	Summer Session Contract in SoftDocs Summer Session paper contract
Exempt staff	Staff Salary Change Form
Classified staff	Staff Salary Change Form
TH staff	TH Instructional Compensation Form

Note:

- To hire for instructional or teaching support (including a TA role that is NOT an instructor of record), follow the [Human Resources](#) staff temp help (TH) hiring process.
- To hire as the Teaching Assistant employment classification work with the [College of Graduate Studies](#) (COGS) on the hiring process/paperwork.
- To hire a graduate student as the instructor of record who is not officially on a summer assistantship through COGS, follow the temp faculty hiring paperwork listed above.

Process and Routing for Summer Contract & Worksheet

The employee must complete the Summer Salary Contract and Worksheet and obtain the required approval signatures via the method outlined above. The document will be routed through the required approval queue's; department chair/head approval, department grant administrator certification (as appropriate), college/dean approval (or CBO's), and lastly the Provost Office. Upon final approval by the Office of the Provost and Executive Vice President the approved document will be routed back to the representative from the college via e-mail (or SoftDocs process). EPAF can be generated upon final approval by the Office of the Provost and Executive Vice President.

General Information

- **All individuals teaching as an instructor of record must meet the [faculty qualifications guideline](#).**
 - To request an exception to the faculty qualifications, review and approval is required by the Vice Provost for Faculty via the *Exception to Faculty Qualifications Request Form*. Allow extra processing time for review.
 - *Exception-* For graduate students who have been hired as a TA to teach the course previously or a similar 100 or 200 level course, an exception form is not required. Upon submittal to the Provost Office for processing, include that the employee has taught the course previously and which semester.
 - *Exception-* A new exception form is not required if the individual has been approved to teach the course via the exception form previously. Note, the employee must have been approved formally via the exception form processed by the Office of the Provost & EVP and the course must be the same course from previous approval. For efficient processing please include the previously approved exception form with the hiring paperwork if possible.
- Faculty on summer contract are generally expected to be onsite for the summer contract period unless their research requires off-site activities or they are teaching an online course.

- Any consulting activities conducted during the summer contract period are subject to the same University policies in effect during the academic year (see [FSH 3260](#)).
- Summer instruction is paid during the actual period of the course.

Timeline ([FSH 3120](#))

- The plan for the summer program is generally completed by February 1st.
- Recommendations for summer appointments are to be submitted to the Provost Office for final approval in March or April.
- Once submitted to the Provost Office, the contract & worksheet will be reviewed and approved in approximately 10 business days or less. Upon receiving an approved contract back, the unit is to submit the EPAF.

Max Summer Salary (Calculated by SoftDocs)

- Formula to calculate is located in EPAF training materials found [here](#).
- If an employee meets any of the 1-3 conditions below, the contract for summer work will be conducted via the Faculty Salary Change Form and payment will be in the form of additional compensation.
 1. Faculty working overload (exceptional circumstance)
 2. Exceeds max summer salary
 3. Is a fiscal year employee

Calculating Hourly Rate (Calculated by SoftDocs)

- Formula to calculate is located in EPAF training materials found [here](#).
- The rate of pay for summer salary if working on sponsored projects or other assignments may not be more than the institutional base rate of pay established for the faculty member during the academic year appointment.
- Faculty who have an administrative appointment (E4107) as part of their contracted rate of pay during the academic year can use their full salary amount (E4105 & E4107) to determine the appropriate hourly rate. Temporary salary increases for administrative appointments less than six months are not eligible to be included.

Additional Information Pertaining to Grant Funded Research, Sponsored Research, Other Research Activity

To ensure that the University of Idaho is in compliance with all regulations applicable to federal and non-federal sponsored projects, the following rules apply to faculty salaries charged to sponsored projects during the summer contract period:

1. All salary charges to sponsored projects must be consistent with University policy and procedure for charging to sponsored projects and must only include compensation for effort actually expended on those sponsored projects within the summer contract period. This means that the faculty member on summer contract will not be paid for the Memorial Day and/or 4th of July holidays unless the faculty actually performs work on the holiday, and then will be paid only for the actual time worked. The provisions of FSH 3460 F-1 do NOT apply to the summer contract period for work assignments on sponsored projects and no holiday pay will be paid for sponsored work performed during the contract period.
2. Only activities directly related to the sponsored project, such as performing research or scholarly activities specified in the grant or contract, writing progress reports, attending project-related conferences or events, and holding research meetings, may be charged to a sponsored project. Non-related activities, such as writing proposals for other projects, performing non-sponsor related research or scholarly activities, taking vacations, attending department faculty meetings, teaching, preparing to teach, performing unrelated administrative work, performing University service work, and attending non-sponsored project-related conferences, may not be charged to sponsored projects.

