Office of the Senior Vice President and Provost
FAQ on Faculty Instruction in Winter and Summer Sessions

9-Month and 12-Month Faculty Appointments:

Q1. What is the difference between 9-month and 12-month faculty appointments?

a) 12-month faculty have a 12-month contract with position responsibilities that span the entire fiscal year (i.e., July 1 – June 30).
   - 12-month faculty are in work/pay status for the entire year.
   - 12-month faculty earn paid vacation at the rate of 2 days (16 hours) per month, up to a maximum bank of 48 days (384 hours).
   - 12-month faculty are paid on a 12-month disbursement plan period.

b) 9-month faculty have a 9-month contract with position responsibilities for the academic year (i.e., August 16-May 15). Per the Faculty Handbook:
   - 9-month faculty are required to be on duty during the fall and spring semesters on those days when classes are in session and the two working days before the first day of classes of fall and spring semesters.
   - 9-month faculty do not earn vacation although they may be absent from campus for personal reasons for limited periods when classes are in session, with prior notification and mutual agreement of the department chair.
   - 9-month faculty are not required to be on duty during the winter break or in the summer (i.e., May 16 – August 15).
   - 9-month faculty may be appointed and paid for winter or summer sessions and thus would be required to be on duty for the respective appointment dates.
   - 9-month faculty default to being paid on a 9-month disbursement plan period and the annual compensation is paid over ten months (i.e., a half month paid in August and May, and a full month paid September – April); after starting employment with ISU and prior to July 1st, 9-month faculty may elect to change the pay frequency and request to have the salary spread over the fiscal year, July 1 – June 30; election of a 12-month disbursement pay plan does not affect the amount, timing, or proration of winter and/or summer session salary which means that only the annual salary is spread over 12 months, while winter and/or summer session salary is not.

Q2. How does a department decide whether to hire a faculty member on a 12-month or 9-month appointment?

Faculty are typically hired on a 9-month appointment. 12-month appointments are reserved for administrative positions and for persons whose responsibilities require year-round service (e.g., year-round Extension/Outreach responsibilities, clinical duties, etc.). Faculty on 12-month appointments are on duty the entire fiscal year;
whereas persons on 9-month are on duty during the fall and spring semesters on those days when classes are in session and the two working days before the first day of classes of fall and spring semesters. The department is responsible for evaluation of the needs of the position to determine if it is a 9-month or a 12-month appointment.

**Winter Session Faculty Instruction:**

**Q3.** Can 12-month faculty teach during winter sessions?

Yes, 12-month faculty are eligible to teach during winter sessions. The teaching responsibilities, however, are not compensated with supplemental salary, because the faculty already have work responsibilities for those dates.

If they teach during winter session, a 12-month faculty member may instead have their workload adjusted. For example: if a 12-month faculty member is teaching during winter session, they are not carrying out some other position responsibilities that they would otherwise be doing during those weeks/dates of active duty.

**Q4.** Does the contract of a 9-month faculty member include winter session responsibilities?

No, 9-month faculty are hired under a 9-month contract which includes all normally assigned classes for fall and spring semesters only. Because the Winter Session falls within the contractual time, a teaching assignment for the Winter Session is considered above and beyond the normal course load taught for fall and spring semesters.

**Q5.** What is the difference between an overload assignment and an in-load assignment?

*Overload Assignment:* If a 9-month faculty teaches a course during the Winter Session, it is considered above and beyond the normal course load taught for fall and spring, thus it is considered an overload assignment.

*In-Load Assignment:* If a 9-month faculty teaches a course during the Winter Session instead of teaching a course during the spring semester, then it is considered an “in-load” assignment as there has not been an increase in the total number of courses being taught by the faculty member during the academic year.

**Q6.** How is in-load vs. overload (additional compensation) determined for faculty?

Chairs and/or Deans will determine whether a teaching assignment during Winter Session will be *in exchange for* a spring course or *in addition to* a faculty member’s academic year teaching assignment. When the Winter Session teaching assignment replaces a course that would have been taught in the spring, then the teaching effort is “in-load” and there is no overload (additional compensation).
Q7. **How is the amount of additional compensation for overload teaching determined?**

Each college (if applicable) has developed an internal policy regarding the rate of pay for winter session teaching. Winter session compensation for overload teaching is provided at an established flat rate.

Q8. **Is there a maximum salary amount for supplemental compensation for overload teaching during Winter Session?**

All Winter Session compensation is subject to a maximum amount per collegiate policy.

Q9. **Does supplemental compensation for Winter Session count toward the policy that limits compensation to no more than eleven months from general (state) funds?**

No, per Faculty Handbook 3.1.1.2, any supplemental compensation for Winter Session teaching does not count towards the policy limiting “up to a total of eleven months from general (state) funds during the fiscal year”.

Q10. **What is the timing of the Winter Session supplemental compensation?**

Compensation for the Winter Session will be paid in equal payments between the December and January payrolls.

**Summer Session Faculty Instruction:**

*Please Note for 9-Month Faculty:* The election of a 12-month Disbursement Pay Plan does not affect the amount, timing, or proration of Summer Session Salary which means that only the annual salary is spread over 12 months, while Summer Session salary is not.

Q11. **Can 12-month faculty teach during summer sessions?**

Yes, 12-month faculty are eligible to teach during summer sessions. The teaching responsibilities, however, are not compensated with supplemental salary, because the faculty member already has work responsibilities for those dates.

If 12-month faculty teach during winter session, they may instead have their workload adjusted. For example: if a 12-month faculty is teaching during summer session, they are not carrying out some other position responsibilities that they would otherwise be doing during those weeks/dates of active duty.
Q12. Does the contract of a 9-month faculty member include summer session teaching responsibilities?

No, 9-month faculty are hired under a 9-month contract which includes all normally assigned classes for fall and spring semesters only. Because the Summer Session falls outside the contractual time, a teaching assignment for the Summer Sessions is considered above and beyond the normal course load taught for fall and spring, and must be compensated as overload teaching.

Q13. What is the difference between Summer Salary and Flat Rate Teaching compensation? And how is it determined which option a 9-month faculty member will be compensated at?

All summer salary is either paid as summer salary or as flat rate teaching. How the compensation is determined is based on collegiate policy.

- **Summer Salary**: Faculty summer salary is based on the individual’s 9-month salary (including Named Professor Allowance, if applicable) for the respective fiscal year.
- **Flat Rate Teaching Pay**: Faculty flat-rate teaching compensation is based on a collegiate policy applying a formula that includes a flat rate.

Q14. Is there a maximum salary amount that can be earned during the Summer Session to count toward the policy setting a limit of up to eleven months from general (state) funds?

Yes, as stated in Faculty Handbook 3.1.1.1, the total allowable compensation from general (state) funds is a total of eleven months during the fiscal year (i.e., the combination of annual salary as 9-month faculty member plus two months of faculty Summer Session salary).

Q15. What is the timing of Summer Session compensation?

It is required that Effort Reporting and Certification policies are applied, and it is critical that summer session compensation complies with federal regulations for federally sources funds. A faculty member’s effort and the payment of compensation for the summer session work must be in alignment.
3.1 Appointment Policies
Appointments to the faculty are ordinarily made for the nine-month academic year. Twelve-month appointments are reserved for administrative positions and for persons whose responsibilities require year-round service. As professionals, faculty members and administrators arrange their own work schedules during their appointment periods so as to carry out their on-going responsibilities to the university. Persons on 12 month appointments are on duty the entire fiscal year, during which they accrue twenty-four days of paid vacation. Persons on 9 month are on duty during the academic year, and they receive no paid vacation (FH Section 4.5.1). Persons on 12 month part-time appointments are expected to maintain their responsibilities to the department, college, and university throughout the entire fiscal year. Persons on 9 month part-time appointments are expected to maintain their responsibilities to the department, college, and university throughout the entire academic year.

All nine-month faculty (with the exception of new hires in their first year) may elect the 12-month pay option to have payroll spread equally over the fiscal year, July-June.

3.1.1 Summer and Winter Session Effort
Faculty members with 9-month (academic year; August 16-May 15) appointments may be warranted by the needs of the department and the faculty member agrees to the appointment. These appointments, ordinarily made on a year-by-year basis, are not guaranteed except as documented in a faculty member’s contract at time of appointment. Details of these appointments are described in the following sections.

3.1.1.1 Summer Session Effort
Faculty members with 9-month appointments engaged in institutional activities (teaching, grant-writing, extension/outreach, service, etc.) while on summer appointment, in addition to the academic year, may be paid up to a total of eleven months from general (state) funds during the fiscal year. Regardless of funding source, summer salary is based on the individual’s 9 month salary for the respective fiscal year. Summer appointments on or after July 1 are at the new academic year rate of pay.

Nine-month faculty members who teach during the Summer Session may receive pay for the session based on a collegiate policy applying a formula that may include a flat rate with incremental increases dependent on enrollment. Details of collegiate Summer Session salary policies will be communicated by the college.

3.1.1.2 Winter Session Effort
Faculty members with 9-month appointments engaged in teaching during the Winter Session may do so with: 1) a corresponding reduction in their normal Spring Semester teaching load; or 2) supplemental pay based on collegiate policy. The option selected will be mutually agreed to by the faculty member and their department chair. Supplemental pay received for teaching
during the Winter Session will be based on a collegiate policy applying a formula that may include a flat rate with incremental increases dependent on enrollment. Details of collegiate Winter Session salary policies will be communicated by the college. Supplemental salary received for teaching during the Winter Session does not affect the “up to a total of eleven months from general (state) funds during the fiscal year” pay policy.

Approved by Faculty Senate on 5/4/21; the Senior Vice President and Provost on 5/20/21; and the ISU President on 5/20/21.

3.1.2 Sponsored Support
Faculty members with 9 month appointments who have secured sponsored support (i.e. externally funded research awards) may have salary charged during the academic year on the sponsored project – such that effort and salary charges are consistent. (See Effort Reporting and Certification Policy in the Policy Library.) To ensure compliance with the Effort Reporting and Certification Policy, charges to any federally-sourced or state sponsored project must match the effort expended. Summer research appointments on sponsored support may be paid up to a total of three summer months except for specific restrictions that may be imposed by external granting agencies.

4.5.1 Vacations and Holiday
Twelve-month faculty accrue vacation on a monthly basis at the rate of two days for each full month of employment. This includes the accrual of two personal holidays per year. Vacation may accrue to twice the annual entitlement.

Faculty with a 9-month appointment do not accrue vacation. They are required to be on duty during the fall and spring semesters on those days when classes are in session and the two working days before the first day of classes of fall and spring semesters. Faculty are expected to manage their professional responsibilities as they deem appropriate, and typically are active throughout the academic year beyond the constraints of formal work hours and work days. Faculty with a 9 month appointment may arrange their responsibilities so that they are absent from campus for personal reasons for limited periods when classes are in session during the fall and spring semesters. Specific absence days are to be established by mutual agreement between the faculty member and the department chair.

Faculty members, regardless of appointment base, are not required to be on duty during official university holidays, which include New Year's Day, Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas, and one additional day each year determined by the president and the Administrative Board. (The latter is in addition to the two personal holidays mentioned in the first paragraph above.) See Vacation Leave in the Policy Library and Holidays in the Policy Library policies.

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